

**FAMILIARISATION PROGRAMME FOR
INDEPENDENT DIRECTORS**

**SAWACA BUSINESS MACHINES
LIMITED**

(CIN: L74110GJ1994PLC023926)

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POLICY ON FAMILIARISATION PROGRAMME FOR INDEPENDT DIRECTORS

1. 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.
- ✓ The Company shall familiarize the Independent Director with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operate, business model of the Company etc. through various programmes. The detail of such familiarization programme shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.

2. ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:

- ✓ A familiarisation pack is handed over to the new inductee, which include the Company's Corporate Profile, its Mission, Vision and Values Statement, Organisational structure, the Company's history and milestones, latest Annual Report – Indian and U.S. GAAP, Code of Conduct applicable to Directors / employees of the Company, the 'MIPL Code of Conduct for Prevention of Insider Trading and 'MIPL Code of Corporate Disclosure Practices' alongwith a summary on do's and don'ts pertaining to Insider Trading issues and the latest Annual Reports on CSR and Sustainability. 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.
- ✓ A full day site visit to the Company's Plants is arranged wherein the inductee is introduced to the Plant Heads and various important functional heads. Further, on a separate day, meeting with Business Unit Heads and Corporate functional heads is also arranged each comprising of 30 to 45 minutes' sessions. Relevant Business Strategy presentations are also being made.
- ✓ A brief introduction to the Company is also made.

3. DISCLOSURE

This policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

4. REVIEW/ AMENDMENT

The Board will review this program and make revision as may be required.

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