



## **Directors' Familiarisation Programme**

ITC believes that a Board which is well informed / familiarised with the Company and its affairs, can contribute significantly to effectively discharge its role of trusteeship in a manner that fulfils stakeholders' aspirations and societal expectations. In pursuit of this, the Directors of the Company are updated on changes / developments in the domestic / global corporate and industry scenario including those pertaining to statutes / legislation & economic environment and on matters affecting the Company, to enable them to take well informed and timely decisions.

On appointment, Directors are provided with induction kits which, inter alia, include the Company's Memorandum and Articles of Association, Corporate Governance Policy, ITC Code of Conduct, ITC Code of Conduct for Prevention of Insider Trading, Terms of reference of Board Committees and Annual Report & Accounts and Sustainability Report for the last 2 years. The Independent Directors are apprised through appointment letters, on their roles, duties & responsibilities, time commitment required, remuneration, insurance coverage and also the evaluation process for Board, Board Committees & individual Director's performance.

To enable the Directors to familiarise themselves and experience the manufacturing & other facilities of the Company, Board Meetings are held in locations where the Company has operations, besides the registered office. Visits to Company facilities are also separately organised for the Directors for this purpose. The industry scenario, competitive environment, regulatory framework and such other topics of interest are periodically shared with the Directors at the Board Meetings, alongwith review of the various businesses of the Company. The integrated rolling plan of the Company, risk assessment & minimisation procedures, CSR & sustainability initiatives, changes in organisational structure, succession plans and management development processes are also presented to the Board and Board Committees, as appropriate.

### **Familiarisation Programmes organised by the Company during the year 2018 and cumulative up to 24<sup>th</sup> March, 2018**

<b>Particulars</b>	<b>During the year 2018</b>	<b>Cumulative up to 24<sup>th</sup> March, 2018</b>
Number of familiarisation programmes organised by the Company, including visits to Company facilities	4	28
Time spent by the Independent Directors in such programmes in aggregate	8 man hours	> 114 man hours

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