

GREENPANEL INDUSTRIES LIMITED

Details of familiarization programme imparted to the Independent Directors during the Financial Year 2023-24

The Independent Directors have complete access to the information of the Company. As a part of agenda of Board / Committee meetings, presentations are regularly made to the Independent Directors on various matters inter-alia the organization structure, Company's strategy, business model, operations, markets, product offerings, finance, risk management, technology, quality updates and other relevant areas on a quarterly/ annual basis.

The Company organized a familiarization program for the independent directors during the financial year 2023-24 at its corporate office at Gurugram. Presentations were made before the Independent Directors by the Sales head (MDF and Ply division) and Plantation Head.

Details of familiarization programme imparted to Independent Directors during the Financial Year 2023-24 and on a cumulative basis is as under:

| DURING THE FINANCIAL YEAR 2023-24 | | | | CUMULATIVE TILL DATE | |
|-----------------------------------|--|-----------------------|---|-------------------------------|--|
| Date(s) of Programme | Name of the Independent Directors who attended the Programme | Number of hours spent | Areas Covered | Number of Programmes attended | Number of hours spent in such programmes |
| November 01, 2023 | Mr. Salil Kumar Bhandari | 1 hours | 1. Existing operation and future plan of MDF Business in India | 4 | 4.45 hours |
| | Mr. Mahesh Kumar Jiwrarka | 1 hours | | 5 | 6.45 hours |
| | Mr. Arun Kumar Saraf | 1 hours | 2. Existing operation and future plan of Ply Business in India | 5 | 6.45 hours |
| | Ms. Shivpriya Nanda | 1 hours | 3. Progress on plantation activity under CSR projects of the Company. | 2 | 3.00 hours |

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Details of the familiarization programme imparted to the Independent Directors during the financial year 2022–23

The Company had organised a plant visit for the directors during the financial year 2022-23 at its factory situated at Chittoor, Andhra Pradesh, to facilitate their understanding of the plant operations at MDF-2 plant and to apprise them of the Corporate Social Responsibility (CSR) projects undertaken by the Company.

Details of the familiarization programme imparted to independent directors during the financial year 2022-23 and on a cumulative basis are as follows:

| DURING THE FINANCIAL YEAR 2022-23 | | | | CUMULATIVE TILL DATE | |
|-----------------------------------|--|-----------------------|--|-------------------------------|--|
| Date(s) of the programme | Name of the independent directors who attended the programme | Number of hours spent | Areas Covered | Number of Programmes attended | Number of hours spent in such programmes |
| 31.01.2023 | Mr. Salil Kumar Bhandari | - | 1. Plant Operations 2. CSR projects undertaken by the Company in the state of Andhra Pradesh and its progress report till the end of January, 2023. | 3 | 3.45 hours |
| | Mr. Mahesh Kumar Jiwrajka | 2 hours | | 4 | 5.45 hours |
| | Mr. Arun Kumar Saraf | 2 hours | | 4 | 5.45 hours |
| | Ms. Shivpriya Nanda | 2 hours | | 1 | 2.00 hours |

The independent directors reviewed the production process at the manufacturing units in Chittoor, Andhra Pradesh, and were satisfied with the operational process and CSR activities undertaken by the Company. They have praised the company's initiatives in terms of water conservation, rainwater harvesting, zero waste, plantations, and so on.

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Details of familiarizations programme imparted to the Independent Directors during the Financial Year 2021-22

The Companies Act, 2013 (“the Act”) read with Regulation 25(7) of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015, place increased responsibilities on Independent Directors of the Company. To enable the Independent Directors to fulfill their responsibilities efficiently and effectively, a Familiarisation Programme has been put in place by the Company to assist them understand details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, its business model etc.

The Company conducts orientation programs / training sessions, periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company. The Company also seeks to update the Directors on a continuing basis on any significant changes so as to place them in a position to take well informed and timely decisions.

