

## **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **Purpose and objective of the programme:**

The familiarization programme for Independent Director aims to familiarize them with the Company, their roles, rights, responsibilities in the Company that would facilitate their active participation in managing the Company. The familiarization program also extends to other Non- Executive Directors of the Company.

### **Familiarization and continuing education process:**

The Board of Director have complete access to the information within the Company. Presentations are regularly made to the Board of Directors/Audit Committee/Nomination and Remuneration Committee and Stakeholders Relationship through its Managing Director / Executive Director / Key Managerial Personnel on various matters periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company. Such programmes /presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time. The Company provides the Directors with the tours of company's facilities and showrooms from time to time.

When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

New Independent Directors are provided with copy of latest Annual Report, the ATLAS Code of Conduct for Board Members & Senior Management Personnel (ATALS COC-BM) the ATALS- Fair Disclosures Code (FDC) on practices related to disclosure of un published price sensitive information, ATLAS- Code of Conduct to regulate, monitor and report trading by insiders (COC-RMS-IT), Schedule of upcoming Board and Committee meetings. 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 the acceptance of the Independent Directors.

### **Other initiatives to update the directors on a continuing basis:**

Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.

Quarterly results / press release of the Company are sent to the Directors