

FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS

Last updated February 12, 2025

This Familiarization Program (“the Program”) for Independent Directors of **Vineet Laboratories Limited** (“the Company”) has been adopted by the Board of Directors pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

1. Purpose

As per Regulation 25(7) of SEBI (LODR) Regulations, 2015, 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.

Pursuant to Schedule IV to the Companies Act, 2013, the Independent Directors shall regularly update and refresh their skills, knowledge and familiarity with the Company.

The Program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

2. Familiarization Process and Programmes

- a) Criteria of independence applicable to Independent Directors as per Regulation 25(7) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Companies Act, 2013
- b) Code for Independent Directors as prescribed under the Companies Act, 2013
- c) The Company shall through its Executive Directors/ Senior Managerial Personnel conduct programs/ presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company;
- d) 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 such other areas as may arise from time to time;
- e) The programs/ presentations shall also familiarize the Independent Directors with their roles, rights, responsibilities and liabilities at the time of their appointment/re-appointment, through a formal letter of appointment, which

also stipulates various terms and conditions of their engagement. They are also made aware of Company's board and board committee framework, policies and procedures

- f) The Company conducts an introductory familiarization program by giving an induction kit, when a new Director comes on the Board of the Company.
- g) Factory visit is arranged for independent directors for better understanding of the Company's business
- h) Presentations / training organized through Consultants / Auditors on any regulatory changes / development which can have an impact on the functioning of the Company.

3. Details of Familiarization Programmes imparted to Independent Directors

Number of programmes attended by independent directors (during the year and on a cumulative basis till date),	Four Programmes 01-02-2022 15-07-2022 14-02-2023 12-02-2024 12-02-2025
Number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date),	22 hours
Other relevant details	-

4. Review of the Program

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