



Relationships, By Design

MANOJ VAIBHAV GEMS 'N' JEWELLERS LIMITED

Policy ref : 4/2022

**POLICY ON FAMILIARIZATION PROGRAMME.**

**Disclosure under Regulation 25 and 46 of Sebi (Listing Obligations And Disclosure Requirements) Regulations, 2015**

### **POLICY ON FAMILIARIZATION PROGRAMME.**

The Company has an orientation process/familiarization programme for its independent directors that includes: a) Briefing on their role, responsibilities, duties, and obligations as a member of the Board, b) Nature of business and business model of the Company, c) Company's strategic and operating plans, d) Matters relating to Corporate Governance, Code of Business Conduct, Risk Management, Compliance Programs, Internal Audit, etc.

As a process when a new independent director is appointed, a familiarization programme as described above is conducted by the senior management team spread over two days, and whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed. Each of our independent directors have attended such orientation process/familiarization programme when they were inducted into the Board.

As part of ongoing training, generally the Company schedules meetings of business heads and functional heads with the Independent Directors. During these meetings, comprehensive presentations are made on the various aspects such as business models, new strategic initiatives, risk minimization procedures, recent trends in technology, changes in domestic/overseas industry scenario, and regulatory regime affecting the Company globally. These meetings also facilitate Independent Directors to provide their inputs and suggestions on various strategic and operational matters directly to the business and functional heads.

As per the provisions under Regulation 25 (7) of the Listing Regulations, Familiarization Program for Independent Directors shall include:

- The Company shall through its Executive Directors / Senior Managerial Personnel conduct programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- The Company may circulate news and articles related to the industry on a regular basis and may provide specific regulatory updates from time to time; and
- Such programmes / presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.
- The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company.

- The Company may conduct technical sessions by external consultants/experts, outlining the roles, duties and responsibilities of Independent Directors, from Companies Act, 2013 and Equity Listing Agreement perspective.

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