



POLICY ON FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS

Approved on: October 20, 2020
First Revision on: October 29, 2021





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POLICY ON FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS

1. TITLE

- This policy shall be called the 'Policy on Familiarization Program for Independent Directors'.

2. PREAMBLE

- The Companies Act, 2013, read with the rules thereunder, as amended (the "Companies Act") read with Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("SEBI Listing Regulations") places increased responsibilities on independent directors of the Company. The Policy shall become effective from October 20, 2020.

3. OBJECTIVE

- In order to enable the independent directors to fulfil their responsibilities efficiently and effectively, a familiarisation program ("Program") has been put in place by Indigo Paints Limited ("Company") to assist them understand details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company etc.

4. FAMILIARIZATION PROCESS:

A. Initial Familiarization

- At the time of appointing an Independent Director, 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.
- At the outset, all the Independent Directors are provided with an overview of the regulatory framework and more specifically –
 - Criteria of independence applicable to Independent Directors as per the Companies Act, 2013;
 - Code of Conduct for Directors;
 - Code of Conduct for Prevention of Insider Trading;
 - Performance Appraisal & Evaluation process;
 - Disclosures and Business Interests;
 - Appointment term including Remuneration;
 - Memorandum of Association & Articles of Association;
 - Various Committees Terms of Reference;
 - Corporate Social Responsibility Policy;

Registered Office: INDIGO Paints Limited (Formerly INDIGO Paints Pvt Ltd)

Indigo Tower, Street-5, Pallod Farm-2, Baner Road, Pune - 411045

T: +91 20 6681 4300, Email: info@indigopaints.com, Website: www.indigopaints.com, CIN: L24114PN2000PLC014669





- Various Policies inclusive of Vigil Mechanism Policy;
- Risk Management Systems & Policies.

B. Ongoing Familiarization

- The Company conducts orientation programs / presentations / training sessions, periodically at regular intervals, to familiarize the independent directors with the strategy, operations and functions of the Company as and when required.
- Such orientation programs / presentations / training sessions provide an opportunity to the independent directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary.
- The programs / presentations also familiarize the independent directors with their roles, rights and responsibilities.
- Quarterly results / press releases of the Company are shared with the Directors to provide them with an update on the overall affairs of the Company.
- The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company or at a desirable time as decided mutually between the management and the director.
- Independent Directors have the freedom to interact with the Company's management and the senior leadership team of the Company. Presentations are made regularly to the Board of Directors and its various Committees. This helps them to understand the Company's strategy, business model, operations, products, markets, organization structure, facilities, risk management and such other areas
- 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 and research initiatives;
- The Directors get an opportunity to attend the annual and periodic conferences conducted by the Company where the entire staff of the Company is present. This helps the directors to interact with the staff and capture a clear picture of the culture followed in the Company.

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5. REVIEW OF THE PROGRAM

- The Company may periodically review this Program and make suitable revisions, as may be deemed necessary, from time to time.

6. PROGRAM AND DISCLOSURE:

- The Program will be conducted "as needed" basis during the year.
- As and when the Program is conducted the same will be disclosed on the website of the Company and a web link thereto shall also be given in the annual report of the Company.

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