

GRAVISS HOSPITALITY LIMITED FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Preamble

Regulation 25 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 stipulates that the Company shall familiarize 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.

This Familiarization Program (“the Program”) for Independent Directors of Graviss Hospitality Limited (“the Company”) has been adopted by the Board of Directors pursuant to the said regulation.

Objectives:

- To adopt a structured programme 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 it 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.

Familiarization Process /Programmes:

The Company shall familiarize the Independent Directors with the Company, their roles, rights, responsibilities in the Company and under various statutes, nature of the industry in which the Company operates, business model of the Company, etc., through various programmes in the following manner:

- At the time of joining, an Appointment letter is issued to the Independent Directors, which broadly outlines their statutory duties, roles, responsibilities as an Independent Director. The Independent Directors are also informed of the important policies of the Company including the Directors and Officers Liability, Code of Conduct for Directors and Senior Management Personnel, Code of Conduct for Prevention of Insider Trading and obligations on disclosures.
- An Induction pack is handed over to the new inductee, which includes the Company’s Corporate Profile, its Mission, Vision and Values Statement, Memorandum of Association and Articles of Association of the Company, the Company’s history and milestones, Organisational structure, last three financial year’s Annual Reports, Code of Conduct applicable to Directors / employees of the Company, Note on Directors roles and responsibilities, various policies of the Company etc. In case the inductee is also inducted on the other Committees, he/she is also handed the respective Committee Charters.
- The Company keeps all its Directors updated on the operations of the Company and key developments which may impact the Company, its performance and its human resources through presentations made/materials supplied at the meetings of Board or otherwise from time to time. Such presentations, inter alia, include details of the industry in which company operates, performance of the Company, updates on products of the Company, Company plans and strategies budgets, risk management mechanism, investments, funds flows, operations of subsidiaries and associates. HR policies, management succession planning and such other information as may be required by them.



- Business / Functional Heads and Company Executives are invited at Board or Committee Meetings, as and when required, to provide a platform for interaction with the Company's key executives with the Directors and also to enable them to better understand the business and operations of the Company.
- The Board members to be updated on various regulatory and other amendments and developments by way of presentations by external experts /consultants or by internal experts. The Company encourages and recommends its Independent Directors participation at various programmes being conducted by professional bodies and organizations to stay apprised on various changes and amendments in laws in the changing regulatory environment.
- Such programs/presentations will provide an opportunity to the Independent Directors to interact with the senior leadership team 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;
- The Company may conduct an introductory familiarization program / presentation, when a new Independent Director comes on the Board of the Company
- To help the Board of Directors to understand and identify the action items under the new applicable provisions of the Companies Act, 2013 with special reference to Directors' Roles and Responsibilities under the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Programme and Disclosure:

Familiarization programme will be conducted "as needed" basis during the year. ii. As and when familiarization programme is conducted, the same will be disclosed on the website of the Company and a web link thereto shall also be given in the Annual Report."

Review of the Programme:

The Familiarization programme for Independent Directors will be administered and monitored by Nomination and Remuneration Committee.

Review of the Program:

The Board will review this Program and make revisions as may be required.
