



KEI INDUSTRIES LIMITED

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FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

(Regulation 25 (7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015)

Preamble:

In term of Regulation 25 (7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI LODR, 2015') stipulates that the company shall familiarise the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

Also, in terms of Schedule IV of the Companies Act, 2013, the Independent Directors are required to keep themselves abreast of the regulatory provisions and the knowledge, skill and expertise required being an Independent Directors.

Initial Familiarization Programme

Independent Directors of the Company are made aware of their roles, rights and responsibilities at the time of their appointment, through a formal letter of appointment, which also stipulates various terms and conditions of their engagement.

At the outset, all the independent directors are provided an overview of;

- Criteria of independence applicable to Independent Directors as per Regulation 16(1)(b) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Companies Act, 2013;
- Compliances required from Independent Directors under the Companies Act, 2013, Regulation 16(1)(b) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other relevant regulations;
- Directors' Responsibility Statement forming part of Directors' Report;
- Fraud response plan, obtaining Audit Committee approval, wherever required;
- Time allocation by the Independent Directors on financial controls, overseeing systems of risk management, financial management compliance, Corporate Social Responsibility, Stakeholders conflicts, Board effectiveness, strategic direction, Meetings and performance assessment;
- Board Evaluation Process and Procedures;

The Independent Directors have the opportunity to visit Company's Plant, to enable themselves to have full understanding of manufacturing operations & processes and the Industry in which it operates. Further, they have the freedom to interact with the Company's Management Team. Interactions happen during Board/ Committee meetings. Apart from this, they also have independent interactions with the Statutory Auditors, the Internal Auditors and external advisors appointed from time to time.

Continual Familiarization Programme

The Company through its Executive Directors, Company Secretary, Senior Managerial Personnel, may conduct programs/ presentations periodically at the Board Meeting held to familiarize the Independent Directors with the strategy, operations and functions of the Company, whenever required. Such programs/presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organisation structure, facilities and risk management and such other areas.

Further, the Company may also conduct programmes for updating and refreshing their skills and knowledge in order to fulfill their responsibilities in a professional and faithful manner as required under Companies Act, 2013 read with Schedule IV and SEBI LODR, 2015.

Programme and Disclosure

- a) Familiarization programme will be conducted on "as needed" basis.
- b) As and when familiarization programme is conducted, the same will be disclosed on the website of the Company under Investor Relations section.

The document relating to familiarisation programme shall be disclosed on the Company's Website and a web link thereto shall be provided in the Annual Report. The Familiarisation programme for Independent Directors will be administered and monitored by the Board and reviewed if required.

Amendment

In case there are any modification(s) / amendment(s) / notification(s) / circulars(s), guidance note(s), informal guidance(s) issued by SEBI / MCA or judgements made by the Tribunal or any Court which has the effect of amendment in the Regulation(s) / Section(s) / Rule(s) made thereunder. The Chief Financial Officer and/or Company Secretary and/or Managing Director is/are authorized to make amendments in the Policy / Code as to the extent applicable. The amended Policy / Code shall be taken note by the Board of Directors / Committee in their ensuing Meeting(s).