

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. Preamble

In accordance with Regulation 25(7) read with Regulation 46(2) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Stalwart People Services India Limited “(Company)” shall familiarize the independent directors with the Company, their roles, rights and responsibilities in the Company, nature of the industry in which the Company operates, the business model of the Company, etc. through various programmes.

2. Objective:

The familiarization programme helps the independent directors not only to have greater insight into the Company’s business but also contributes effectively in decision making at Board and Board Committees meetings.

3. Familiarization upon induction of new independent directors:

- a) At the time of appointment, an appointment letter incorporating the role and duties, tenure of appointment, evaluation process, availability of directors and officers liability insurance, details regarding remuneration is given to the Directors.
- b) The Company conducts a well-structured induction programme for orientation and training of new directors which includes one-to-one interactive sessions with the executive directors, management council members, selected business/functional heads, and may also include plant visits.
- c) New independent directors are provided with an induction kit which includes a presentation on details about the Company, its subsidiaries, joint ventures, copies of Annual Report of last three years, Code of Conduct, Insider Trading Code, brief profile of other Board Members, Memorandum and Articles of Association, financial results of past one year, Committee Charters, Internal Audit Charter, policies such as Whistle Blower policy, CSR policy, policy on Dealing with Related Party Transactions, etc.

4. Continual Familiarization Programme:

- a) 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.
- b) Board Members are regularly updated regarding key developments in the Company and on any important regulatory amendments applicable to the Company.
- c) Meeting of the auditors with independent directors are held to discuss Company's affairs without the presence of management.
- d) Strategy board meeting is convened on an annual basis for a detailed deliberation on the Company's strategies.

5. Review & Disclosure:

The Nomination and Remuneration Committee shall monitor and review the Familiarization Programme and approves changes if any.

The details of the familiarization programme shall be uploaded on the website of the Company and a web link of the same shall also be provided in the Annual Report of the Company.
