

## **FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS OF RISHI TECHTEX LIMITED.**

The Familiarization Program (“the Program”) for Independent Directors of Rishi Techtex Limited. (“the Company”) has been adopted by the Board of Directors pursuant to Regulation 25(7) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended.

### **PURPOSE AND OBJECTIVE OF THE PROGRAMMES:**

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth that would facilitate their active participation in managing and contribute significantly to the Company.

### **FAMILIARIZATION PROCESS:**

- The Company shall through its Executive Directors/ Key Managerial Personnel conduct programs / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- Such programs / presentations will 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 familiarises the Independent Directors with their roles, rights and responsibilities;
- When a new Independent Director comes on the Board of the Company, the Company may conduct an introductory familiarization program / presentation and meetings with KMPs to discuss the functioning of the Board and the nature of the operation of the Company’s business activities;
  - New Independent Directors are provided with copy of latest Annual Report, the Company’s Code of Conduct, Code of Conduct for Prevention of Insider Trading and Code on Related Party Transaction Policy;
- The Company provides the Directors with the tours of company’s factories/plants from time to time;
- A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors;

- Quarterly presentations on operations if any made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, risk management, subsidiary information, regulatory scenario, etc. ;
- Quarterly results / press release of the Company if any are sent to the Directors.

**DISCLOSURE OF THE POLICY :**

This Policy shall be uploaded on the Company's website for public information and a weblink 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 from time to time.

**DISCLOSURE UNDER REGULATION 25 AND 46 OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015**

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF RISHI TECHTEX LIMITED (“THE COMPANY”)**

The Company has an orientation process/familiarization programme for its independent directors with emphasis on:

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company

As a process when a new independent director is appointed, a familiarization programme is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the role and responsibility of Committee members is informed.

<b>Date of Programme</b>	<b>Number of Hours</b>	<b>Areas covered</b>
9 <sup>th</sup> February, 2016	4 Hours	Programme on SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
25 <sup>th</sup> January, 2017	6 Hours	Visit to Daman Unit of the Company. The objective of the visit was to demonstrate the manufacturing process of the products of the Company.
12 <sup>th</sup> February, 2018	5 Hours	Programme on the Companies (Amendment) Act, 2017.
13 <sup>th</sup> February, 2019	4 Hours	Highlights of Companies (Amendment) Ordinance, 2018
15 <sup>th</sup> October, 2019	6 Hours	The Companies (Significant Beneficial Owners) Amendment Rules, 2019 and Business Model of the Company
10 <sup>th</sup> February, 2021	7 Hours	Programme on Goods and Services Tax.
14 <sup>th</sup> February, 2022	8 Hours	Programme on Amendments on Related Party Transactions.
7 <sup>th</sup> February, 2023	4 Hours	Programme on New Amendments Rules on Corporate Social Responsibility