

POLICY ON FAMILIARIZATION & INDUCTION
PROGRAM FOR INDEPENDENT DIRECTORS

➤ **Preface:**

The Board of Directors in their meeting held on 14th November 2015 has revised and modified the policy on Familiarization and induction program for Independent Directors as required under Schedule IV of the Companies Act, 2013 and Regulation 25 of the SEBI(Listing Obligations and Disclosure requirements) Regulation 2015 and made it applicable from 1st December 2015.

Induction & Familiarization Programme Training module for Independent Directors

Objective	The Company shall follow a structured induction and familiarization programme for the Independent Directors to understand and get updated on the business and operations of the Company on a continuous basis.
Familiarization Programme for Independent Directors upon induction	Industry Overview and Business Model of the company
	Business overview and an outline of Corporate Plan and Annual targets
	Overview of Sales & Marketing
	Introduction to Product profile
	Operations overview
	Financial Performance and budget & control processes
	Familiarization on Statutory compliances as a Board Member including their Roles, Rights and Responsibilities.

➤ **Familiarization Process :**

The Company shall through its Executive Directors familiarize the Independent Directors in regular board meetings with the strategy, operations and functions of the Company.

The company may also through its Senior Management Personnel conduct programs / presentations periodically for the independent directors to understand the company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time. The programs / presentations shall also familiarize the Independent Directors with their roles, rights and responsibilities.

➤ **Approval And Publication :**

This policy as framed by the Nomination and Remuneration Committee shall be recommended to the Board of Directors for its approval.

This policy shall be hosted on the Company's website.