

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **Introduction**

In terms of Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Listing Regulations”) the Company is required to familiarise its Independent Directors through various programmes about the Company, including the following:

- a. nature of the industry in which the company operates;
- b. business model of the company;
- c. roles, rights, responsibilities of independent directors; and
- d. any other relevant information

Further, Regulation 46(2) of the Listing Regulations requires the Company to disseminate on its website the details of familiarisation programmes imparted to independent directors including the following details:

- a. number of programmes attended by independent directors (during the year and on a cumulative basis till date),
- b. number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date), and
- c. other relevant details.

It is important that the Independent Directors are well versed with the business and related activities, including but not limited to the nature of industry, products, markets, operations, subsidiaries and its businesses, policies, regulatory aspects affecting the Company, etc. This is achieved through a structured familiarisation plan.

The Company believes that effective familiarisation program helps the Independent Directors not only to have greater insight into Company’s business but also contributes effectively in decision making at Board / Committee meetings.

Need for familiarisation is also identified through Directors’ performance evaluation process.

### **Familiarisation after appointment on the Board**

The Directors on their appointment are taken through a detailed induction programme, which covers the history, culture and background of the Company and its growth over the last several decades, various milestones in the Company’s existence since its incorporation, the present structure and an overview of the businesses and functions.

The Company arranges site visits to the manufacturing facilities of the Company apprising the Directors about operations of the Company and its subsidiaries, internal policies and practices, regulatory framework etc.

The Independent Directors are provided with an appointment letter contains *inter alia* their role, duties & responsibilities, insurance coverage etc.

### **Continual Familiarisation Programme**

Familiarisation is achieved through broad-based engagement, under which various business heads and functional heads (including those of key subsidiaries) are invited for group/one-on- one interaction with the Independent Directors to enable them get a better understanding of the business and operations.

## FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Regular interactions are held between statutory and internal auditors and independent directors. The Directors are also informed of key developments in the Company.

Learning and development sessions for Board Members are conducted, as may be required. The internal newsletters of the Company, the press releases, news in media about the Company are circulated to all the Directors so that they are updated about the operations of the Company.

Certain programme / activities are merged with the Board/Committee meetings to suit the convenience of Directors. Also, individual programmes are conducted separately, as and when required.

During the financial year 2025-26, following major areas / topics were covered under the familiarisation programmes:

<b>Area</b>	<b>Topics</b>	<b>Delivered by</b>	<b>Mode</b>
Business and Industry	<ul style="list-style-type: none"> <li>-Business &amp; Operational performance of the Company and its subsidiaries</li> <li>- Industry outlook and global business scenario</li> <li>- Financial planning, accounting and reporting</li> </ul>	Chief Financial Officer, Managing Director  Deputy Chief Financial Officer	Board Meeting / Committee Meetings
Corporate Social Responsibility (CSR)	<ul style="list-style-type: none"> <li>- Corporate Social Responsibility (CSR) Initiatives and annual action plan</li> <li>- CSR Goals and Performance</li> </ul>	Managing Director  Company Secretary	Board Meeting / Committee Meetings
Risk Management	<ul style="list-style-type: none"> <li>- Risk management framework, adequacy of system and key initiatives</li> <li>- Cyber security and data privacy including emerging cyber security threats</li> <li>- Reputational risk and mitigation plan</li> </ul>	Company Secretary	Board Meeting / Committee Meetings
NFRA Circular	NFRA Amendments & Circulars  NFRA Framework	Chief Financial Office  Deputy Chief Financial Officer	Board Meeting / Committee Meetings

**FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

	Introduction of TCWG Committee	Company Secretary	
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Majority of the Independent Directors of the Company are associated with IKIO for more than 3 years and are well versed with the industry, business operations, policies/ practices of the Company and its subsidiaries.

**Details of familiarisation programmes imparted to Independent Directors during the financial year 2025-26**

(No. of hours)

Sr. No.	Programme Details	Name of Independent Directors			
		Mr. Chandra Shekhar Verma	Mr. Kishore Kumar Sansi	Mr. Rohit Singhal	Mrs. Rachana Chowdhary
1.	Business and Industry	2	2	2	2
2.	Corporate Social Responsibility (CSR)	1	1	1	–
3.	Risk Management	1	1	1	–
4.	NFRA Circular	2	2	2	–

**On Cumulative basis from FY 2025-26**

Name of the Non-Executive Independent Director	No. of training hours attended during FY 2025-26	Cumulative till FY 2025-26	Remarks
Mr. Chandra Shekhar Verma	6	18	–
Mr. Kishore Kumar Sansi	6	18	–
Mr. Rohit Singhal	6	18	–
Mrs. Rachana Chowdhary	2	6	Appointed on 24 <sup>th</sup> May, 2024 and resigned on 04 <sup>th</sup> April, 2026