

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. PREAMBLE

- 1.1 Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time (“**SEBI LODR Regulations**”) stipulates that the Company shall familiarize its Independent Directors with the Company, nature of the industry in which the Company operates, business model of the Company, their roles, rights, responsibilities in the Company, any other relevant information through periodical programmes.
- 1.2 This policy for familiarisation programme (“**Policy**”) for Independent Directors of WAPCOS Limited (hereinafter referred to as “**Company**”) is accordingly formulated in pursuance of the aforesaid requirements of SEBI LODR Regulations.
- 1.3 The Board has approved the Policy in its meeting held on 28th August, 2022. The Policy shall be effective from the date of listing of the Company on Stock Exchange(s), unless specified otherwise.

2. PURPOSE AND OBJECTIVE OF THE POLICY

- 2.1 To provide Independent Directors an insight into the affairs of Company and to familiarise them about the Company including the nature of the industry in which the Company operates, business model of the Company, and make them accustomed to their roles, rights and responsibilities that would facilitate their active participation in contributing to the Company.

3. FAMILIARIZATION AND CONTINUING EDUCATION PROCESS

- 3.1. The Company shall conduct orientation programs / presentations / training sessions, periodically at regular intervals, to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- 3.2. The newly appointed Independent Directors of the Company shall be familiarised with the various aspects of the Company like constitution, vision and mission statement, the activities, business model geographies in which the Company operates, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary and procedures, strategic direction, etc. by way of detailed presentation.
- 3.3. Information material like code of conduct, the code of internal procedures and conduct for prohibition of insider trading and other applicable policies of the Company, performance highlights, etc., will also be provided to supplement the presentation and to



create awareness to the Independent Director of their roles, rights, responsibilities towards the Company.

- 3.4. The familiarisation programme shall also provide information relating to the financial performance of the Company and budget and control process of the Company.
- 3.5. Periodic presentations, as may be needed, will be made to the Independent Directors to update them on all business-related issues and new initiatives undertaken by the Company including any regulatory changes that may have impact on the operations of the Company including roles and responsibilities of the Independent Directors. **The Company may also conduct training programme for its Independent Director by experts outlining the roles, rights, duties and responsibilities of Independent Directors from the perspective of various applicable laws.**
- 3.5 The Independent Directors may also be recommended to attend various seminars, conferences training programmes from time to time.
- 3.6 The Chairman and Managing Director and other executives of the Company shall lead the familiarisation programme on aspects related to business/industry. The Chief Financial Officer/ Director (Finance) or such other authorised officer(s) of the Company may participate in the programme for providing inputs on financial performance of the Company and budget control process, etc. apart from involvement of company secretary and other senior management personnel/key managerial personnel of the Company, as and when required, to conduct such programmes.

4. DISCLOSURE

- 4.1 As and when the familiarisation programme is conducted by the Company, the same will be disclosed on the website of the Company. The details of the familiarisation programme shall be disclosed on the Company website and a web link thereto shall be provided in the Annual Report. As required under Regulation 46 of the SEBI LODR Regulations, the details of familiarisation programme imparted to Independent Director shall include the following details:
 - (a) number of programmes attended by Independent Directors during the year and on cumulative basis till date;
 - (b) number of hours spent by Independent Directors in such programmes during the year and on cumulative basis till date; and
 - (c) other relevant details.

5. AMENDMENT

- 5.1 The Board (including its duly constituted committees wherever permissible), shall have the power to amend any of the provisions of the Policy, substitute any of the provisions with a new provision or replace the Policy entirely with a new Policy. The Policy shall be subject to review/changes as may be deemed necessary and in accordance with regulatory amendments from time to time.



6. Interpretation

- 6.1 In any circumstance where the terms of this Policy are inconsistent with any existing or newly enacted law, rule, regulation, or standard governing the Company, the said law, rule, regulation, or standard will take precedence over this Policy.

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