

## **POLICY FOR FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS**

### **OBJECTIVE**

The Companies Act, 2013, read with the rules thereunder, as amended (the “Companies Act”) read with Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“SEBI Listing Regulations”) places increased responsibilities on independent directors of the Company. In order to enable the independent directors to fulfil their responsibilities efficiently and effectively, a familiarization programme (“Programme”) has been put in place by IKIO Technologies Limited (the “Company”) to assist them to understand details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc. The Policy shall become effective from 14<sup>th</sup> September, 2022 and amended on 08<sup>th</sup> January, 2025.

### **ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:**

- The new inductee is provided a familiarization of the Company’s corporate profile, a brief introduction to the Company and its subsidiaries, its mission, vision and values statement, organisation structure, latest Annual Report, Code of Conduct applicable to Directors / employees of the Company, the ‘IKIO Code of Conduct for Prevention of Insider Trading and IKIO Code of Corporate Disclosure Practices’ along with a summary of ‘do’s and don’ts’ pertaining to insider trading issues and the latest Annual Reports on corporate social responsibility and sustainability.
- In case the inductee is also inducted on the Audit Committee, (s)he is also provided the Audit Committee Charter and the Whistle Blower Policy.
- A detailed appointment letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, IKIO Code of Conduct, and obligations on disclosures, is issued for their acceptance.

### **FAMILIARIZATION PROCESS**

- The Company shall conduct orientation programmes / presentations / training sessions, periodically at regular intervals, to familiarize the independent directors with the strategy, operations and functions of the Company.
- Such orientation programmes / presentations / training sessions will provide an opportunity to the independent directors to interact with the senior leadership team of the Company and facilitate their understanding of the Company’s strategy, business model, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary.
- The programmes / presentations shall also familiarize the independent directors with their roles, rights, and responsibilities.
- The Company may include such other details and information, as required, during the introductory familiarization programme / presentation, when a new independent director comes on the board of the Company.

### **REVIEW OF THE PROGRAMME**

- The Company may periodically review this Programme and make suitable revisions, as may be deemed necessary, from time to time.

**PROGRAMME AND DISCLOSURE:**

- The Programme will be conducted “as needed” basis during the year.
- The Familiarisation Programme is available on the website of the Company and a web link thereto shall also be given in the annual report of the Company.