



orbit exports ltd.

FAMILIRIZATION PROGRAMME OF INDEPENDENT DIRECTORS

In terms of Regulation 25(7) of SEBI (LODR) Regulations, 2015 and Schedule IV to the Companies Act, 2013

Concept & Vision

The Familiarization Programme for **Orbit Exports Limited** (“the Company”) has been adopted in accordance with provisions of Regulation 25(7) of SEBI (LODR) Regulations, 2015, and the Schedule IV to the Companies Act, 2013 to familiarize with their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programs.

Purpose & Objective

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company. The Company sees itself to be a truly board-managed entity in letter and spirit. It believes that the Independent Directors associated with the Board of the Company can make a huge contribution in its decision-making process in general and policy formulation in particular. In order to tap this potential the Familiarization Program shall aim at helping the Non-Executive and Independent Directors to understand their roles, rights and responsibilities, get an insight into the Company's business model, secure updating on its business operations and assess its position within the industry.

The Company, being conscious of this responsibility, has been following the below mentioned practices which have helped its Independent directors to equip themselves:

1. Presentation by the Managing Director/ Senior Managerial Personnel/ Company Secretary.
2. Visit to plants and interaction with plant heads, functional heads;
3. Training Session for the Directors; and
4. Sharing of the Company profile, policies, annual reports etc.

The Company management has reviewed these practices from time to time and is of the opinion to continue them for the benefit of Independent Directors, as follows:

Visits to Plants/Facilities

The Directors shall be provided an opportunity to visit Company’s manufacturing plants and other facilities where their respective Heads could apprise them regarding operational and sustainability aspects of the units to enable Directors to have understanding & appreciation on the activities of the Company. The Directors shall be given a tour of the plant/facilities and its various operations shall be explained in detail by trained personnel.

Trainings / Presentations

The Company through its Managing Director / Senior Managerial Personnel shall make presentations periodically to familiarize the Independent Directors with the business scenario, strategy, operations and functions of the Company & its Subsidiaries and Associates.

Such presentations shall provide an opportunity to the Independent Directors 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 might arise from time to time.

Any development or change in regulations, business news covering the industry in which the Company operates, about the Company & its competitors, financial barometers etc. shall be circulated to the Directors.

Induction of New Directors

The Company shall conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company. The Company shall familiarize the new Independent Director with the Company profile, Company policies & code of conduct, Company’s mission, vision, and values, the Company structure, its history, major achievements, strength & weaknesses, charter of various committees on which the Independent Director is inducted.

A detailed Appointment Letter covering the role of Independent Director Responsibilities, duties, remuneration, performance evaluation, and insurance cover shall be issued for acceptance by the Independent Directors.

In addition, the Company shall arrange training programs by through paid seminars/ certification programmes which will be aimed to help familiarizing the Independent Directors with their roles, rights and responsibilities.

Disclosure of the Policy

This policy shall be uploaded on the Company’s website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

Review of the Program

The Board will review this program and make revisions as may be required.
