

Familiarisation programme for Independent Directors

| No. | Description |
|-----|---|
| 1. | Purpose: To enable the Independent Director to transition into the organizational culture & environment smoothly, thru systematic familiarization program |
| 2. | Scope : For all Independent Directors |
| 3. | Reference: Standard Familiarization Program Standard Familiarization Presentations Standard program Kit Familiarization Checklist Functional Presentations |
| 4. | Glossary Terms |
| 5. | Activities to be performed |
| | 5.1 Prior to the joining date, HR executive should carry out the following preparatory activities <ul style="list-style-type: none">- Review the Standard Familiarization presentations – for the correctness and relevancy in the current context. All the relevant changes, for example in Organization structure or any other policy related changes should be incorporated in the presentation.- Prepare the tentative familiarization time-table based on Standard Familiarization Program- Prepare the Program Kit with welcome letter signed by Chairman, base on the Standard Familiarization Kit- Coordinate and ensure the availability of people involved in the familiarization process- Discuss the familiarization process with the management |
| | 5.2 HR Executive provides the familiarization kit and facilitates the Independent Directors with joining formalities, that include filling up forms for Director Information Form, etc., and collection of supporting documents. |
| | 5.3 HR Executive coordinates with the relevant people and ensures that the Familiarization Program is carried out as per the plan. |
| | 5.4 The Standard Familiarization Program should include the following: <ul style="list-style-type: none">- Organization context – vision, mission, values, etc.- Organization Lines of Business- Organization Structure & Department- Organization functional overview |

| | |
|--|--|
| | <ul style="list-style-type: none">- Real estate related terms & glossary- H R policies & Code of conduct- IT Security Policies |
| | <p>5.5 The Familiarization Program should include the following:</p> <ul style="list-style-type: none">- Departmental structure- Departmental roles and responsibilities- Detailed understanding of the Processes, Systems & Practices followed for each of the functions within the departments- Training on the ERP system or any other relevant application |
| | <p>5.6 HR executive coordinates with the management and ensure the following:</p> <ul style="list-style-type: none">- Role responsibility is clearly and uniformly understood both by the Independent Director- Performance Expectations are clearly set with performance parameters and target values, wherever applicable- Review, reporting and monitoring mechanism is clearly and uniformly understood- Independent Director is adequately enabled with relevant training in the processes, systems and work practices in the areas allocated |