

# **ATEN PAPERS & FOAM LIMITED**

## **FAMILIARISATION PROGRAMME**

### **PREFACE**

In accordance with requirements of Regulation 25 and 46 of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, the Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes. The familiarization programmes which may be conducted for Independent Directors from time to time, would aim to provide understanding about the Company's business and its operations, business strategies, management structure, risk management framework, regulatory environment in which the Company operates, among other things. The Programme aims to provide insight into the Company to enable the Independent Directors to understand its business and operation in depth and contribute significantly to the growth of Company.

### **APPLICABILITY**

The Familiarization Programme will be conducted for new and continuing Independent Directors of the Company. The Programme aims at to provide insight into the company to enable the independent directors to understand its business in depth, their roles-responsibilities in the company, nature of industry in which the company operates and business model of the company by imparting suitable training sessions and able to them for contribute significantly in the company.

### **CONTINUING EDUCATION PROCESS**

The Company through its Managing Director / Executive Director / Key Managerial Personnel conducts programmes/ presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

Such programmes /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.

The programmes/presentations also familiarize the Independent Directors with their roles, rights and responsibilities.

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.

The programmes/meetings shall also familiarize the independent directors with their role, rights and responsibilities.

The company may circulate news and articles related to the industry/property on a regular basis and may provide specific regulatory updates from time to time.

The Company shall also provide the information at Board meetings which includes updates on regulatory, business environment, risk management, company policies, various financial parameters and other

relevant issues. Report on business performance, operations, senior management changes, litigation, compliance and subsidiary data shall also present to the board.

The Board of Directors shall inform to the Independent directors regarding Annual budget, Internal & statutory Audit, Corporate Social Responsibility, strategies, business performance along with the policies of the company on Social responsibility, remuneration criteria, vigil mechanism, related party transaction etc.

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

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.

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 business excellence under the Business Excellence Model with areas of improvement and other relevant issue.

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 change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.

Quarterly results / press release of the Company is sent to the Directors.

### **DISCLOSURE**

The Policy will be uploaded on the company's website for public information and a web link of the same will also be available in the Annual Report of the Company as required under the Listing Agreement as amended from time to time.

### **REVIEW OF THE PROGRAMME**

The familiarization process will be revised from time to time in order to provide more information to Independent and Non-Executive Directors to enable them to contribute significantly to the growth of the Company.

The Board may, subject to applicable Listing Regulation review and amend any provision(s) or substitute any of the provision(s) with the new provision(s) or replace the Programme entirely with a new Programme.