

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS
OF
KAJARIA CERAMICS LIMITED

PREAMBLE:

Clause 49(II)(B)(7) of the Listing Agreement stipulates the company shall 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.

OBJECTIVE

The Familiarization Programme (“hereinafter referred as Programme”) for Independent Directors of Kajaria Ceramics Ltd (“the Company”) has been adopted with an objective of making the Independent Directors of the Company accustomed with the business and operations of the company that would facilitate their active participation in managing the Company.

Also to keep the Independent Directors updated on an ongoing basis about the significant changes which occur concerning the Company or its industry and business environment so that they are in a position to take well-informed decisions at appropriate time.

FAMILIRISATION PROGRAMME ON INDUCTION OF A NEW DIRECTOR

- At the time of Induction of a new Director, a detailed appointment letter incorporating the role, duties and responsibilities expected from him as a Director of the Company. The Director is also explained in detail the Compliance required from him under the Companies Act, 2013, and the Listing Agreement and other relevant rules and regulations; remuneration and sitting fees he is entitled to and forwarding the Company’s Code of Conduct for the information and acceptance of the Director is issued to the Independent Director.
- The Chairman & Managing Director also has one to one discussion with newly appointed director to familiarize him with the Company’s Operations.
- The Company through its Managing Director/ Joint Managing Directors / Key Managerial Personnel conduct periodic programmes / presentations to

familiarize the Independent Directors with the strategy, operations and functions of the Company.

- The Board members are provided with the Copy of Annual Report, Code of Business Conduct & Ethics, Code for Prevention of Insider Trading and Code of Corporate Disclosure, Notice and Agenda of Board & Committee Meetings and other necessary documents, reports and other policies like CSR Policy, Whistle Blower Policy, Related Party Transaction Policy, Risk Management Policy etc.
- A detailed note introducing other directors on the Board of the Company, and also detailing composition of various Committees of the Board, their roles, duties and terms of reference etc.

OTHER INITIATIVES TO UPDATE THE DIRECTORS ON CONTINUING BASIS

- The Directors get an opportunity to visit Company's plants, where plant heads appraise them of the operational and sustainability aspects of the plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, CSR, Sustainability etc.
- 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, etc.
- Quarterly results / press release of the Company are sent to the Directors.
- Each member of the Board, including Independent Directors, have been given complete access to the information relating to the Company, whenever they so request.
- The Company will endeavor to keep the independent directors abreast of the developments in the industry, upcoming business opportunities, regulatory environment applicable to the corporate sector, market share analysis, senior management changes, major litigation, compliances etc.
- The company will also appraise them with the business operations of the company, their roles, rights and responsibilities in the company and also about the secretarial, legal, sales, marketing, financial, etc aspects of the company.

DISCLOSURE

This familiarisation programme shall be posted on the Company's website (www.kajariaceramics.com) and a web link for the same shall also be provided in the Annual Report of the Company.

REVIEW OF THE PROGRAM

Apart from the above, other familiarization programme may also be designed and conducted on "as needed" basis during the year, with intimation to concerned Directors in advance.

MISCELLANEOUS PROVISIONS

Above stated Familiarisation Programmes shall be conducted as and when required or requested.