

## **Familiarization Program for Independent Directors** **(In terms of Regulation 25(7) of the SEBI (LODR), 2015)**

### **A. INTRODUCTION**

Regulation 25(7) of SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR"), requires listed companies to conduct familiarization program for the Independent Directors so as to familiarize them with the company, their roles, rights, responsibilities in the company, nature of the industry in which the company operates, business model of the company, etc.

Further, listed companies are required to disseminate information about the details of familiarization programs imparted to Independent Directors on its website, as prescribed under Regulation 46 (2) of SEBI LODR.

### **B. Purpose & Objective:**

The Program aims to provide insights into the Company to enable the Independent Directors to understand their roles, rights, responsibilities in the Company and get updated on the Business & Operations of the Company and contribute significantly to the Company.

### **C. Independent Director Familiarization Program 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 programs /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,

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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 joins the Board of the Company, a meeting is arranged with the Chairperson, Managing /Executive Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities. Detailed presentation is made to them to familiarize them with the Board, the Company's senior management and key employees of the Company.

**D. Independent Director Joining Kit:**

When a new Independent Director joins the Board of the Company, his Joining Kit would include inter-alia: -

Detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, time allocated for board and committee meetings.

Copies of

- ATLAS Code of Conduct for Board Members & Senior Management Personnel (ATLAS COC-BM)
- ATLAS Insider Trading Code of Conduct and Code of Practices
- Board Committee Charter (to the extent applicable)
- Latest Annual Report Copy

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**E. 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.