Familiarization Program for Directors

Objective:-

* To adopt a structured program for orientation and training of Independent & Non-Executive Directors at the time of their joining so as to enable them to understand the Company - its operations, business, industry and environment in which it operates;
* To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

Orientation Program upon induction of New Directors

* A formal induction programme conduct for new Independent & Non-Executive Directors, the induction programme includes the Company’s Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the Company’s history and milestones, Memorandum & Articles of Association, latest Annual Report.
* A detailed Appointment Letter incorporating the role, duties and responsibilities provided.
* An interactive session with senior management, business & functional heads is also arranged.
* Visits to plants and business locations are also organized to provide an insight of the Company’s operations.

Other initiatives to update the Directors on a continual basis

* The Board has an active communication channel which allows free flow of communication among directors in terms of raising query, seeking clarifications for enabling a good understanding of the Company and its various operations;
* The presentations at Board, Committee and Independent Directors meetings made by Senior Officials include regular updates on regulatory and business environment, Business Plan, risk management framework, internal audit & controls, cyber security, , tax & treasury reports, key accounting matters and company polices and other relevant issues;
* The Managing Director and Executive Directors present the financials and developments of every segment in Board Meeting and quarterly basis. These meeting and discussions facilitate the Directors to provide their inputs and suggestions on various strategic and operational matters.
* The Directors are informed of the important developments in the Company, major stock exchange announcements, press releases etc;
* Separate meetings of the Independent Directors are also organized to enable them to interact and discuss about the performance of the Company.
* One-on-one meetings with the Statutory Auditors and Internal Auditors are organized which facilitates discussion on Statutory Audit and internal audit effectiveness and environment control.