

DB REALTY LIMITED

FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

OBJECTIVES:

- To provide for orientation and training of Independent Directors at the time of their joining so as to enable them to understand the Company-its operations, business, industry and environment in which its functions and the regulatory environment applicable to it.
- To update the Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

ORIENTATION PROGRAMME UPON INDUCTION OF NEW DIRECTORS:

- A brief about the Company, its subsidiaries, its business, financials etc is presented with the new inductee, which includes the Company's Corporate profile, History, Annual Reports, Vision Statement, Organisation structure, the Code of Conduct applicable to Directors/ employees of the Company, Code for Prevention of Insider Trading, the Whistle Blower / Vigil Mechanism Policy, Information on Corporate Social Responsibility (CSR) activities undertaken by the Company.
- The inductee is briefed about the role, duties and responsibilities, sitting fees, remuneration if any and performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures etc. after the induction by the Board of Directors and a detailed letter is issued for the acceptance of the Independent Directors, after the confirmation of the appointment at the shareholder's meeting
- Interaction with Key Managerial Personnel Functional head is made in order to give a detailed overview about the business/ Company. Relevant Business strategy presentations are also being made.
- Where required, soft copies of the presentation etc is made available to the new inductee.

UPDATION ON A CONTINUING BASIS:

- At quarterly Board Meetings during the year, briefing is made on various aspects for discussions and presentations are made to the Board on Financial Statements, Actual operational performance, market Scenario, updates, Capital Expenditure, Human Relations/ Labour Issues, Health, Safety and Environment issues, Regulatory Updates applicable to the Company, Risk Assessment and Management, Statutory Compliances etc,
- Quarterly briefing / presentations on operations made to the board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management changes, major litigations, Risk Assessment and Management, Statutory compliances, Subsidiary information etc,