

**FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS
PURPOSE AND OBJECTIVE OF THE PROGRAMMES**

OBJECTIVE:

To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the affairs of the Company.

PREAMBLE:

The role of Independent Directors has been of paramount importance to the Corporate world, its investors (particularly minority investors), stakeholders, regulators as these directors are required to uphold ethical standards of integrity and probity, exercise independent judgement and assist in implementing best corporate governance practices, while fulfilling the strict criteria of being independent of the management and the Company. Hence, it becomes imperative on the part of the Company to adequately familiarise independent directors with the Company, its operations, management and regulatory framework governing the organisation.

Pursuant to Regulation 25 (7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Listing Regulations"), the listed entity shall familiarise the Independent Directors through various programmes about the listed entity, including the following:

- nature of the industry in which the listed entity operates;
- business model of the listed entity;
- roles, rights, responsibilities of Independent Directors; and
- any other relevant information.

FAMILIARIZATION AND CONTINUING EDUCATION PROCESS

The Company through its Chairman / Board of Directors / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

The Company in its every Board meeting allocates considerable amount of time for agenda item titled "Regulatory presentation" wherein, the Company Secretary presents to the Board, a brief presentation highlighting SEBI & Other Regulatory Updates, Surveillance Related Matters and Investor Services related Matters.

Such programmes / presentations provides an opportunity to the Independent Directors to interact with the Senior Management Personnel of the Company and help them to understand the Company's strategy, business model, operations, services and product offerings, markets, organization structure, finance, human resources, legal compliances, technology, quality, facilities and risk management and such other areas of operations as may arise from time to time and enable them to know / familiarize with their roles, rights and responsibilities.

When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairman, Chief Executive Officer and Chief Financial Officer to discuss the functioning of the Board and the nature of the operations of the Company's business activities and He / She is provided with copy of latest Annual Report, the Company's Code of Conduct, Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.

The Company provides the Directors with the tours of company's facilities from time to time.

A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, CAL Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS

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, CSR, Sustainability etc.

At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates, business excellence under the CAL Business Excellence Model with areas of improvement and other relevant issue.

Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.

Quarterly results / press release of the Company usually circulated to the Directors.

SUMMARY OF FAMILIARIZATION PROGRAMME OF INDEPENDENT DIRECTORS:

Name of the Director	Year	Programme Details	No. of Programme	Cumulative Programme	Hours	Cumulative Hours
T. Ramabadhan	2015 -16	2 days certification programme conducted by ICAI on Corporate Laws and Corporate Governance Committee	1	1	16	16
	2016 -17	Visited the manufacturing facility in Pondicherry	1	2	8	24
	2017 -18	Visited the manufacturing facility at Ongole, Andhra Pradesh	1	3	8	32
	2018 -19	Visited the new manufacturing facility (PVC-O) in Sricity	1	4	8	40
	2019 -20	Visited the PVC-O Factory in Sricity to understand the nature of the industry, the business model etc.,	1	5	8	48
	2020 – 21	On 24 th April 2020, the directors were participated through VC to understand the impact of COVID – 19 issues such as lock down, strict movement of goods and services, Standard Operations Procedures (SOP), and discussed strategic methods to handle such difficult situations.	1	6	4	52

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Name of the Director	Year	Programme Details	No. of Programme	Cumulative Programme	Hours	Cumulative Hours
Sujatha Jayarajan	2015 -16	2 days certification programme conducted by ICAI on Corporate Laws and Corporate Governance Committee	1	1	16	16
	2016 -17	Visited the manufacturing facility in Pondicherry	1	2	8	24
	2017 -18	Visited the manufacturing facility at Ongole, Andhra Pradesh	1	3	8	32
	2018 -19	Visited the new manufacturing facility (PVC-O) in Sricity to understand the operation of the business	1	4	8	40
	2019 -20	Visited the PVC-O Factory in Sricity to understand the nature of the industry, the business model etc.,	1	5	8	48
	2020 – 21	On 24 th April 2020, the directors were participated through VC to understand the impact of COVID – 19 issues such as lock down, strict movement of goods and services, Standard Operations Procedures (SOP), and discussed strategic methods to handle such difficult situations.	1	6	4	52
Name of the Director	Year	Programme Details	No. of Programme	Cumulative Programme	Hours	Cumulative Hours
A. Janakiraman	2016 -17	Visited the manufacturing facility in Pondicherry	1	2	8	24
	2017 -18	Visited the manufacturing facility at Ongole, Andhra Pradesh	1	3	8	32
	2018 -19	Visited the new manufacturing facility (PVC-O) in Sricity to understand the operation of the business	1	4	8	40
	2019 -20	Visited the PVC-O Factory in Sricity to understand the nature of the industry, the business model etc.,	1	5	8	48
	2020 – 21	On 24 th April 2020, the directors were participated through VC to understand the impact of COVID – 19 issues such as lock down, strict movement of goods and services, Standard Operations Procedures (SOP), and discussed strategic methods to handle such difficult situations.	1	6	4	52



Certificate No. OHS 66228 / EMS 71746
An OHSAS 18001 and ISO 14001 Certified Company

CIN No.: L24290TN2009PLC071563

Member - Dr. Rao's Group of Companies

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Name of the Director	Year	Programme Details	No. of Programme	Cumulative Programme	Hours	Cumulative Hours
Drushti Desai	2016 -17	Visited the manufacturing facility in Pondicherry	1	2	8	24
	2017 -18	Visited the manufacturing facility at Ongole, Andhra Pradesh	1	3	8	32
	2018 -19	Visited the new manufacturing facility (PVC-O) in Sricity	1	4	8	40
	2019 -20	Visited the PVC-O Factory in Sricity to understand the nature of the industry, the business model etc.,	1	5	8	48
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