

## **THE TINPLATE COMPANY OF INDIA LIMITED**

### **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

#### **PURPOSE AND OBJECTIVE OF THE POLICY**

- The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

#### **FAMILIARIZATION AND CONTINUING EDUCATION PROCESS**

- The Company through its Managing Director/Executive Director/Key Managerial Personnel conduct programs/presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- Such programs/presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time;
- The programs/presentations also familiarizes the Independent Directors with their roles, rights and responsibilities;
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- New Independent Directors are provided with copy of latest Annual Report, the Tata Code of Conduct, the Tata 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, Tata 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 Tata Business Excellence Model with areas of improvement and other relevant issues.
- 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 are sent to the Directors.

The details of familiarization programs given to the Independent Directors during the Financial Year 2018-19 are as follows:

Directors	Safety, Health and Environment (in Hours)	Business and Strategy (in Hours)	Governance and Operational Matters (in Hours)	Total Hours (in Hours)
Mr. Dipak Banerjee (ID)	0.95	5.50	2.75	9.20
Mr. B N Samal (ID)	0.90	5.00	1.75	7.65
Dr. Sougata Ray (ID)	1.20	7.00	3.25	11.45
Mr. Shashi Kant Maudgal (ID)	1.20	7.00	3.25	11.45
Mr. Subir Bose (ID)	1.45	6.00	3.25	10.70

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