



SARDA ENERGY & MINERALS LIMITED
Regd. Off: 73-A, Central Avenue, Nagpur (MH.) 440018
Ph: +91-712-2722407; Fax: +91-712-2722107 Email: cs@seml.co.in
URL: www.seml.co.in CIN: L27100MH1973PLC016617

FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

I. Purpose and Objective of the programme(s)

- i. To provide insights into the Company to enable the Independent Directors to understand the Company - its operations, business, industry and environment in which it operates, that would facilitate their active participation in managing the Company.
- ii. To update the Independent Directors on a continuing basis on any significant changes therein so as to be in a position to take well-informed and timely decisions.

II. Familiarization and continuing education process

- i. When a new Independent Director joins the Board of the Company, he is briefed about the organization and is also given opportunity to discuss with the management the functioning of the Board and the nature of the operation of the Company's business activities.
- ii. New Independent Director(s) is provided with copy of latest Annual Report, the SEML Code of Conduct and Ethics, the SEML Code of Conduct for Prevention of Insider Trading, Corporate brochure and other information.
- iii. A detailed Appointment Letter incorporating the role, rights, duties and responsibilities, remuneration and performance evaluation process, etc. is issued for the acceptance of the Independent Directors.
- iv. The Company through its Managing Director/Jt. Managing Director /Wholetime Director provides information to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- v. Interaction with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.

III. Other initiatives to update the Directors on a continuous basis

- i. 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.
- ii. At various Board meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to



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the industry in which it operates.

- iii. Quarterly presentations on operations made to the Board include information on business performance, operations, market scenario, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario, etc.
- iv. Quarterly results / press release (if any) of the Company are sent to the Directors.
- v. Separate meetings of the Independent Directors are also organized to enable them to interact and discuss about the performance of the Company and the Board, risk faced by it, competition, strategy, leadership strengths and weaknesses, governance, compliance, board evaluation, enabling them to exchange valuable views and making their suggestion to the Chairman / Managing director / Jt. Managing Director and the other Board Members

IV. Review

The Board either on its own or on the recommendation of the Nomination & Remuneration committee will review this Program and make revisions as may be required.

V. Effective Date

This revised programme shall be effective from 01.04.2025.

VI. Dissemination

The Policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company