

Familiarization Program for Independent Directors

1. Purpose & Objective

This program aims to provide Independent Directors (IDs) greater insights in the business of the company to enable them contribute effectively and on informed basis, in decision making process.

2. Familiarisation upon induction

At the time of appointment, all the IDs are issued letter of appointment vide which they are made aware of their role, rights, duties and responsibilities under the Companies Act 2013 and corporate laws, insurance coverage, board evaluation framework etc.

They are also informed about important policies of the Company including Code of conduct for Directors and Senior Management, Terms of Reference of various Committees, Whistle blower policy, Code of conduct for prevention of Insider trading and disclosure requirements therein, Related Party Transactions policy, CSR Policy and program etc.

3. Regular Familiarisation

- The Company has put in place comprehensive program to familiarize IDs with pharma industry dynamics, company's business model, management structure, product portfolio, manufacturing operations, research & development initiatives, internal control systems and processes, FOREX management, risk management framework, human resource management, corporate governance & overview etc.
- Functional Heads and Company executives make presentations to IDs giving insights about their functions.
- IDs are regularly apprised on key developments in the Company, industry and important regulatory amendments applicable to the Company.
- In each Board Meeting presentation is made to the IDs covering:
 - Industry updates and development;
 - business initiatives and plans/projects;
 - expansion plans;
 - new products launched;
 - market standing of the products/segments vis-à-vis competition;
 - product promotion initiatives and participations;
 - subsidiary's performance & overview;
 - various initiative on the employee front;
 - changes in the relevant regulatory requirements;
 - significant achievements, recognitions and accolades;
 - CSR programmes and activities undertaken, etc.

- ID's are also taken to company's plants and R&D facilities to apprise them of the manufacturing and R & D operations in detail with live operations.
- All the information and documents sought by IDs are promptly provided.

During the financial year 2022, IDs were familiarised on Annual budget preparation, Domestic Marketing operations, Green energy initiatives of the company, Business Responsibility and Sustainability Reporting, Global marketing (Asia business) and R&D activities.

Name of Independent Director	Programmes attended in FY 2022-23		Cumulative basis from FY 2014-15	
	No. of programmes	Hours spent	No. of programmes	Hours spent
Mr. Chandrakant Khetan	5	7	29	53
Dr. Anjana Grewal	5	7	31	65
Mr. Prabhakar Dalal	5	7	31	63
Mr. K H Viswanathan	5	7	30	55