

Familiarisation Programme - Onboarding Mr. S. Madhavan

A familiarisation programme was conducted on Friday, December 3, 2021 from 9:30 AM onwards. Via Microsoft-TEAMS for on-boarding Mr. S. Madhavan, Independent Director of the Company as per plan given below.

Independent Directors' On-boarding Plan

Objective

To enable the independent directors to understand the nature of the business—its operations, strategies, risks, and management team—as well as the responsibilities and culture of the board and its committees.

Framework

- Introductory documents and readings
- An initial orientation session & meetings with Management team

Introductory Documents and Readings

<u>Sr. No.</u>	<u>Document</u>
1	Annual Reports for last 3 financial years
2	Code of Conduct for directors of the company
3	Memorandum and Articles of association
4	Insider Trading code of conduct
5	Policies and codes of conduct

Initial Orientation Session & meetings with Management team members

Various topics including introduction to P&G group and the Company, historical background, organization structure & review, company's growth strategy and details on each brand and company product, Corporate Social responsibility review, financials and export markets, etc. were discussed and explained in detail.