

**Terms & Conditions of Appointment of Independent Directors (ID)**

(1) The Independent Director shall not be appointed as an alternate director for an independent director of the Company.

(2) The tenure of appointment of Independent Director shall be a term of 5 years, however the independent director shall be eligible to be re - appointed for another term by passing a special resolution by the members of the company and in accordance with the Companies Act, 2013 and rules made thereunder, in this regard, from time to time. The director may be appointed after a period of three years has lapsed since the conclusion of last tenure, provided that an independent director shall not, during the said period of three years, be appointed in or be associated with the company in any other capacity, either directly or indirectly.

(3) The independent director shall at the first meeting of the Board in which he participates as a director and thereafter at the first meeting of the Board in every financial year or whenever there is any change in the circumstances which may affect his status as an independent director, give a declaration that he meets the criteria of independence as provided in sub-section (6).

(4) The independent director shall not be entitled to any stock option and shall not be eligible for retirement under rotation

(5) The ID may receive remuneration by way of sitting fee as provided under section 197 (5) of the Companies Act 2013, reimbursement of expenses for participation in the Board and other meetings and profit related commission as may be approved by the members.

(6) The independent director shall strive to be present at all of its meetings.

(7) An independent director shall be held liable, only in respect of such acts of omission or commission by the listed entity which had occurred with his knowledge, attributable through processes of board of directors, and with his consent or connivance or where he had not acted diligently with respect to the provisions contained in these regulations.

(8) The role and duties will be those normally required of a Non-Executive Independent Director under the Companies Act, 2013. There are certain duties prescribed by the 'Act' for all Directors, both Executive and Non-Executive, which are fiduciary in nature and are as under:

- You shall act in accordance with the Company's Articles of Association.
- You shall act in good faith in order to promote the objects of the Company for the benefit of its members as a whole, and in the best interest of the Company.
- You shall discharge your duties with due and reasonable care, skill and diligence.
- You shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives, partners or associates.
- You shall not assign your office as Director and any assignments so made shall be void.

An independent director shall at all times:

- i. uphold ethical standards of integrity and probity;
- ii. act objectively and constructively while exercising his duties;
- iii. exercise his responsibilities in a bona fide manner in the interest of the company;
- iv. devote sufficient time and attention to his professional obligations for informed and balanced decision making;
- v. not allow any extraneous considerations that will vitiate his exercise of objective independent judgment in the paramount interest of the company as a whole, while concurring in or dissenting from the collective judgment of the Board in its decision making;

- vi. not abuse his position to the detriment of the company or its shareholders or for the purpose of gaining direct or indirect personal advantage or advantage for any associated person;
- vii. refrain from any action that would lead to loss of his independence
- viii. where circumstances arise which make an independent director lose his independence, the independent director must immediately inform the Board accordingly;
- ix. assist the company in implementing the best corporate governance practices.

The independent director shall:

- i. help in bringing an independent judgment to bear on the Board's deliberations especially on issues of strategy, performance, risk management, resources, key appointments and standards of conduct;
- ii. bring an objective view in the evaluation of the performance of board and management;
- iii. Scrutinize the performance of management in meeting agreed goals and objectives and monitor the reporting of performance;
- iv. satisfy themselves on the integrity of financial information and that financial controls and the systems of risk management are robust and defensible;
- v. safeguard the interests of all stakeholders, particularly the minority shareholders;
- vi. balance the conflicting interest of the stakeholders;
- vii. determine appropriate levels of remuneration of executive directors, key managerial personnel and senior management and have a prime role in appointing and where necessary recommend removal of executive directors, key managerial personnel and senior management;
- viii. moderate and arbitrate in the interest of the company as a whole, in situations of conflict between management and shareholder's interest.

The independent director shall—

- i. undertake appropriate induction and regularly update and refresh their skills, knowledge and familiarity with the company
- ii. seek appropriate clarification or amplification of information and, where necessary, take and follow appropriate professional advice and opinion of outside experts at the expense of the company
- iii. strive to attend all meetings of the Board of Directors and of the Board committees of which he is a member
- iv. participate constructively and actively in the committees of the Board in which they are chairpersons or members
- v. strive to attend the general meetings of the company;
- vi. where they have concerns about the running of the company or a proposed action, ensure that these are addressed by the Board and, to the extent that they are not resolved, insist that their concerns are recorded in the minutes of the Board meeting;
- vii. keep themselves well informed about the company and the external environment in which it operates;
- viii. not to unfairly obstruct the functioning of an otherwise proper Board or committee of the Board;
- ix. pay sufficient attention and ensure that adequate deliberations are held before approving related party transactions and assure themselves that the same are in the interest of the company;
- x. ascertain and ensure that the company has an adequate and functional vigil mechanism and to ensure that the interests of a person who uses such mechanism are not prejudicially affected on account of such use;
- xi. report concerns about unethical behaviour, actual or suspected fraud or violation of the company's code of conduct or ethics policy;
- xii. not disclose confidential information, including commercial secrets, technologies, advertising and sales promotion plans, unpublished price sensitive information, unless such disclosure is expressly approved by the Board or required by law.

(9) The performance evaluation of independent directors shall be done by the entire Board of Directors, excluding the director being evaluated. On the basis of the report of performance evaluation, it shall be determined whether to extend or continue the term of appointment of the independent director.

(10) The Independent Director may resign from his position at any time and should he wish to do so, he / she is requested to serve a reasonable written notice on the Board.

**Familiarization Programs for Independent Directors of the company**

No of familiarization programs & hours spent by the Independent Directors in such programs				
Financial Year	Name of Independent Director			
	Vikas Agarwal	Ravishankar Subramanian Padi	Sushil Kumar Jain	Vipin Kumar Gupta
2014 - 15		1 program / 2 hrs	1 program / 2 hrs	
2015 -16	1 program / 2 hrs	1 program / 2 hrs	1 program / 2 hrs	
2016 -17	1 program / 2 hrs	1 program / 2 hrs	1 program / 2 hrs	
2017 -18	1 program / 2 hrs	1 program / 2 hrs	1 program / 2 hrs	
2018 -19	1 program / 2 hrs	1 program / 2 hrs	1 program / 2 hrs	
2019 - 20	1 program / 2 hrs	1 program / 2 hrs	1 program / 2 hrs	
2020-21	1 program / 2 hrs	1 program / 2 hrs	1 program / 2 hrs	
2021-22		1 program / 2 hrs	1 program / 2 hrs	1 program / 2 hrs
Cumulative till Mar-31- 2022	6 program / 12hrs	8 program / 16hrs	8 program / 16hrs	1 program / 2 hrs

The Company Secretary briefed the Independent Directors about their duties & roles and familiarized with the following -

- Business model of the company& its Nature of Industry
- External factor affecting the business of the company
- Laws governing the business and functioning of the company
- Organization chart& hierarchy
- Introduction to Management, the Board of Director & other KMPs
- Policies of the Company including Nomination & Remuneration Policy, Vigil mechanism& Whistle blower Policy,
- Litigation & other misc. matters
- Membership of the ID in various committees & their functions
- Code of Conduct of the Board of Directors
- Schedule IV of the Companies Act, 2013 & amendments taken place thereof