

**FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

Policy No:	SSLL/04
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**PREAMBLE:**

This Familiarisation Programme is formulated under the provisions of Schedule IV to the Companies Act, 2013 read with the provisions of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 for the Independent Directors.

**OBJECTIVE:**

To provide insight to the Independent Directors about the Company's business in order to enable them to actively participate in managing the business and carrying out their duties effectively.

**FAMILIARISATION PROCESS :**

1. The Company through its Management team and Senior Managerial Personnel shall conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company in the Board and Committee Meetings.
2. Such programs / presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, investor relations, markets, organization structure, finance, human resources, technology and risk management and such other areas as may arise from time to time;
3. Upon appointment of new Independent Director, the documents such as Company Annual Reports, Code of Business Conduct & Ethics applicable to the Directors/employees of the Company, Code of Conduct of Insider Trading Prohibition Policy are shared.

**UPDATION PROCESS:**

1. A detailed agenda of the Board Meeting / Audit Committee Meeting / Committee Meeting(s) is sent out to all the Directors well in advance.

2. A detailed presentation on the quarterly performance of the Company, business updates, market updates, working capital management, fund flows, compliances etc. is made at the relevant meetings.
3. Every Independent Director has access to the Senior Management Personnel at all times.

#### **REVIEW AND AMENDMENTS**

This Policy shall be reviewed and amended in line with the Regulatory requirements.

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### DETAILS OF FAMILIARIZATION PROGRAMME

The Company has conducted 10 meetings during the year 2021-22 and the time spent by Independent Directors was in the range of 8-10 hours. The cumulative programmes / meetings conducted till date were 41 and the time spent by Independent Directors was in the range of 45-55 hours.

The Company has conducted 19 meetings (including Committee Meetings) during the year 2022-23 and the time spent by Independent Directors was in the range of 16-18 hours. The cumulative programmes / meetings conducted till date were 60 (including Committee Meetings) and the time spent by Independent Directors was in the range of 80-90 hours.