



**APOLLO SINDOORI HOTELS LIMITED**

**POLICY ON FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS**



## APOLLO SINDOORI HOTELS LIMITED

### Familiarisation Programme for Independent Directors

#### Purpose

The program formulated with the objective of making the Independent Directors of the Company accustomed to their roles and responsibilities is divided into various modules with emphasis on :

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company

The Program has been designed considering the specific needs of contemporary Corporate Governance and the expected obligations of Independent Directors in view of the onerous responsibility conferred by the Companies Act, 2013 and the Listing Agreement as amended from time to time. The purpose of the programme is to provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in Managing the Company

#### Familiarization and Continuing Education Process:

1. The Company through its Managing Director / Executive Director / Key Managerial Personnel conducts programmes / presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
2. Such programmes / presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.
3. The programmes / presentations also familiarises the Independent Directors with their roles, rights and responsibilities.
4. When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Executive Officer, Chief Financial Officer and other senior management persons to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
5. New Independent Directors are provided with copy of latest Annual Report, the Code of Conduct, the Code of Conduct for Prevention of Insider Trading and Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.



6. The Company provides the Directors with the tours of company's facilities from time to time.
7. A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

#### Other Initiatives to update the Directors on a Continuing Basis:

1. The Directors provided opportunity to visit Company's sites, where site heads appraise them of the operational aspects of the projects to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.
2. At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates and other relevant issue.
3. Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.
4. Quarterly results / press release of the Company are sent to the Directors.

#### Disclosure of the Policy

This 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 of the Program

The Board will review this program and make revisions as may be required.



**DISCLOSURE UNDER REGULATION 25 AND 46 OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015**

**DETAILS OF FAMILIARIZATION PROGRAMMES IMPARTED TO INDEPENDENT DIRECTORS OF APOLLO SINDOORI HOTELS LIMITED (“THE COMPANY”)**

The Company has an orientation process/familiarization programme for its independent directors with emphasis on:

- Roles, Rights and Responsibilities - Board dynamics & functions
- Strategy, Operations and functions of the Company

As a process when a new independent director is appointed, a familiarization programme is conducted by the senior management team and also whenever a new member is appointed to a Board Committee, information relevant to the functioning of the Committee and the roles and responsibility of Committee members is informed.

The Independent Directors have attended such orientation process/ familiarization programme. The Board and Committee meetings of the Company are held at least on a quarterly basis and members of the Board meet key functional/business heads separately to get themselves more familiarized with the business/operations and challenges faced by the industry on an ongoing basis.

Details of Familiarization Programmes imparted to Independent Directors Number of programmes attended by Independent Directors (during the year and on a cumulative basis till date)	Programmes:  29.06.2021 14.08.2021 12.11.2021 14.02.2022
Number of hours spent by Independent Directors in such programmes (during the year and on cumulative basis till date)	Approx 8 hours
Purpose of Programme	<ul style="list-style-type: none"> <li>• To make aware about the Business Model of the Company;</li> <li>• Updating Independent Directors of the Company about scale and details of its operations;</li> <li>• Awareness on Rights and Responsibilities of Independent Directors;</li> <li>• Overview of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.</li> </ul>



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