

Familiarization Programme for Independent Directors

Preamble

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the Industry in which the Company operates, business model of the Company, etc., through various programmes.

Purpose

The Familiarization Programmes are designed to provide insights about the Company to familiarize the independent directors with the Company's business that would facilitate their active participation in managing the Company.

Initiatives taken to update the Directors

- The Programme shall periodically conduct sessions to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- It also aims at familiarizing the Independent Directors with their roles, rights and responsibilities.
- The Independent Directors are given an opportunity to visit the Company's manufacturing facility to understand the working and also know about the initiatives taken on quality, safety and CSR.
- The Company also conducts familiarization sessions for new Independent Directors inducted in the Board of Directors.
- The New Independent Directors are given an opportunity to interact with the Chairperson, Managing Director and Chief Financial Officer of the Company to understand the working of the Company.

Details of attendance of Independent Directors in Familiarization sessions from 01 April 2018 to 31 March 2023 are as follows:

S. No	Name of Independent Director	NO OF PROGRAMMES/ MEETING ATTENDED			NO. OF HOURS SPENT	
		Cumulative from 1 st April, 2017 till 31 March 2022	During Fy 2022-23	Cumulative Till 31 March 2023	Cumulative from 1 st April, 2017 till 31 March 2022	Cumulative Till 31 March 2023
1	Ms. Malini Mehra*	1	0	1	½ hour	½ hour
2	Ms. Arti Srivastava**	4	1	5	3 hour	4 hour
3	Mr. Raman Ohri	4	1	5	3.5 hour	4.5 hour
4	Mr. Surendra Kumar Gupta	4	1	5	3.5 hour	4.5 hour
5	Mrs. Preeti Saxena ***	0	1	1	-	1 hour

*Ms. Malini Mehra was appointed as an Independent Non- Executive Director w.e.f. 05th June 2018. Further he ceased to be an Independent Director of the Company with effect from 10th August 2018 due to resignation.

** Ms. Arti Srivastava was appointed as an Independent Non- Executive Director w.e.f. 14th November 2018. Further he ceased to be an Independent Director of the Company with effect from 17th October 2022 due to resignation.

***Mrs. Preeti Saxena was appointed as an Independent Non- Executive Director w.e.f. 30th August 2022.