FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

Purpose and Objective of the Programmes

• To provide insights into the Company to enable the Independent Directors to understand the Company's business in depth that would facilitate their active participation in managing the Company.

Familiarization and Continuing Education Process

• The Company through its Managing Director / Executive Director / Key Managerial Personnel conducts programmes/ presentations periodically to familiarize the Independent Directors with the strategy, operations and functions of the Company.

• Such programmes /presentations provide an opportunity to the Independent Directors to interact with the Senior Management of the Company and help them to understand the Company's strategy, business model, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities and risk management and such other areas as may arise from time to time.

• The programmes/presentations also familiarize the Independent Directors with their roles, rights and responsibilities.

• When a new Independent Director comes on the Board of the Company, a meeting is arranged with the Chairperson, Chief Financial Officer to discuss the functioning of the Board and the nature of the operation of the Company's business activities.

• New Independent Directors are provided with copy of latest Annual Report, the Vivo Code of Conduct, the Vivo Code of Conduct for Prevention of Insider Trading and Vivo Code of Corporate Disclosure Practices, Schedule of upcoming Board and Committee meetings.

• The Company provides the Directors with the tours of company's facilities from time to time.

• A detailed Appointment Letter incorporating the role, duties and responsibilities, remuneration and performance evaluation process, insurance cover, Vivo Code of Conduct and obligations on disclosures, is issued for the acceptance of the Independent Directors.

Other Initiatives to Update the Directors on a continuing basis

• At various Board Meetings during the year, presentations are made to the Board on safety, health and environment and sustainability issue, risk management, company policies, changes in the regulatory environment applicable to the corporate sector and to the industry in which it operates.

• Quarterly presentations on operations made to the Board include information on business performance, operations, market share, financial parameters, working capital management, fund flows, senior management change, major litigation, compliances, subsidiary information, donations, regulatory scenario etc.,

The details of the no. of programs, no. of hours spent by the independent directors and other relevant details are as follows:

S.No	Name of Director	Program Details				No. of Hours Spent	
		Strategy	Governance & Operations	Industry /Regulatory Trends	Competition and Future Outlook	During FY 2025-26	Cumulative till FY 2025-26
1	Mrs. Kunda Kalpana	2	1	2	1	6	34
2	Mr. Shyam Sunder Tipparaju	2	1	2	1	6	15

Programme and disclosure:

• Familiarization programme will be conducted on need basis during the Year.

• As and when familiarization programme 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.