

FAMILIARIZATION PROGRAMME FO INDEPENDENT DIRECTORS

PREAMBLE

The enactment of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and their respective amendments thereto, has brought to the fore a number of provisions which will help the directors and the companies to ensure better corporate governance. In order to increase the Board's effectiveness, the Company shall familiarize the Independent Directors through various programmes about the Company, including nature of the Industry in which the Company operates Business model of the Company, their roles, rights and responsibilities and other relevant information.

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.

To adopt a structured programme for orientation and training of 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 function.

To update the Independent Directors on a continuing basis about any significant changes therein and to enable the Independent Directors to be able to take well informed and timely decisions.

OVERVIEW OF THE FAMILIARISATION PROGRAMME

The familiarization programme for the Independent Directors of the Company is designed to help them to gain a deep understanding of the Company, its stakeholders, senior management, operations, policies, industry perspective and issues.

The Company also provides an opportunity to the Independent Directors to interact with the senior leadership team of the Company and periodic presentations are made at the Board and its Committee Meetings to help Independent Directors understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, facilities and risk management and such other areas.

The Company organised visits to the plants for the Directors to facilitate them to understand the operations of the Company in detail.

Each Director of the Company has complete access to any information relating to the Company. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part.

FAMILIARIZATION MODULE FOR INDEPENDENT DIRECTORS:

The Board including all Independent Directors are provided with relevant documents, reports and internal policies to enable them to familiarize with the Company's procedures and practices from time to time.

- A familiarization pack (welcome kit) is given to the incoming director, which includes the Company's Memorandum & Articles of Association, Annual Reports, Code of Business Conduct & Ethics applicable to the Directors/employees of the Company, Code of Conduct of Insider Trading Prohibition Policy.

- A detailed appointment letter incorporating the roles, duties, and responsibilities, performance evaluation process, remuneration and obligation on disclosures is issued for his/her acceptance.

DETAILS OF ATTENDANCE OF INDEPENDENT DIRECTORS:

In accordance with the provisions of SEBI Listing Regulations, following are the details of the Familiarization programmes conducted for the Independent Directors:

Sl. No.	Name of the Independent Director	Particulars of the Programme during FY 2020-21	No. of Programmes Attended		No. of hours spent	
			2020-21	Cumulative since 2019	2020-21	Cumulative since 2019
1.	Mr. Sahiel Khurana	• Impact of Covid on business and the Companies ways and means to continue the operation in challenging times	9	13	5 hours	31 hours
2.	Mr. Yogesh Mahajan*	• Servotech initiative towards make in india movement • Launching new product "UVC ROBO TRUK"	4	10	6 hours	17 hours
3.	Mr. Pankaj Dawar*	• Intimation of Major Amendments made under SEBI LODR AND COMPANIES Act 2013	4	8	8 hours	16 hours
4.	Mr. Rajesh Mohan Rai*	• Introduction of our New Product "Servotech Oxygen Concentrator" • Presentation on Servotech Collaboration with ISRO • Intimation of incorporation of Subsidiary "Rebreathe medical devices india private limited"	5	N.A	5 hours	N.A
5.	Mr. Anupam Gupta*	• Presentation on Company Migration on NSE Main Board • Presentation on Servotech facilitates 100KW solar Micro Grid Project	5	N.A	5 hours	N.A

* Mr. Yogesh Mahajan and Mr. Pankaj Dawar were resigned w.e.f. 11th February, 2021.

* Mr. Rajesh Mohan Rai and Mr. Anupam Gupta were appointed w.e.f. 12th February, 2021.

DISCLOSURE OF THE POLICY

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

The familiarization program for the Independent Directors will be reviewed from time to time and revised as required.