



## SARDA ENERGY & MINERALS LIMITED

Regd. Off: 73-A, Central Avenue, Nagpur (MH.) 440018  
Ph: +91-712-2722407; Fax: +91-712-2722107 Email: [cs@seml.co.in](mailto:cs@seml.co.in)  
URL: [www.seml.co.in](http://www.seml.co.in) CIN: L27100MH1973PLC016617

### **FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

#### **I. Purpose and Objective of the programme(s)**

To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

#### **II. Familiarization and continuing education process**

1. The Company through its Managing Director/Executive Director provides information to familiarize the Independent Directors with the strategy, operations and functions of the Company.
2. Such information/presentations provide an opportunity to the Independent Directors to interact with the Senior Management 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.
3. The presentations also familiarises the Independent Directors with their roles, rights and responsibilities
4. When a new Independent Director joins the Board of the Company, he is briefed about the organization and is also given opportunity to discuss with the management the functioning of the Board and the nature of the operation of the Company's business activities.
5. New Independent Director(s) is provided with copy of latest Annual Report, the SEML Code of Conduct, the SEML Code of Conduct for Prevention of Insider Trading, Corporate brochure and other information.
6. The Company arranges for plant visit of the Directors from time to time.
7. A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, etc. is issued for the acceptance of the Independent Directors.

#### **III. Other initiatives to update the Directors on a continuous basis**

1. The Directors get an opportunity to visit Company's plants, where plant heads appraise 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, CSR, Sustainability etc.

SEML: Familiarization programme for Independent Directors



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2. At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates.
3. Quarterly presentations on operations made to the Board include information on business performance, operations, market scenario, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario, etc.
4. Quarterly results / press release (if any) of the Company are sent to the Directors.