

**EFFECTIVE DATE:**

The Policy shall come into effect on: **December 15, 2025**

## **POLICY ON FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS**

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**PREAMBLE:**

In compliance with Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 and other applicable provisions (including any statutory enactments / amendments thereof), Symbiotec Pharmalab Limited (“**Company**”) has adopted a policy on familiarization programme for independent directors.

The policy is formulated with the objective of making the independent directors of the company familiarize with nature of industries in which the company operates, business model of the listed entity, roles, rights, responsibilities of independent directors, and other relevant information through various programmes and the details of such familiarisation programmes shall be disseminated on the website of the Company.

**PROCESS OF FAMILIARIZATION:**

- ◆ At the time of the appointment of a new independent director, the company issues an appointment letter detailing their role, duties, responsibilities and remuneration. It shall also indicate the performance evaluation process. The terms of the said letter shall be uploaded on the website of the company.
- ◆ Code of conduct of independent director shall be in accordance with Schedule IV of the Companies Act, 2013.
- ◆ The Company may conduct an introductory familiarization program/ presentation, when a new Independent Director comes on the Board of the Company.
- ◆ The Company shall through its Executive Directors / Senior Managerial Personnel conduct programs/ presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.
- ◆ Such orientation programmes / presentations / training sessions will 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.
- ◆ The programmes / presentations shall also familiarize the independent directors with their roles, rights and responsibilities.

- ◆ The Company may include such other details and information, as required, during the introductory familiarization programme / presentation, when a new independent director comes on the board of the Company.
- ◆ The Company may circulate news and articles related to the industry from time to time and may provide specific regulatory updates.
- ◆ Independent Directors have the freedom to interact with the Company's management during the meetings of Board/Committee(s) of Directors or otherwise. The directors of the company have complete access to information relating to the company.

#### **DISCLOSURE:**

This policy shall be uploaded on the Company's website for public information and a web link for the same shall also be provided in the Annual Report of the Company.

Pursuant to Regulation 46(2)(i) of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015 the company shall disclose the particulars of familiarization programme on the company's website.

#### **LIMITATION AND AMENDMENTS:**

In the event of any conflict between the provisions of this Policy and of the Act or LODR Regulations or any other statutory enactments, rules, the provisions of such Act or LODR Regulations or statutory enactments, rules shall prevail over this Policy.

Any subsequent amendment / modification in the LODR Regulations, Act and/or applicable laws in this regard shall automatically apply to this Policy.

The board (including its duly constituted committee wherever permissible) shall review the policy on a regular basis, and they shall have power to amend, substitute, replace any of the provisions of this policy/ or the entire policy.