

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **Introduction**

Clause 49(II)(B)(7) of the clause 49 of the Listing Agreement with the Stock Exchanges requires that:

- The Company shall familiarise the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of industry in which the Company operates, business model of the Company, etc., through various programmes.
- The details of such familiarisation programmes shall be disclosed on the Company's website and web link thereto shall also be given in the Annual Report.

### **Familiarisation Process**

The members of the Board of ETT Limited get familiarised with the Company, its Management and its Operations in various ways.

The members of the Board are provided with all the documents to enable them to have better understanding of the Company, its various operations and the industry in which it operates.

The Independent Directors are made aware of their roles, functions, duties and responsibilities at the time of their appointment through formal letter of appointment.

All the Independent Directors are provided with an overview of:

- Criteria of independence applicable to Independent Directors as per Clause 49 of the Listing Agreement and the Companies Act, 2013;
- Vigil Mechanism;
- Board evaluation process and procedure;
- Code of Conduct for Directors and Senior Management Personnels.

The Company strives towards updating the Directors of any amendments in laws, rules and regulations as applicable on the company at the Board Meeting(s) in consultation with the Statutory Auditors, Internal Auditors and the secretarial Auditors of the Company likewise the Companies Act, SEBI Laws, Listing Agreement and such other laws and regulations as may be applicable.

The Company has framed Code of Conduct for Directors and Senior Management Personnels and Code of Conduct for Prohibition of Insider Trading respectively which all the Directors need to comply with. The said code(s) of conduct are placed before the Board for review, so as to familiarise the Directors with the codes and ensure that the said code(s) are in conformity with the latest laws, rules and regulations.

Directors are also informed of various developments from time to time.

Directors are made aware of the various policies of the Company at the time of their appointment.

The Company may arrange site visit for the Directors, giving them insight of the Company Project.

### **Disclosure**

This familiarisation process shall be uploaded on the official website of the Company i.e. [www.ettgroup.in](http://www.ettgroup.in) and a web link thereto shall be provided in the Annual Report.

### **Review**

The familiarisation process shall be reviewed at regular intervals to analyse if there is a need to amend the same as may be deemed necessary to keep the directors of the Company informed of the operations of the Company vis-à-vis the latest developments vis-à-vis the laws and regulations as applicable on the Company for the time being in force.