The Company had organised a virtual orientation programme during the financial year 2021-22 to familiarize the Independent Directors with the potential risks of the Company and its mitigation plan, recent amendments in the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Details of familiarization program imparted to Independent Directors during the Financial Year 2021-22 is as under:

| DATE OF FAMILIARIZATION PROGRAMME | NAME OF THE INDEPENDENT DIRECTORS WHO ATTENDED THE PROGRAMME | NUMBER OF HOURS SPENT | AREAS COVERED |
|-----------------------------------|--|-----------------------|---|
| 24.01.2022 | Mr. Salil Kumar Bhandari | 0.30 Hours | 1. Potential Risks of the Company and its mitigation Plan. 2. Recent amendment in the Companies Act, 2013 and 3. Recent amendments in SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. |
| | Mr. Mahesh Kumar Jiwrajka | | |
| | Mr. Arun Kumar Saraf | | |
| | Ms. Sushmita Singha | | |

The Independent Directors had attended the above virtual orientation programme and showed gratitude towards the Management of the Company to apprise them with the potential risks and its mitigation plan and recent amendments of applicable laws and regulations.

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Details of familiarizations programme imparted to the Independent Directors during the FY 2020-21

The Companies Act, 2013 (“the Act”) read with Regulation 25(7) of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015, place increased responsibilities on Independent Directors of the Company. To enable the Independent Directors to fulfill their responsibilities efficiently and effectively, a Familiarisation Programme has been put in place by the Company to assist them understand details about the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model etc.

The Company conducts orientation programs / training sessions, periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

The Company had organised a training session on ‘Prevention of Sexual Harassment at Workplace Policy’ for the Independent Directors of the Company to facilitate them to understand the POSH Policy adopted by the Company to prevent, prohibit and redress Sexual Harassment of every “Women employee” across the Organization.

The details of familiarization programs imparted to independent directors are as under:

| DATE OF FAMILIARIZATION PROGRAMME | NAME OF THE INDEPENDENT DIRECTORS WHO ATTENDED THE PROGRAMME | NUMBER OF HOURS SPENT | AREAS COVERED |
|-----------------------------------|--|-----------------------|--|
| 30 th October 2020 | Mr. Salil Kumar Bhandari | 0.75 Hours | <ul style="list-style-type: none"> • Applicability of the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013 on the Company • Types of sexual harassment at workplace. Procedure of handling Complaints and conducting enquiry under the POSH Policy of the Company • Role and scope of work of Internal Complaints Committee, constituted under the POSH Policy. • Effective resolution of complaints if any received under the POSH Policy. |
| | Mr. Mahesh Kumar Jiwrajka | | |
| | Mr. Arun Kumar Saraf | | |
| | Ms. Sushmita Singha | | |

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The Independent Directors have attended the above session and showed gratitude towards the Management of the Company for throwing light on such an important and burning issue and enabling them to understand the process by which the Company is taking reasonable step to provide a safe environment for the women working in the Organisation by protecting their dignity and self-respect.

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Details of familiarizations programme imparted to the Independent Directors during the FY 2019-20

The Company organised a plant visit at its factory situated at Pantnagar, Rudrapur, Uttarakhand for the Directors to facilitate them to understand the operations of the Company in detail.

The details of familiarization programs imparted to independent directors are as under:

| DATE OF FAMILIARIZATION PROGRAMME | NAME OF THE INDEPENDENT DIRECTORS WHO ATTENDED THE PROGRAMME | NUMBER OF HOURS SPENT | AREAS COVERED* |
|-----------------------------------|--|-----------------------|---|
| 4 th February 2020 | Mr. Salil Kumar Bhandari | 2 | <ul style="list-style-type: none"> • Operations Overview • Production Process of MDF & Plywood including value added products |
| | Mr. Mahesh Kumar Jiwrajka | | |
| | Mr. Arun Kumar Saraf | | |
| | Ms. Sushmita Singha | | |

*The Independent Directors overviewed the entire production process of the MDF & Plywood manufacturing units at Pantnagar (Uttarakhand). All the Directors were very much satisfied with the entire operational process at the Factory, special mention being made by the Directors about the labourers with smiling faces seen working and cleanliness at the factory premises, which were very noteworthy.

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