

## **NEULAND LABORATORIES LIMITED**

### **Familiarization Programme for Independent Directors**

#### **1. Preamble**

In accordance with Regulation 25(7) read with Regulation 46(2) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company shall familiarise the independent directors with the Company, their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various programmes.

#### **2. Objective**

The familiarization programme helps the independent directors not only to have greater insight into the Company's business but also contribute effectively in decision making at Board / Committee meetings.

#### **3. Familiarization programme for Independent Directors:**

##### **A. Familiarisation upon induction of new Independent Directors**

- At the time of appointment, an appointment letter incorporating the role and duties, tenure of appointment, evaluation process, details regarding remuneration is given to the Directors
- The Company conducts a well-structured induction programme for orientation and training of directors which includes one-to-one interactive sessions with the executive directors, management council members, selected business/functional heads, and may also include plant visit
- New independent directors are provided with induction kit which includes presentation on details about the Company, its subsidiaries, copies of Annual Report of last three years, brief profile of other Board Members, Memorandum and Articles of Association, terms of reference of Committees and Company's Policies applicable to the directors.

##### **B. Continual Familiarisation Programme**

- Presentations on business units, business performance, operations, finance, risk management framework, etc. are made to the Directors from time to time as part of board discussions where independent directors get an opportunity to

interact with the senior leaders of the Company

- Active communication channel between executive directors and independent directors, that allows the independent directors to raise query, seek clarifications for enabling a better understanding of the Company and its various operations are available.
- Visit to Company's plants and R&D facilities are organised, as required
- Board Members are regularly updated regarding key developments in the Company and on any important regulatory amendments applicable to the Company.
- Meeting of statutory and internal auditors with independent directors are held to discuss Company's affairs without presence of management.
- Strategy board meeting is convened periodically for a detailed deliberation on the Company's strategies.

#### **4. Miscellaneous**

This programme shall be uploaded on the website of the Company and a web link of the same shall also be provided in the Annual Report of the Company.

The Chief Executive Officer and the Company Secretary are jointly authorised to amend this programme to give effect to any changes/amendments notified by the Ministry of Corporate Affairs or SEBI.

Details of familiarization programs attended by Independent Directors during FY2022 are as under:

Sl. No.	Name of Director	Industry, Market and Business reviews during Board / Committee meetings	Induction of New Director/ Committee member	Facility/ Geography Visit	Others	Total FY22	(No. of Hours)
							Cumulative Since 2017
1	Mr. Humayun Dhanrajgir	6.3	NA	-	3.3	10	53
2	Mr. Parampally Vasudeva Maiya	4	NA	-	3	7	63
3	Mrs. Bharati Rao	6.3	NA	-	4.4	11.1	63.1
4	Dr. Nirmala Murthy	6.3	NA	-	3.3	10	66
5	Homi Rustam Khusrokhan	6.3	NA	-	4.4	11.1	36.1