

**EXXARO TILES LIMITED**



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**FAMILIARISATION PROGRAMME FOR DIRECTORS**

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**(Approved by the Board of Directors of the Company at its meeting held on  
05<sup>th</sup> January 2021)**

**Exxaro Tiles Limited  
Regd. Office: Survey No: 169 &  
170, Vavdi Harsol Road, Mahelav,  
Talod, Sabarkantha-383305,  
Gujarat**

## **I. Objective:**

- The Program aims to provide insights into the Company to enable the Independent Directors to be in a position to take well-informed timely decisions and contribute significantly to the Company.
- The Independent Directors of the Company shall be given every opportunity to familiarize themselves with the Company, its management and its operations so as to understand the Company, its operations, business, industry and environment in which it functions.

## **II. Details of the Programme:**

- The members of the Board of Directors have complete access to information within the Company. The Company from time to time updates the Board members about their role, responsibilities & liabilities.
- At the time of joining, an Appointment letter is issued to the Independent Directors, which broadly outlines their statutory duties, roles, responsibilities as an Independent Director. The Independent directors are also informed of the important policies of the company including code of conduct for directors and Senior Management Personnel, succession policy etc.
- Directors are also informed of the various developments in the Company through emails, newsletters etc.
- The Company arranges store/site visits for the Directors as and when required.
- Presentations are made regularly to the Board / Nomination & Remuneration (NRC) / Audit Committee (AC), where Directors get an opportunity to interact with senior managers. Presentations, inter alia, cover business strategies, management structure, HR policy, management development and succession planning, quarterly and annual results, budgets, treasury policy, review of Internal Audit, risk management framework, operations of subsidiaries and associates, etc.
- Independent Directors have the freedom to interact with the Company's management. Such interactions also happen during Board / Committee meetings.
- The Company encourages and recommends its Independent Directors participation at various programmes being conducted by professional bodies and organizations to stay apprised on various changes and amendments in laws in the changing regulatory environment.

**III. Review:**

- The Company may review the programme and make necessary revisions, as and when required.

**IV. Disclosure:**

- The details of the familiarization programme shall be disclosed on the Company's website and a web link thereto shall be given in the Annual Report of the Company.