

Emami* LIMITED



***Familiarization Programme for
Independent Directors***

Familiarization Programme for Independent Directors

Preamble:

In terms of Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations'), the Company is required to conduct familiarization programme for the Independent Directors so as to familiarize them with the Company, their role, 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 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 Listing Regulations are also 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 are organized and information about the units are updated through a presentation form thereafter.

Further, upon induction of an Independent Director in a Board Committee, the Director 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 for Directors and Senior Management Personnel, Code of conduct to regulate, monitor and report trading by Designated Persons and other relevant internal policies to enable them to familiarize with the Company's procedures and practices.

- Continuous process of Familiarization:

In accordance with Familiarization Programmes for Independent Directors of the Company, the Independent Directors have complete access to the information within the Company. As a part of Agenda of Board and Committee Meetings presentations are regularly made to the Independent Directors on various matters inter-alia covering Economy, business model, operations, markets, products performance, risk management framework, human resources, quarterly and annual financial results, amendments in the Corporate laws, changes in role, rights, responsibilities of the Independent Directors, if any, initiatives / updates on ESG and such other areas as may arise from time to time, where Directors get an opportunity to interact with the Company's management (Familiarization Programmes).

- Other initiatives to update the Directors on a continual basis:

1. The Directors are also informed about the performance/ operations/ updates/ major developments affecting the business of the Company and its subsidiaries on quarterly basis;
2. After discussions the Directors also provide their inputs and suggestions towards various operations and strategies;
3. The Board is kept informed about the risks and opportunities for the Company and each business including updates on industry actions;
4. Informing the Board members about the R&D facilities available in various aspects of the business and overall growth;
5. The Directors are explained in detail the compliances required from them under the Companies Act, 2013, Listing Regulations and other relevant regulations and their affirmation is taken with respect to the same;
6. The Directors also have access to interact with Statutory Auditor, Internal Auditor, Cost Auditor, Secretarial Auditors and other external consultants as appointed by the Company.

Familiarization Programme conducted during the FY 2025-26:

During the year, various initiatives were taken to keep the Independent and Executive Directors abreast about the regulatory changes relevant to the Company by sharing quarterly presentations on the subject matter. Initiatives were undertaken to enable the directors, including Independent Directors to understand the Company's business in depth and contribute significantly to the Company and Company's initiative on the ESG aspect. Presentations on applicable amendments were made available to the Independent Directors alongwith presentations on various matters inter-alia covering:

- Economy, Business model, Operations, Markets, Products performance,
- Risk management framework, Human resources,
- Regulatory update including changes in role, rights, responsibilities of the Independent Directors, if any.
- Updates on ESG and other areas, where the Directors get an opportunity to interact with the Company's management.
- A specific discussion to brief the operations of the entities wherein the Company made strategic investments.

Summary of the programmes organized are given hereunder:

Sl. No.	Independent Directors	Date of Appointment	2025 - 26		Cumulative from the FY 2015-16 till 31 st March, 2026	
			Number of programs attended out of 4 programs	Time spent (approx.) by the ID's in such programs (Hours)	Total Number of programs attended	Time spent (approx.) by the ID's in such programs (Hours)
1	Shri Anand Rathi	02-08-2022	3	01:30	15	8 hrs
2	Shri C. K. Dhanuka	02-08-2017	4	02:00	34	17 hrs 30mins
3	Shri Debabrata Sarkar	21-02-2019	4	02:00	30	14 hrs 30 mins
4	Shri Anjani Kr. Agrawal	02-08-2022	4	02:00	16	8 hrs 30mins
5	Shri Anjanmoy Chatterjee	02-08-2022	2	01:00	10	5 hrs
6	Smt. Avani V. Davda	02-08-2022	3	01:30	14	7 hrs
7	Shri Rajiv Khaitan	02-08-2022	4	02:00	16	8 hrs 30mins
8	Smt. Mamta Binani	29-10-2021	4	02:00	19	9 hrs 30mins