**Transpek Industry Limited**

**Vadodara – 390021**

**Board Orientation and Onboarding Policy for Directors:**

**Purpose and Scope:**

The purpose of the Policy is to ensure that new Directors on the Board of Directors of Transpek Industry Limited (“TIL”) are conversant with the Company’s business, operations, products, markets etc. as well as the Governance process followed by the Company.

**Responsibility:**

It will be the responsibility of the Managing Director/Joint Managing Director to provide orientation to the newly appointed Director. The Company Secretary will be responsible for coordinating the activity.

**Onboarding/Orientation process:**

The Director’s onboarding process will take place as soon as reasonably possible after the Director is appointed. Before the orientation session, the new Directors would be provided with the following information and documents that help them in understanding the Company:

1. Brochure of the Company which includes brief profile of the Company;
2. Annual Report/s of the Company;
3. Latest Investor Presentation/Corporate Presentation of the Company;
4. Copy of Code of Conduct and Ethics; and
5. Any such information/document that may be deemed fit by the Company.

**Onboarding/Orientation session:**

It is critical for Directors to know about the affairs of the Company, its Board and Governance processes, their rights, duties and responsibilities as Director. The orientation session will help new Directors to engage in Board processes and contribute to the growth of the Company. Typical orientation session may last for 8-10 hours divided in 1-2 days.

Orientation session would include:

1. Presentation on background of the Company
2. Business of the Company
3. Products manufactured, key customers and markets
4. Financial Data, Ratios and other key financial parameters
5. Details of Board of Directors
6. Brief introduction of the Management Team
7. Visit to Factory/Plant
8. Explanation of the manufacturing process and EHS aspects
9. Company’s Policies and Procedures
10. Governance Practices

**Miscellaneous:**

Other than orientation session at the time of joining, the new Directors would be provided with ample information of the Company at the time of Board Meeting/Committee Meetings.

**Amendment:**

Any amendment in this policy would be made as may be necessary in the context of regulatory changes and Governance practices that may emerge in future.