



# Divi's Laboratories Limited

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## **Familiarization Programmes for Independent Directors**

### **1. PREAMBLE**

In accordance with the requirements of Regulation 25(7) and 46(2) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Schedule IV of the Companies Act, 2013 stipulates that:

- a) The Company shall familiarize the Independent Directors 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.
- b) The details of such familiarization programmes shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report.

### **2. OBJECTIVE**

To enable Independent Directors to understand the Company's business in detail and to facilitate them to perform their role effectively as a Board member and also a member of a committee on fully informed basis, in good faith, with due diligence and care, and in the best interest of the company and the shareholders.

### **3. FAMILIARIZATION PROGRAMMES FOR INDEPENDENT DIRECTORS**

The familiarization framework shall be designed by the Company on the following lines:

- ↑ Industry overview and Business model of the Company and an outline of Strategic Business Plan and annual targets
- ↑ Financial Performance, Budgeting and control process
- ↑ Operations overview and visit to Plant (s)
- ↑ Overview of business of Subsidiaries
- ↑ Familiarisation on Statutory compliances including their roles, rights and responsibilities in the Company as a Board Member



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## 4. FAMILIARIZATION FRAMEWORK

- 4.1 Independent Directors, at the time of their appointment, are appraised with the organisational set up of the Company, the functioning of various divisions / departments, the Company's market share and the markets in which it operates, changes in business environment and impact thereof on the working of the Company, operations, service and product offerings, governance, internal control processes, risk management and other relevant information pertaining to the Company's business.
- 4.2 Independent Directors of the Company are made aware of their role, responsibilities and liabilities at the time of their appointment / re-appointment, through a formal letter of appointment, which also stipulates various terms and conditions of their engagement. They are also made aware of the Company's Board and Board Committee framework, policies and procedures.
- 4.3 Board also facilitates the Independent Directors to discuss with Business Heads or Members of Senior Management Team, whenever they desire to meet any of them.
- 4.4 Independent Directors also have interactions with the Statutory Auditors, the Internal Auditors and external advisors appointed from time to time. Further, they also meet without the presence of any management personnel and their meetings are conducted informally to enable the Independent Directors to discuss matters pertaining to the Company's affairs and put forth their combined views to the Board of Directors of the Company.
- 4.5 Factory visits are arranged for Independent Directors from time to time for better understanding of the business, manufacturing process and operations. 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, CSR, Sustainability etc.
- 4.6 The Company shall also provide regular updates on relevant changes in Company Law and the SEBI Regulations to ensure that its Independent Directors are kept abreast on these regulations. Important stock exchange announcement and press releases related to Company are also forwarded to the directors from time to time.



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4.7 New Independent Directors are provided with copy of latest Annual Report, the Company's Code of Conduct for Board and Senior Management, Divi's Code of Conduct for Prevention of Insider Trading and Corporate Disclosure Practices.

## 5. DISCLOSURE OF THE POLICY

This Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

## 6. REVIEW:

The familiarisation program for the Independent Directors will be reviewed from time to time and revised as required.

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## SUMMARY OF FAMILIARIZATION PROGRAMS IMPARTED TO INDEPENDENT DIRECTORS

| Name     | Number of programmes conducted |                      | Hours spent by Independent Directors (Approx) |                      |
|----------|--------------------------------|----------------------|-----------------------------------------------|----------------------|
|          | During the year                | Cumulative till date | During the year                               | Cumulative till date |
| 2015-16* | 2                              | 2                    | 8                                             | 8                    |
| 2016-17  | 4                              | 6                    | 10                                            | 18                   |
| 2017-18@ | 5                              | 11                   | 15                                            | 33                   |
| 2018-19@ | 6                              | 17                   | 15                                            | 48                   |
| 2019-20@ | 7                              | 24                   | 20                                            | 68                   |
| 2020-21  | 5                              | 29                   | 12                                            | 80                   |
| 2021-22  | 7                              | 36                   | 14                                            | 94                   |
| 2022-23  | 4                              | 40                   | 8                                             | 102                  |

\* With effect from 1<sup>st</sup> December, 2015

@ Includes number of hours spent by newly appointed Independent Directors towards induction program.