

Bharat Coking Coal Limited

FAMILIARIZATION PROGRAM FOR INDEPENDENT DIRECTORS

1. TITLE

- 1.1. This policy shall be called the ‘Familiarization Program for Independent Directors’.

2. OBJECTIVE

- 2.1. In terms of Schedule IV of the Companies Act, 2013, read with the rules thereunder, as amended (the “**Companies Act**”) read with Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended (“**SEBI Listing Regulations**”) places increased responsibilities on independent directors of the Company. In order to enable the independent directors to fulfil their responsibilities efficiently and effectively, a familiarization program (“**Program**”) has been put in place by the Bharat Coking Coal Limited (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 of the Company etc.

The SEBI Listing Regulations mandate the Company to familiarize the Independent Directors in the following areas:

- Nature of Industry in which the Company operates;
- Business Model of the Company;
- Roles, Rights and Responsibilities of independent directors,
- Any other relevant information

3. FAMILIARIZATION PROCESS

- 3.1. The Company through its Chairman / Managing Director / Executive Director/ Key Management Personnel shall conducts orientation programs / presentations / training sessions, periodically at regular intervals, to familiarize the independent directors with the strategy, operations and functions of the Company.
- 3.2. Such orientation programs / presentations / training sessions 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, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary.
- 3.3. The programs / presentations also familiarize the independent directors with their roles, rights and responsibilities.

- 3.4. When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Managing Director, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.
- 3.5. New Independent Directors are provided with copy of latest Annual Report, the Code of Conduct for the Directors and Senior Management Personnel of the Company and the Code of Conduct for Prevention of Insider Trading.
- 3.6. The above Program will also include the familiarization on statutory compliances as a Board member including their roles, rights and responsibilities.
- 3.7. The Company may include such other details and information, as required, during the introductory familiarization program / presentation, when a new independent director comes on the Board of the Company.

4. OTHER INITIATIVES TO UPDATE THE INDEPENDENT DIRECTORS ON CONTINUOUS BASIS

- 4.1 The Independent Directors get an opportunity to visit Company's Plants, where the Company's plant heads appraise them of the operational and sustainability aspects of the Plants to enable them to have full understanding on the activities of the Company and initiatives taken on safety, quality, Corporate Social Responsibility etc.
- 4.2 At various Board Meetings during the year, Board is briefed on the Risk Management, Company Policies, and Changes in regulatory environment applicable to Corporate Sector and to the industry in which it operates Business performance, operations, Senior Management change, major litigations, compliances, subsidiary information and other relevant issues.

5. REVIEW OF THE PROGRAM

- 5.1. The Company may periodically review this Program and make suitable revisions, as may be deemed necessary, from time to time.

6. DISCLOSURE

- 6.1. Pursuant to Regulation 46(2) of Listing Regulations, the Familiarization Program shall be disclosed on the Company's website and a web link thereto shall be provided in the Annual Report.

7. PROGRAMME AND DISCLOSURE

- 7.1. The Program will be conducted "as needed" basis during the financial year.

- 7.2. As and when the Program is conducted the same will be disclosed on the website of the Company and a web link thereto shall also be given in the annual report of the Company.