

# **SHEELA FOAM PRIVATE LIMITED**

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **OBJECTIVES**

-To adopt a programme for orientation and familiarisation of Independent Directors at the time of their joining so as to enable them to understand the Company its operations, business, industry and environment in which it functions.

-To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

### **ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:**

A set of information is handed over to the new inductee, which include the latest Annual Report and various policies such as Vigil Mechanism and Whistle blower Policy, Code of Conduct applicable to Directors Senior Management of the Company etc.

A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover etc.

A full day site visit to the Company's Plants may be arranged wherein the inductee is introduced to the Plant Heads and various important functional heads. Further, on a separate day, meeting with Business Unit Heads and Corporate functional heads is also arranged each comprising of 30 to 45 minutes' sessions. Relevant Business Strategy presentations are also being made.

A brief introduction to the Company and its subsidiaries is also made.

### **OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:**

A Board meeting is held at the Plant location, wherein the Directors are introduced to the Company's product plans and other initiatives.

Meetings with Company Executives are also arranged to better understand the business and operations of the Company.

The presentations at Board meetings include updates on regulatory, business environment, risk management, Company policies and other relevant issues. Quarterly Operations Report which includes information on business performance, operations, financial parameters, working capital management, senior management changes, litigations, compliances, fund-flows, subsidiary data is presented to the Board.

The Directors are encouraged to visit the Company's website which include the latest press releases and data. Queries posed by them are responded.