

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Pursuant to Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and as per Code of Conduct under Schedule IV of the Companies Act, 2013, with a view to familiarize the Independent Directors about nature of the industry in which the company operates, their roles, rights, responsibilities in the company, business model of the company, the Company has formulated this Familiarization Program.

OBJECTIVES:

- To adopt a structured programme for orientation and training of Independent 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 functions.
- 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 PROGRAMME UPON INDUCTION OF NEW DIRECTORS:

- A familiarisation pack is handed over to the new inductee, which includes the Company's Corporate Profile / presentation about its Mission, Vision and Values Statement, Organisational structure, the Company's history and milestones, Annual Report of last three years including Annual Reports on CSR and Sustainability, Code of Conduct for Board of Directors and Senior Management Personnel applicable to Directors / employees of the Company, the Code of Practices and Procedures for Fair Disclosure of Unpublished Price Sensitive Information along with a summary on do's and don'ts pertaining to Insider Trading issues.

In case the inductee is also inducted on the Audit Committee, he is also handed the Audit Committee Charter, the Internal Audit Charter and the Whistle Blower Policy.

- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Tata Code of Conduct and obligations on disclosures, is issued for his acceptance.
- Site visit to the Company's Corporate Office campus at Hinjawadi, Pune. Further, a meeting with Business Unit Heads and Corporate functional heads is also arranged. Relevant Business Strategy presentations are also made.
- A brief introduction to the Company and its subsidiaries is so made.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:

- At Board meetings, the Directors are periodically briefed about Company's plans and initiatives on safety, quality, CSR, Sustainability, etc.
- Presentation on Business Excellence by external assessors under the Tata Business Excellence Model are also made to the Board, wherein various measurables and areas of improvement are presented.
- Senior Management Personnel make presentations at Board Meetings to better understand the business and operations of the Company.

- The presentations at Board meetings include updates on regulatory, business environment, risk management, Company policies and other relevant issues. Quarterly Operations Report which includes information on business performance, operations, financial parameters, working capital management, senior management changes, litigations, compliances, fund- flows, subsidiary data is presented to the Board.
- The Directors are encouraged to visit the Company's website which include the latest press release and data. Queries posed by them are responded.
- The Directors are also encouraged to access the Learning Management System (LMS) of IICA through their Login credentials under the Independent Directors' Data Bank from the link <https://www.independentdirectorsdatabank.in/iicalms/>. The portal has ~ 50 modules on various topics under Companies Act 2013.
- The Company also facilitates the continual educational requirements of directors.

During the financial year 2024-25 the Independent Directors were appraised on the following:

- Business Strategy, Industry trends
- Services and product offerings, Markets
- People Plan, Talent landscape
- Technology
- Enterprise Risk Management
- Governance
- Corporate Social Responsibility Programs
- Sustainability initiatives
- Tata Business Excellence Model

Summary of Familiarization program to Independent Directors

Total no. of hours spent on familiarization program in the financial year 2024-25	Approx. 35 hours
Cumulative no. of hours spent upto FY25	Approx. 56 hours
No. of Programs attended in the financial year 2024-25	20
Cumulative Programs upto FY25	35