

East Buildtech Limited

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS.

OBJECTIVES:

In terms of Clause 49(II)(B)(7) of the Listing Agreement with the Stock Exchanges, it is required that:

- (a) The Company shall familiarize 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.
- (b) 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.

Familiarisation Process at a glance

All Independent Directors are aware and constantly updated about their roles, rights, responsibilities in the Company. A kit containing information about the Company, Memorandum and Articles of Association, Annual Reports for previous 3 years, Sustainability Reports, Investor Presentations, recent Media Releases etc is handed over to a new Director. The appointment letter issued to Independent Directors, inter-alia sets out the expectation of the Board from the appointed director, their fiduciary duties and the accompanying liabilities that come with the appointment as a director of the Company.

Independent Directors are provided with necessary documents/brochures, reports and internal policies to enable them to familiarize with the Company's procedures and practices.

INDUCTION, TRAINING AND FAMILIARISATION PROGRAMME FOR THE BOARD MEMBERS:

- On appointment, the concerned director is issued a Letter of Appointment setting out in detail, the terms of appointment, duties, responsibilities and expected time commitments.
- Each newly appointed Independent Director is taken through a formal induction program including the presentation from the Managing Director & CEO on the Company's manufacturing, marketing, finance and other important aspects.
- The Company Secretary briefs the Director about their legal and regulatory responsibilities as a Director.
- The induction for Independent Directors includes interactive sessions with Executive Members and other Functional Heads.
- The induction for Independent Directors also includes a visit to the manufacturing site, so as to familiarize them about the cement manufacturing and other related aspects.
- On the matters of specialized nature, the Company engages outside experts/consultants for presentation and discussion with the Board members as and when necessary.

COMPLIANCES & DISCLOSURES

The Directors are explained in detail the compliances required from them under the Companies Act, 2013, Clause 49 of the Listing Agreement and other relevant regulations.

The Company provides regular updates on relevant provisions including changes in Company Law, Securities Law, Listing Agreement with Stock Exchanges and applicable laws to ensure that its Independent Directors are kept abreast on these regulations.