



# **National Plywood Industries Limited**

## **Codes & Policies**

### **FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS**

as revised and approved by the Board of Directors on 31.01.2017

#### **Preamble**

Schedule IV of the Companies Act, 2013 and the Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 mandates the Company to familiarize the Independent Directors in the following areas:

- The Company
- Their roles
- Their rights and responsibilities
- Nature of the industry
- Business model of the Company

#### **Objectives**

To adopt a structured programme for orientation and training of the 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. The Company shall follow a structured orientation and training programme for the Independent Directors to understand and get updated on the business and operations of the Company on a continuous basis.

The Program aims to provide insights into the Company to enable the Independent Directors to understand their roles, rights and responsibilities and to get updated on the Company' Business & Operations so that they may contribute significantly to the Company.

#### **Implementation**

National Plywood Industries Limited ("NPIL") proposes to implement the following programmes to familiarize the Independent Directors with the Company:

- 1) Provide them with an industry overview, business model of the Company and a brief introduction about the Company, its subsidiaries and associates, its mission, vision and values and latest Annual Report
- 2) Issue a detailed appointment letter incorporating their role, duties and responsibilities
- 3) Provide a Code of Conduct for Directors and Senior Management
- 4) Provide an overview of the roles, duties, responsibilities and liabilities of Independent Directors as per the Companies Act, 2013 and Criteria of Independence applicable to the Independent Director as per SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Companies Act, 2013
- 5) Provide an overview of the Directors' Responsibility Statement forming part of the Board's Report
- 6) Provide the Board evaluation process and procedures
- 7) Offer visits to NPIL's business locations and manufacturing units
- 8) Offer technical sessions by external consultants/experts outlining the roles, duties and responsibilities of Independent Directors from the perspective of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015



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### **Programme and Disclosure**

- Familiarization programme will be conducted for new and continuing Independent Directors on a need basis during the year
- A web link thereto shall be given in the Annual Report of the Company