FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS
(in terms of Regulation 25(7) of the SEBI (LODR) Regulations, 2015

Background

SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) requires every listed companies to conduct the familiarisation programme for the Independent Directors so as to familiarise them with the Company, their roles, rights, responsibilities towards the Company as Independent Director, nature of the industry in which the Company operates, their business model, etc. Independent Directors are required to interact with the senior management personnel and to ensure their involvement towards discussion and business related activities.

Purpose and Objective of the Programme

- To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in management decisions of the Company effectively.

Familiarization and Continuing Education Process

- The Company through its Managing Director/ Executive Director/ Key Managerial Personnel conducts programmes/ presentations 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 programmes/presentations also familiarises the Independent Directors with their roles, rights and responsibilities.
- 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 Code of Conduct, and the Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.
- The Company provides the Directors with the tours of Company's facilities from time to time.
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, 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

- The Directors get an opportunity to visit Company's plants, where plant heads appraise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.
- At various Board meetings conducted during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, Company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates business excellence under the Business Excellence Model with areas of improvement and other relevant issue.
- 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.

Disclosure of the Policy

- Until and unless it is made mandatory, Company may upload the certified copy of this policy on website of the company for public information – www.adjiatechnologies.com
- Following details may be uploaded on the website for public information:
  - Details of familiarisation programmes imparted to Independent Directors.
  - Number of Programmes attended by the Independent Directors (during the year and on cumulative basis)
  - Number of hours spent by the Independent Directors in such programmes (during the year and on cumulative basis)
  - Other relevant details, if any.