

DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS

The Independent Directors of the Company are familiarized with various aspects, procedures and policies of the Company, such as, main objects and activities of the Company, vision and mission statement, Board procedures, composition of various committees and their scope of work, organization chart, product profile, global marketing network of depots and subsidiaries, production units etc., by way of detailed presentation. They are also supplied material information such as code of conduct, Insider Trading code, Criteria of independence for Independent Directors etc.

At the meetings of the Board and the Committees, the executive directors and team of senior managers update them with global business scenario, introduction of new products in the market, marketing strategies, overall performance, operational budgets, updates on legislative changes and other business-related aspects. The Company Secretary provides them with updates of the latest regulatory provisions to enable them to discharge their duties efficiently.

The Company invites various eminent personalities to educate the Independent Directors about the new provisions of Companies Act and how these are relevant to the Independent Directors. In January 2016, Mr. Damodaran, former chief of SEBI was invited to address the Independent Directors on this aspect.

The details of familiarization programmes conducted in-house for the Independent Directors and the details of attendance are given as under:

Sr. No.	Date of Programme	Area Covered	Duration	Name of Independent Directors who attended the programme
1.	28/04/2015	Production, Environment preservation and safety measures at various locations	3 hrs	1. Mr. Pradip Madhavji 2. Mr. Pradeep Goyal 3. Dr. Reena Ramchandran
2.	28/04/2015	Marketing initiatives and new product introduction	3 hrs	1. Mr. Pradip Madhavji 2. Mr. Pradeep Goyal 3. Dr. Reena Ramchandran

3.	28/01/2016	Global HR policies of the Company and its overseas subsidiaries.	2 hrs	<ol style="list-style-type: none">1. Mr. Pradip Madhavji2. Mr. Pradeep Goyal3. Dr. Reena Ramchandran4. Mr. Hardeep Singh5. Mr. Vasant Gandhi6. Mr. Vinod Sethi
4.	28/01/2016	Impact of recent changes in provisions of Companies Act and Role and responsibilities of Independent Directors	2 hrs	<ol style="list-style-type: none">1. Mr. Pradip Madhavji2. Mr. Pradeep Goyal3. Dr. Reena Ramchandran4. Mr. Hardeep Singh5. Mr. Vasant Gandhi