

## **Familiarization Programme for Independent Directors of J. J. Exporters Limited**

### **Purpose**

This Familiarization Programme for Independent Directors has been adopted pursuant to Clause 49 of the Listing Agreement.

### **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 are 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.

### **Familiarisation and Orientation Process**

- A familiarisation pack shall be handed over to the inductee which includes the Company's Corporate Profile, Organisational structure, Details of various units owned / operated by the Company, Details of other Directors on Board, Code of Conduct for Directors & other Senior Management personnel, Code of Conduct on Insider Trading applicable to Directors and Senior Management personnel;
- The Company shall conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board;
- The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- The Independent Directors are made aware of their roles, rights and responsibilities at the time of their appointment / re-appointment through a formal letter of appointment which also stipulates the various terms and conditions of their engagement..
- When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- New Independent Directors will be provided with copy of latest Annual Report, Schedule of upcoming Board and Committee meetings.
- Quarterly presentations on operations made to the Board include information on business performance, operations, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.
- Quarterly results of the Company are sent to the Directors.

### **Disclosure**

This familiarisation program shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company