

TATA COFFEE LIMITED

Tata Coffee Limited – Familiarization programme for Independent Directors

1. Prior to joining the Board, an Independent Director is provided with an induction programme to enable the director to familiarize himself / herself with the business and operations of the Company which include the Company's Corporate Profile, its Mission, Vision and Values Statement, Organizational structure, the Company's history and milestones, latest Annual Report Code of Conduct applicable to Directors , the 'Tata Code of Conduct for Prevention of Insider Trading and Tata Code of Corporate Disclosure Practices' alongwith a summary on do's and don'ts pertaining to Insider Trading issues. The programme generally covers the following:
 - Initial Meeting with the Managing Director and CEO, the Executive Directors
 - Meeting with the Heads of Marketing, Sales and Distribution, Human Resources, Legal and Secretarial, ICD Factories (Theni & Toopran) and Plantation units at Coorg region and Anamallais region – These meeting will cover detailed functional aspects of the Business
 - Visit to ICD manufacturing locations at Theni and Toopran

2. Post Joining the Board

At quarterly board meetings held to consider financial results, a detailed Board Report is circulated to all directors which cover the following:

- Financial highlights including legal entity wise financials and region wise financials including performance against the budgets
 - Operational Highlights -Unit/ Division wise
 - Forex and Treasury Highlights
 - Corporate Social Responsibility
 - Business Excellence
 - Business Strategies
 - Operational highlights of Subsidiary Companies
 - CSR Activities
3. In addition to the Board Report, a detailed presentation is made by the Managing Director & CEO, Executive Director – Finance & CFO, Divisional/Unit Heads at the Board meeting covering the above areas.

4. A separate Board meeting is held to present the Annual Business Plan.
5. Members of the Audit Committee travel to different locations once a year wherein they are presented with the business and operations of the region in detailed manner.
6. Specific training provided to directors as and when requested.

Details of Familiarization Programme imparted to Independent Directors For 2022-23

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2022-23	Cumulative till date	FY 2022-23	Cumulative till date
1.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	1	15	30 minutes	9 Hours 30 minutes
2.	Risk Management Framework including Forex and Treasury Highlights and Commodity Hedging Policy	1	10	30 Minutes	10 Hours 30 minutes
3.	Business Reviews	2	17	1	16

In addition to the above, a detailed presentation on the Company's operations - consolidated and standalone is presented quarterly to the Board which covers all Departments/Units. Further the Independent Directors are familiarized with the Risk Management, HR processes, CSR, safety and sustainability initiatives of the Company at their respective committee meetings on which they are members.

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Details of Familiarization Programme imparted to Independent Directors For 2021-22

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2021-22	Cumulative till date	FY 2021-22	Cumulative till date
1.	Induction of Mr. S. Venkatraman, Independent Director	1	1	-	-
2.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	2	14	1	9
3.	CSR Activity	2	16	2	30

In addition to the above, a detailed presentation on the Company's operations - consolidated and standalone is presented quarterly to the Board which covers all Departments/Units. Further the Independent Directors are familiarized with the Risk Management, HR processes, CSR, safety and sustainability initiatives of the Company at their respective committee meetings on which they are members.

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Details of Familiarization Programme imparted to Independent Directors For 2021-22

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2020-21	Cumulative till date	FY 2020-21	Cumulative till date
1.	Risk Management Framework including Forex and Treasury Highlights and Commodity Hedging Policy	2	9	2	11
2.	Business Reviews	4	15	3	15
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	2	12	2	8
4.	CSR Activity	2	14	4	28
5.	Internal Audit & Compliance Process	5	29	7	55
6.	Research & Development	1	1	2	2

In addition to the above, a detailed presentation on the Company's operations - consolidated and standalone is presented quarterly to the Board which covers all Departments/Units. Further the independent directors are familiarized with the risk management, HR processes, CSR, safety and sustainability initiatives of the Company at their respective committee meetings on which they are members.

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Details of Familiarization Programme imparted to Independent Directors For 2020-21

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2020-21	Cumulative till date	FY 2020-21	Cumulative till date
1.	Risk Management Framework including Forex and Treasury Highlights and Commodity Hedging Policy	2	9	2	11
2.	Business Reviews	4	15	3	15
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	2	12	2	8
4.	CSR Activity	2	14	4	28
5.	Internal Audit & Compliance Process	5	29	7	55
6.	Research & Development	1	1	2	2

In addition to the above, a detailed presentation on the Company's operations - consolidated and standalone is presented quarterly to the Board which covers all Departments/Units. Further the independent directors are familiarized with the risk management, HR processes, CSR, safety and sustainability initiatives of the Company at their respective committee meetings on which they are members.

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Details of Familiarization Programme imparted to Independent Directors for FY 2019-20

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2019-20	Cumulative till date	FY 2019-20	Cumulative till date
1.	Risk Management Framework including Forex and Treasury Highlights and Commodity Hedging Policy	2	7	2	9
2.	Business Reviews - By TSMG	4	11	2	12
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	1	10	1	6
4.	CSR Activity	2	12	4	24
5.	Internal Audit & Compliance Process	4	24	8	48

Details of Familiarization Programme imparted to Independent Directors for FY 2018-19

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2018-19	Cumulative till date	FY 2018-19	Cumulative till date
1.	Risk Management Framework	1	5	2	7
2.	Business Reviews	1	7	3	10
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	2	9	1	5
4.	CSR Activity	2	10	4	20
5.	Digital Imperatives & Opportunities	1	1	1	1
6.	Internal Audit & Compliance Process	4	20	8	40

Details of Familiarization Programme imparted to Independent Directors For FY 2017-18

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2017-18	Cumulative till date	FY 2017-18	Cumulative till date
1.	Risk Management Framework	1	4	1	4
2.	Business Reviews	1	6	1	7
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	1	7	1	4
4.	CSR Activity	2	8	4	16
5.	Internal Audit & Compliance Process	4	16	8	32

Details of Familiarisation Programme imparted to Independent Directors For FY 2016-17

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2016-17	Cumulative till date	FY 2016-17	Cumulative till date
1.	Risk Management Framework	1	3	1	3
2.	Business Reviews	1	5	1	6
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	1	8	1	3
4.	CSR Activity	2	6	4	12
5.	Internal Audit & Compliance Process	4	12	8	24

Details of Familiarisation Programme imparted to Independent Directors For FY 2015-16

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2015-16	Cumulative till date	FY 2015-16	Cumulative till date
1.	Risk Management Framework	2	2	2	2
2.	Business Reviews	2	4	2	5
3.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Code of Conduct and Insider Trading Regulations, RBI Regulations etc.	5	7	1	2
4.	CSR Activity	2	4	4	8
6.	Internal Audit & Compliance Process	4	8	8	16

Details of Familiarisation Programme imparted to Independent Directors for FY 2014-15

Sr. No	Subject matter of the Programmes	No. of Programmes attended by Independent Directors		No. of hours spent by Independent Directors	
		FY 2014-15	Cumulative till date	FY 2014-15	Cumulative till date
1.	Business Reviews	2	2	3	3
2.	SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, Companies Act, 2013, Insider Trading Regulations	2	2	1	1
3.	CSR Activity	2	2	4	4
4.	Internal Audit & Compliance Process	4	4	8	8