



QUESS CORP LIMITED

## DIRECTORS' FAMILIARIZATION PROGRAMME

*ADOPTED BY THE BOARD OF DIRECTORS AT THEIR MEETING HELD ON MAY 17<sup>TH</sup>, 2016*

## **Directors' Familiarization Programme**

All our directors are aware and are also updated as and when required, of their roles, responsibilities & liabilities, the business model of the Company and the nature of the industry. The Company holds Board meetings at its registered office and also if necessary, in locations, where it operates. Site visits are organized at various locations for the Directors.

The Board of Directors has complete access to the information within the Company. Presentations are made regularly to the Board / Nomination & Remuneration (N&R) / Audit Committee (AC) (minutes of AC & N&R are circulated to the Board), where Directors get an opportunity to interact with senior managers. Presentations, inter alia, cover business strategies, management structure, HR policy, management development and succession planning, quarterly and annual results, budgets, treasury policy, review of Internal Audit, risk management framework, operations of subsidiaries and associates, etc. Independent Directors have the freedom to interact with the Company's management. Interactions happen during Board / Committee meetings, when senior company personnel are asked to make presentations about performance of their Independent Company / Business Unit, to the Board. Such interactions also happen when these Directors meet senior management in meetings and informal gatherings.

Directors are also informed of the various developments in the Company through e-mails, newsletters, internal magazines, etc.