

Greaves Cotton Limited

Directors' Familiarisation Programme

Pursuant to the requirements of Schedule IV of the Companies Act, 2013 and Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements), 2015, Greaves Cotton Limited ("Company") has undertaken the following actions for familiarising the Directors with the Company, its business model, the nature of the industry in which it operates, their roles, rights and responsibilities, etc.:

- The Independent Directors of the Company are made aware of their roles, rights and responsibilities at the time of their appointment, through a formal Letter of Appointment which also stipulates the terms and conditions of their engagement. The terms of the said letter are also uploaded on the Company's website.
- The Company has laid down a very elaborate, informative and interactive induction programme for new joiners where the Directors are given an overview of the Company, its historical background, objectives, strategy, operations, people, financials.
- On an on-going basis, the Company holds the Board / Committee Meetings at its plant locations. Visits of the Directors are organized at various manufacturing units of the Company after such Meetings to familiarise them with the products manufactured, the manufacturing process and R&D initiatives, etc.
- From time to time, the Directors are nominated to attend training programmes / seminars organised by reputed institutions on the issues relating to Functioning of Boards, Internal Controls, Corporate Governance, etc.
- Presentations are made by Senior Management at the Board / Committee Meetings, giving the Directors an opportunity to interact with them. The presentations at the Meeting, inter-alia, cover an update on the economy, industry and consumer outlook, business strategies, management structure, HR matters, succession planning, quarterly and annual results, budgets, treasury policy, CSR activities, internal audit, risk management framework, regulatory development, operations of subsidiaries and associates, etc.
- Meeting of the auditors with independent directors are held to discuss Company's affairs without the presence of management.
- Active communication channel between executive directors and independent directors is ensured, this allows the independent directors to raise a query, seek clarifications for enabling a better understanding of the Company and its various operations.

Disclosure of the Programme:

This Programme has been uploaded on the website of the Company for public information and a web link for the same has also been provided in the Annual Report of the Company.

Details of familiarisation sessions are as follows:

Particulars	Number of programmes attended by Independent Directors	Number of hours spent by Independent Directors in such programmes
FY 2015-16	Four programmes on 6 th May 2015, 30 th July 2015, 2 nd November 2015 and 2 nd February 2016, inter alia, covering the Company's business.	Around 8 hours
FY 2016-17	Four programmes on 6 th May 2016, 1 st August 2016, 5 th November 2016 and 14 th February 2017, inter alia, covering the Company's business and plant visit.	Around 10 hours
FY 2017-18	Five programmes on 4 th May 2017, 3 rd August 2017, 1 st November 2017, 5 th February 2018 and 7 th February, 2018 inter alia, covering the Company's business	Around 12 hours
FY 2018-19	Four programmes on 3 rd May 2018, 13 th August 2018, 1 st November 2018 and 21 st January 2019, inter alia, covering the Company's business and plant visit.	Around 8 hours
FY 2019-20	Four programmes on 2 nd May 2019, 8 th August 2019, 5 th November 2019 and 5 th February 2020, inter alia, covering the Company's business and plant visit.	Around 8 hours
FY 2020-21	Five programmes on 27 th April 2020, 5 th June 2020, 13 th August 2020, 5 th November 2020 and 9 th February 2021, inter alia, covering the Company's business.	Around 10 hours
FY 2021-22	Four programmes on 4 th May 2021, 11 th August 2021, 26 th October 2021 and 8 th February 2022, inter alia, covering the Company's business.	Around 8 hours
FY 2022-23	Five programmes on 12 th May 2022, 11 th August 2022, 14 th November 2022 and 9 th February 2023, inter alia, covering the topics as per Annexure A .	Around 8 hours
Cumulative	Thirty- Five Programmes	Around 72 hours

Annexure A

Total number of programmes held in FY22-23	Topics covered	Time spent by Independent Directors
5	<ol style="list-style-type: none">1. Indian economy outlook,2. Industry outlook,3. Consumer outlook,4. Business strategies,5. Auto-expo highlights,6. Update on business performance and7. Induction programme for new Directors	8