

# **WEST COAST PAPER MILLS LIMITED**

## **Policy on Familiarization Programme to Independent Directors**

### **Preamble**

Regulation 25(7) of the SEBI (Listing Obligation and Disclosure Requirements) Regulations,2015 inter-alia stipulates that the Company shall familiarize the Independent Directors with the Company, their rules, rights, responsibilities in the Company, nature of industry in which the Company operates, business model of the Company etc. through various programmes.

### **Purpose and Objectives**

The familiarization programme is structured to assist the Independent Directors to understand the Company and its business so as enable them in effective discharge of their duties.

### **Overview of the Familiarisation process at the time of Appointment**

At the time of appointment, the Independent Directors are informed about their role and responsibilities and are given an overview of business, operations and business model of the Company including Cable divisions. Independent Directors are also provided with copies of the following documents:

- A) Annual Report of the Company
- B) Criteria of Independence applicable on Independent Directors as per the Regulation 16(b) of the SEBI (LODR) Regulations,2015 and the Companies Act,2013.
- C) Code of conduct for Board Members under Regulation 26 of SEBI(Listing Obligation and Disclosure Requirements) Regulations, 2015.
- D) Code of conduct under SEBI (Prohibition of Insider Trading) Regulations,2015.
- E) Memorandum and Articles of Association of the Company
- F) Scope of Committee as and when appointed in any Committee.
- G) Nature of the industry and its business operations.

### **Regular Familiarization Modules**

Presentations on the business and performance of the Company are made at the Board Meetings to familiarize the Independent Directors with strategy, operations, future plans and functions of the Company. The Programme aims to provide insight into the Company to enable the Independent Directors to be in a position to take well informed timely decisions and contribute significantly to the Company.

The Board would review and amend the Policy if any change comes in the Regulation or as and when required or at least once in every five years.

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**The Policy has been approved by the Board of Directors as on 19.05.2023 and substitutes the existing policy dated 27.05.2015.**