

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 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