

Honeywell Automation India Limited

Familiarisation Programme for Independent Directors

The familiarization programme for Independent Directors is designed for orientation of Independent Directors so as to enable them gain deeper understanding of the Company - its operations, business, senior management, policies, industry perspective, etc.

The programme is intended to update the Directors on a continuing basis on any significant changes.

Induction Programme for New Independent Directors

- At the time of induction, presentations are made to the new Independent Director, which include information about the Company's Profile, Business Model, Organisational structure, the Company's history and milestones and Talent and Leadership overview.
- An appointment letter outlining the roles, responsibilities, duties, remuneration, performance evaluation process, insurance cover, Code of Conduct and obligations on disclosures is issued to the new Independent Director

Ongoing Familiarisation Programme to update Directors

- Plant visits are arranged for Independent Directors, wherein plant head apprise them of the operations, quality, safety, sustainability, etc.
- Presentations are made at the Board and Board Committee Meetings, on Business and performance updates of the Company, business strategy and risks involved, financials, working capital management.
- Directors are periodically updated on major developments in legal & regulatory areas, like Companies Act, Listing Agreement, and various Tax and financial reporting changes.
- Business and functional reviews are arranged for on a periodic basis with the respective leaders by rotation.

Familiarisation Programmes (2017-18)

| Date | Details | Duration | Independent Directors present |
|-------------------|---|----------|--|
| May 14, 2018 | Business and Functional Updates Legal and Regulatory Updates | 2 hours | Mr. Suresh Senapaty, Mr. N. Srinath |
| April 19, 2018 | Fulgaon Plant Visit | 2 hours | Mr. Suresh Senapaty |
| February 13, 2018 | Business Review | 6 hours | Mr. Suresh Senapaty, Mr. N. Srinath |
| November 14, 2017 | Business and Functional Updates | 1 hour | Mr. Suresh Senapaty, Mr. N. Srinath |
| August 9, 2017 | Business and Functional Updates | 1 hour | Mr. Suresh Senapaty, Mr. N. Srinath |
| May 16, 2017 | Business Review Strategic Plan Review | 4 hours | Mr. Suresh Senapaty, Mr. N. Srinath |

Familiarisation Programmes (2016-17)

| Date | Details | Duration | Independent Directors present |
|--------------|--|----------|-------------------------------|
| Apr 26, 2016 | Fulgaon Plant visit | 1 hour | Mr. Suresh Senapaty |
| Apr 26, 2016 | Company Overview Overview of Functions Business Reviews Board processes | 5 hours | Mr. Suresh Senapaty |

Familiarisation Programmes (2015-16)

| Date | Details | Duration | Independent Directors present |
|--------------|-----------------------|-----------------|--------------------------------------|
| Jul 20, 2015 | Fulgaon Plant visit | 1 ½ hours | Mr. SL Rao, Mr. N. Srinath |
| Jul 21, 2015 | Strategic Plan review | 1 hour | Mr. SL Rao, Mr. N. Srinath |
| Nov 3, 2015 | Business Reviews | 1 ½ hours | Mr. SL Rao, Mr. N. Srinath |
| Nov 4, 2015 | Regulatory updates | 1 ½ hours | Mr. SL Rao, Mr. N. Srinath |