



WINDLAS BIOTECH LIMITED

Familiarisation Programme for Independent Directors

I. Background:

In accordance with provisions of Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is required to familiarise the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes.

II. Details of Familiarisation Programme:

1. Formal Letters of Appointment have been issued to the Independent Directors which, *inter alia*, incorporates their roles, duties and responsibilities. In addition, the Company has provided copies of the Code of Conduct for Members of the Board of Directors and Senior Executives, Whistle Blower Policy, Terms of Reference of the respective Committees of the Board and also other regulatory updates/ policy framework from time to time.
2. Presentations are also made to all the Directors in order to familiarise them with the nature of industry, achievements/ awards & recognition/accolades, new products, expansion, technology, strategy/budgets, industry, marketing, cost conservation, sustainability, water and energy conservation, corporate social responsibility, variance analysis, identification and mitigation of various risks, etc.
3. From time to time, visit of all the Directors is organized to various manufacturing plants of the Company. This provides them an opportunity to have better understanding of manufacturing operations and processes.

III. Details of attendance of Independent Directors in Familiarisation Programmes are as follows:

S. No.	Name of Independent Director	No. of programmes Attended		No. of hours spent in the programmes attended	
		FY 2021-22	Cumulative till date	FY 2021-22	Cumulative till date
1	Gaurav Gulati*	2	2	10	10
2	Srinivasan Venkataraman*	2	2	10	10
3	Vivek Dhariwal*	2	2	10	10

* The appointment of Gaurav Gulati, Srinivasan Venkataraman, and Vivek Dhariwal as Independent Director was made on May 6, 2021