



## DETAILS OF FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS FY 2019-20

All new directors inducted to the Board are introduced to the operations and culture of the Company through orientation sessions. Current executive directors and senior management provide an overview of operations and familiarize the new directors on matters related to our vision and values.

The Company also has a practice of sharing a handbook with the directors at the time of induction containing informative documents like Annual Report, Memorandum & Articles of Association, Organization Structure, contact details of the Senior Management, Composition of Board and Committees, Duties and terms of reference of the Committees of the Board, Code of Ethics & Business Conduct, Code for prevention of Insider Trading, Directors & Officers Insurance policy, etc.

The Company regularly conducts various familiarization programs for the Independent Directors as a part of the quarterly board and committee meetings. Various business cluster heads made presentations to the Board periodically pertaining to Company's performance and future strategy for their respective cluster. The Board also convenes strategy meetings from time to time to review long term growth/plans of the Company. The Board is regularly apprised on all regulatory and policy changes relevant to the business by the Senior Management and the Auditors of the Company.

During the year, the Board members were regularly apprised with the overview of the Company and its operations including finance, human resource, marketing, operations, etc. by the Management team.

The Board of Directors have access to the information within the Company. Independent Directors have freedom to interact with the Company Management. Apart from this, they also have independent interaction with the Statutory Auditors and Internal Auditors.

Details of Programs organized for the Independent Directors during the FY 2019-20 are as below:

Sl. No	Date of Program	Details of Program	Nature of Program
1.	August 07, 2019	Business Overview	Overview of vision, mission, values geographical footprint, growth strategy, facilities offered etc
2	November 12, 2019	Strategy Session	GCC and India Markets



Sl. No	Name	No of Programs attended for FY 2019-20	No of Hours spent for FY 2019-20	Previous years (No of Programs attended)	Previous years (Hours)	Total No of Programs attended (Cumulative till FY 2019-20)	Total No of Hours Spent (Cumulative till FY 2019-20)
1	Mr. Daniel James Snyder	2	4.0	1	2.0	3	6.0
2	Mr. Madhavan Nambiar (resigned w.e.f. 11 <sup>th</sup> February 2020)	2	4.0	2	3.5	4	7.5
3	Mr. Ravi Prasad	2	4.0	2	3.5	4	7.5
4	Mr. Suresh M Kumar	2	4.0	2	3.5	4	7.5
5	Prof. Biju Varkkey	2	4.0	1	2.0	3	6.0
6	Dr. Layla Mohamed Hassan Ali Almarzooqi	2	4.0	Nil	Nil	2	4.0

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