

## **GRAPHITE INDIA LIMITED**

### **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

#### **Orientation Programme for New Independent Directors**

The new Independent director shall be provided with information containing a profile of the Company and its subsidiaries, its operation, financial results and performance analysis, nature and understanding of the industry of the Company and the current business module of the Company. In addition to the above, the new independent Director shall be provided with the latest Annual Report of the Company, the Company's Code of Conduct for the Directors and Independent Directors, Code of Conduct for Prohibition of Insider Trading, policy on Related Party Transactions and other policies devised by the Company to make the Independent Director fully aware about the Company and its policies.

The new independent Director would be made aware about his role, rights and responsibilities in the Company which would also be enumerated in the appointment letter to be given to the Independent Director.

#### **Concurrent initiatives for updating the Existing Independent Directors**

The existing independent directors are updated inter alia about the operations, sales & marketing strategy, financial performance, industry analysis, etc. at every Board Meeting. Presentations are made on various aspects of business at the Board. In addition to above, the Company disseminates all such information as are required by the independent directors for executing their duties and take informed and timely decisions.

Independent directors are informed about all significant updates and also the various risks associated with the functions of the Company and their possible impact thereof on the Board and the Company.

The Board and the independent directors will be kept informed of all kinds of legislative changes applicable to the Company which have serious impact on its operations and its Board of Directors at large.

#### **Details of Familiarisation Programme imparted to Independent Directors of the Company**

Sr. No.	Particulars	FY 2018-19	Cumulative till date
1	No. of familiarisation programme conducted by the Company, by way presentations on operations, marketing and other aspects of the Company's working in meetings	4	19
2	Aggregate man hours spent by the independent directors in familiarisation programme	4	19