



FAMILIARIZATION PROGRAM

The provisions of Companies Act, 2013, read with Schedule IV and Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") requires that the Company shall familiarize its Independent Directors with the nature of the industry in which the Company operates, their roles, rights, responsibilities in the Company, business model of the Company etc., through various programs and providing training to all members of the Board by way of updates.

Pursuant to the Listing Regulations, the details of the Familiarization program for Independent Directors shall be disseminated on the website of the Company.

Purpose:

The Familiarization Program has been adopted with an objective to make the Independent Directors of the Company accustomed with the business and operations of the company that would facilitate their active participation and contribute significantly in managing the Company. The Program aims to provide insights into the Company, its stakeholders, senior management/ leadership team, operations, policies, processes, industry perspective and issues to enable the Independent Directors to be in a position to take well-informed timely decisions.

Familiarization Process/ Program:

- On appointment, the Independent Directors are issued a Letter of Appointment setting out in detail, the terms and conditions of appointment, duties, roles and responsibilities.
- Each newly appointed Independent and Non-Executive Director is taken through a formal induction program including the presentation from the Managing Director and other Senior Executives on the Company to familiarize the Directors with the operations, functions and policies of the Company and processes of the Company in the Board/ Committees / SMG Meetings.
- The presentations at the Board and Committee Meetings include updates on risk management, Company's policies, performance, quarterly performance which includes information on business performance, operations, financial parameters, litigations, compliances etc.
- The Independent Directors are also made aware about the performance of the Company on regular intervals through a detailed presentation on Health, Safety and

Environment (HSE Performance) as well as overall performance including financial parameters, internal control system etc. of the Company on quarterly basis.

- The Board of Directors are familiarized with new business processes, system improvements, Company's operational and physical performance, business strategies, milestones achieved, changes in regulatory and legal framework.

Summary of Familiarization Programs imparted to Independent Directors:

Financial Year	Hours spent by Independent Directors
2016-17	19 Hours 14 Minutes
2017-18	26 Hours 55 Minutes
2018-19	18 Hours 39 Minutes
2019-20	19 Hours 46 Minutes
2020-21	15 Hours 59 Minutes
2021-22	38 Hours 35 Minutes
2022-23	56 Hours 22 Minutes
Cumulative Hours spent	195 Hours 30 Minutes

Review:

The Familiarization program for the Independent Directors will be reviewed from time to time and revised, as may be required.