



emami* limited

Familiarization programme for Independent Directors

Preamble:

In terms of regulation 25(7) of SEBI (listing obligations and disclosure requirements) regulations, 2015, the Company is required to conduct familiarization programme 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., through various programmes.

Familiarization process

At the time of joining of the Board

Director's kit containing information about the Company in presentation form, Memorandum and Articles of Association, Annual Reports for previous three years, Investor Presentations, brief profile of the Board Members etc. are provided to the Independent director at the time of appointment.

The appointment letter issued to Independent Director inter alia sets out the expectation of the Board from the appointed director, their fiduciary duties, and the accompanying liabilities that come with the appointment as a director of the Company.

Detailed notes and presentations on the duties and responsibilities of the Independent Directors as per the Companies Act 2013 and SEBI Listing Regulations 2015 were provided to each of the Independent Directors and further updated from time to time as and when required.

To make Independent Directors aware of the operations of the Company, visits to the manufacturing unit were organized and information about the units were updated through a presentation form thereafter.

Further, upon induction of an Independent Director in a Board Committee, he is explained about his specific role and responsibilities as a member of the Committee.

Independent Directors are provided with necessary documents, reports, Code of Conduct, Code of conduct for Prohibition of Insider Trading and other relevant internal policies to enable them to familiarize with the Company's procedures and practices.



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Continuous process of familiarization

Presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, business strategy, power brands and its subsidiary companies. Quarterly presentation are regularly circulated to all the Directors including independent Directors. Each director of the Company has complete access to any information relating to the Company. Independent Directors have the freedom to interact with the Company's management as and when required. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments which are a part of our Familiarisation.

Summary of the programmes organised are given hereunder:

Particulars	During the financial year 2022-23	Cumulative from the FY 2015-16 up to 13 th May 2022
Number of Familiarisation programmes	1	31
Time spent (approx.) by the Independent Directors in such programmes in the aggregate	4 Man-hours	102 Man-hours