

## Familiarization program for Independent Directors

The Familiarization Programme for Independent Directors is outlined herein pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015.

All new non-executive directors inducted to the Board are introduced to our Company's culture through orientation sessions. Current executive directors and senior management provide an overview of our operations, and familiarize the new non-executive directors on matters related to our values and commitments. They are also introduced to our organization structure, our services, group structure and subsidiaries, constitution, board procedures, matters reserved for the Board, and our major risks and risk management strategy.

The Board's policy is to have separate meetings regularly with independent directors to update them on all business-related issues and new initiatives. At such meetings, the executive directors and other members of the senior management share point of view and leadership thoughts on relevant issues.

We also facilitate the continual education requirements of our directors.

Independent Directors of Board are familiarized through three kinds of engagements:

### Deep dives and immersion sessions

Deep dives and immersion sessions are conducted by senior executives on their respective business units. The business unit can be an Industry vertical or service offering unit. Key aspects that are covered in these sessions include:

- Industry / Market and Technology trends
- Business Model
- Competition
- The Company's performance
- Strategic bets and their progress
- Future outlook

### Strategy retreat

As part of our annual strategy planning process, we organize a strategy retreat with the Board of Directors to deliberate on various topics related to strategic alternatives, progress of ongoing strategic initiatives, risks to strategy execution and the need for new strategic programs required to achieve the Company's long-term objectives. Cross-functional teams develop each strategic theme, and each team is mentored by one or more Board members. This serves the dual purpose of providing a platform for Board members to bring their expertise to the projects, while also providing an opportunity for Board members to understand detailed aspects of execution and challenges relating to the specific theme.

The above are specific mechanisms through which members of the Board are familiarized with the Company culture and operations. Apart from these, there could be additional meetings or sessions on demand on specific topics. All directors attend the familiarization programs as these are scheduled to coincide with the Board meeting calendar to give them an opportunity to attend.

The Independent Directors are also made aware of their rights / role / responsibilities at the time of their appointment / reappointment through a formal letter of appointment along with the terms and conditions of their engagement.

Review:

This programme shall be periodically reviewed and brought in conformity with statutory and regulatory requirements, if any.