



## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **Overview of Familiarization Programmes:**

At the time of the appointment, the Independent Directors are informed about their role, rights and responsibilities through a formal letter of appointment, which also stipulates terms and conditions of their appointment, introductory kit consisting of Financials of the company, Code of Business Principles and Conduct, Code for Prevention of Insider Trading, List of Committees, MOA and AOA of the Company and other materials as may be required by the directors to gain an insight into the Company.

### **Periodic update:**

The following Programme aims to provide insights into the Company to enable the Independent Directors to be in a position to take well-informed timely decisions and contribute significantly to the Company.

- i. Every newly appointed Director is required to undergo through a formal induction program including the presentation on the Company's manufacturing, marketing, finance and other important aspects.
- ii. The induction for Director/s includes interactive sessions with executive committee members, business and functional heads, visit to the manufacturing and coal mine sites, visits to locations where the CSR activities have been carried out by the Company, etc. On the matters of specialised nature, the Company engages services of outside experts and consultants for presentation and discussion with the Board Members from time to time.
- iii. Presentations on the business and performance of the Company are made by Management team to familiarize the Independent Directors with the operations and Business Model of the Company, Industry Development, New Initiative and strategy of the Company from time to time.
- iv. Board Members are also made aware about the compliances applicable on the Company and periodic updates on any new development or changes with regard to relevant regulatory requirement such as SEBI Regulations, Companies Act etc.

- v. Independent Directors have the freedom to interact with the Company's management and request to provide detailed understanding of any specific project, activity or process of the Company. The management provides such information either at the meeting of Board of Directors/it's Committee or otherwise.
- vi. The Board members are also encouraged to advise the Company to adopt further programmes for their familiarization with the Company.

**Details of familiarization programmes imparted to Independent Directors**

<b>Particular</b>	<b>During FY 2022-23</b>	<b>During F Y 2021-22</b>	<b>During FY 2020-21</b>	<b>Cumulative</b>
Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date)	12	8	7	27
Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)	22 Hrs.	16 Hrs.	12 Hrs.	50 Hrs.