

# DIANA TEA COMPANY LIMITED

## Directors' Familiarisation Programme

The Company 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, Companies Code of Conduct, Code of Conduct for Prevention of Insider Trading, Terms of reference of Board Committees and Annual Report & Accounts. The Independent Directors are apprised through appointment letters, on their roles, duties & responsibilities, time commitment required, remuneration and also the evaluation process for Board, Board Committees & individual Director's performance.

Periodic presentations are made at the Board and Board Committee Meetings, on business and performance updates of the Company, global business environment, business strategy and risks involved. Detailed presentations on the duties and responsibilities of Independent Directors and the Company's business segments were made at the separate meetings of the Independent Directors held during the year.

Each director of the Company has complete access to any information relating to the Company. They are given all the documents sought by them for enabling a good understanding of the Company, its various operations and the industry segments of which it is a part. Further, they meet without the presence of the Company's Management Personnel to discuss matters pertaining to the Company's affairs and put forth their combined views to the Chairman and Managing Director.

### Familiarisation Programmes organised by the Company during the period starting from 01.01.2015 to 31.03.2016

Particulars	During the period starting from 01.01.2015 to 31.03.2016
Number of familiarisation programmes organised by the Company, including visits to Company facilities	6
Time spent by the Independent Directors in such programmes in aggregate	> 18 man hours

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