

# CENTENIAL SURGICAL SUTURE LTD.

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## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**

### **OBJECTIVES:**

- To adopt a structured programme for orientation and training of Independent Directors at the time of their joining so as to enable them to understand the Company - its operations, business, industry and environment in which it functions and the regulatory environment applicable to it.
- 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.

### **ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:**

- A Induction pack is handed over to the new inductee, which includes the Company's Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the Company's history and milestones, latest Annual Report, Code of Conduct applicable to Directors / employees of the Company, the 'Prevention of Insider Trading and Code of Corporate Disclosure Practices', application of the Company and the latest Annual Reports. In case the inductee is also inducted on the other Committees, he is also handed the respective Committee Charters and the Whistle Blower Policy.
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.
- Relevant Business Strategy presentations are also being made. A full day site visit to the Company's Plants and the Innovation Centre is arranged wherein the inductee is introduced to the Plant Heads and various important functional heads.
- A brief introduction to the Company and its main operating subsidiaries is also made.

### **OTHER INITIATIVES TO UPDATE THE DIRECTORS ON A CONTINUING BASIS:**

- The Directors get an opportunity to visit Company's plants, where plant heads apprise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, etc.
- At various Board Meetings during the year, presentations are made to the Board on Safety Health and Environment and Sustainability issues. Company policies, changes in the regulatory environment applicable to the corporate sector and to the Industry in which the Company operates with areas of improvement and other relevant issues.

- Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management changes, major litigation, compliances, subsidiary information, etc.
- Meetings with Company Executives are also arranged to better understand the business and operations of the Company.
- Reports on the Company including Analyst Reports of the Company are sent to the Directors.

#### **OFF-SITE VISITS TO PLANTS**

The Directors are encouraged to visit the Company's various plant and establishment, where senior plant heads apprise them of the operational and sustainability aspect of the units to enable them to have full understanding and appreciation of the activities of the Company.

Thus, all efforts are made to ensure that the Directors remain current on the Company's matters as well as sectoral and industry as also about various geographies in which it operates.

#### **SUMMARY OF FAMILIARISATION PROGRAMME OF INDEPENDENT DIRECTORS :**

Financial Year	Total No. of hours spent on familiarisation	Cumulative hours spent on familiarisation programme till date (from 1 <sup>st</sup> April, 2015)
2015-2016	20 Hours	20 Hours
2016-2017	22 Hours	42 Hours
2017-2018	23 Hours	65 Hours
2018-2019	25 Hours	90 Hours
2019-2020	25 Hours	115 Hours
2020-2021	20 Hours	135 Hours
2021-2022	25 Hours	160 Hours