

## **IIST OF FAMILIARISATION PROGRAMME IMPARTED.**

### **Disclosure under Regulation 25 and 46 of SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015**

#### **A) Initial Programme**

The newly appointed Independent Directors of the Company are familiarised with the various aspects of the Company like nature of the industry, business model, core activities, board procedures, strategic directions and roles, rights, responsibilities of Independent Directors, etc. by way of a detailed presentation. Information material like Code of Conduct, Insider Trading Code, Performance highlights, etc., is also provided to supplement the presentation.

Mr. Jayaram Sitaram appointed on 5.08.2015 was provided with a joining kit comprising of

- Company values booklet
- Latest Annual Report
- Memorandum and Articles of Association
- Code of Conduct
- Code of internal procedures and conduct for regulating, monitoring and reporting of trading by insiders
- Code of practices and procedures for fair disclosure of unpublished price sensitive information
- Policy on materiality of and dealing with related party transactions
- Policy on Vigil Mechanism (Whistle Blowing Policy)
- Draft Appointment letter (setting out role, rights and responsibilities) – final letter is given after the approval by the Shareholders
- Schedule of Meetings

#### **B) On Going Programme**

1. Number of Program attended by the Independent Directors during the Year: 2
2. Number of hours spent by Independent Directors in the Programme:

On 30.10.2015– 3 hours and on 09.02.2016– 2 hours. Total 5 hours.

3. Programme Details:

The Company arranged for a Factory visit cum Awareness Programme at its plant at Unit, located at Thane to provide an opportunity to the Directors to interact with the Senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service, organizational structure, finance, H.R.D., technology, quality of Product, Risk Management and Statutory Compliances etc.

All the Directors participated in the factory visit cum awareness programme where technical team under the leadership of Rahul Nachane (Managing Director ) made presentation before the Board members on the manufacturing facilities, strategy, business performance, operations and functions of the Company, various Products and its quality issues, Safety, Health, Environment and sustainability issue, risk management with its mitigation plan, Company's Policies, changes in the regulatory requirements applicable to the industry in which it operates with its area of implementation, and other relevant issues.