



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 (2020-21)

Date	Details	Duration	Independent Directors present
May 22, 2020	Business Updates	45 mins	Mr. Suresh Senapaty Ms. Neera Saggi
August 6, 2020	Strategic Plan Review	3 hours	Mr. Suresh Senapaty Ms. Neera Saggi
February 4, 2021	Regulatory Updates	15 mins	Mr. Suresh Senapaty Ms. Neera Saggi
February 5, 2021	Business and Functional Updates	4 hours	Mr. Suresh Senapaty Ms. Neera Saggi
March 25, 2021	Company Overview Board Process & Policy Overview Business Overview Directors Interaction	4 hours	Dr. Ganesh Natarajan

Familiarisation Programmes (2019-20)

Date	Details	Duration	Independent Directors present
August 9, 2019	Strategic Plan Review	2 hours	Mr. Suresh Senapaty Mr. N. Srinath Ms. Neera Saggi
	Regulatory Updates	15 mins	
October 25, 2019	Business and Functional Updates	2 hours	Mr. Suresh Senapaty Mr. N. Srinath Ms. Neera Saggi
February 3, 2020	Business Updates	30 mins	Mr. Suresh Senapaty Ms. Neera Saggi
February 4, 2020	Regulatory Updates	2 hours	Mr. Suresh Senapaty Ms. Neera Saggi
	Business Review	6 hours	



Familiarisation Programmes (2018-19)

Date	Details	Duration	Independent Directors present
August 6, 2018	Strategic Plan Review Regulatory Updates	2 hours	Mr. Suresh Senapaty Mr. N. Srinath
February 4, 2019	Regulatory Updates	2 hours	Mr. Suresh Senapaty Mr. N. Srinath Neera Saggi
February 5, 2019	Business Review	6 hours	Mr. Suresh Senapaty Mr. N. Srinath Ms. Neera Saggi
February 6, 2019	Company Overview Board processes Fulgaon Plant Visit	3 hours	Ms. Neera Saggi

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