

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

- OBJECTIVES:**
- To adopt a structured programme for orientation and training of Independent Directors at the time of their joining so as to enable them to understand the Company - its operations, business, industry and environment in which it functions.
 - To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:

- A familiarisation pack is handed over to the new inductee, which includes Company's Corporate Profile, its Mission, Vision and Values Statement, Organisation structure, the Company's history and milestones, latest Annual Report, Code of Conduct applicable to Directors / employees of the Company, Code of Conduct for Prevention of Insider Trading
- A detailed Appointment Letter incorporating, not limiting to the role, duties and responsibilities, remuneration and performance evaluation process, Code of Conduct and obligations on disclosures, is issued for his acceptance.
- A site visit is arranged wherein the inductee is introduced to the Project Heads and various important functional heads to be acquainted with the company and its various projects in a better manner. Further, on a separate day, meeting with Business Unit Heads and Corporate functional heads is also arranged. Relevant Business Strategy presentations are also being made.
- A brief introduction to the Company and its subsidiaries is also made.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:

- The Directors are introduced to the Company's service plans and initiatives on safety, quality, CSR, Sustainability, etc.
- Meetings with Company Executives are also arranged to better understand the business and operations of the Company.
- The presentations at Board meetings include updates on regulatory, business environment, risk management, Company policies and other relevant issues. Quarterly Operations Report and Business Review which includes information on business performance, operations, market share, financial parameters, working capital management, senior management changes, litigations, compliances, subsidiary data is presented to the Board.
- The Directors are encouraged to visit the Company's website which includes the latest press releases and data. Queries posed by them are responded.



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During the financial year 2015-16, a one-day visit to various Vakrangee Kendras in Mumbai was organized where the Independent Directors were familiarized with various business activities undertaken by the company.

Details of the Familiarization Program:

1. Number of Programs attended: 1
2. Number of Hours spent by Independent Directors: The program was for the whole day.