FAMILIARISATION PROGRAMME FOR INDEPENDENT DIRECTORS

Preamble

In accordance with the requirements of Clause 49(II)(B)(7) of the Listing Agreement and Schedule IV of the Companies Act, 2013, the Company shall familiarise the Independent Directors with the Company, their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc. through various programmes.

Purpose and Objective

The program aims to provide insights into the Company to enable the Independent Directors to understand its business in depth and contribute significantly to the Company.

Overview of the Familiarisation Programme

The familiarisation programme for the Independent Directors of the Company is designed to help the Independent Directors to gain a deep understanding of the Company, its stakeholders, senior management/leadership team, operations, policies, industry perspective and issues. Details of various familiarisation programmes for the Independent Directors are highlighted below:

1. Delivery Center exposure:

   The Company hosts visits of the Independent Directors to one of its Delivery Centres to give exposure of delivery capabilities and operations of the Company.

2. Exposure to R&D / Innovation Labs:

   The Independent Directors are briefed regularly on the R&D and Innovation initiatives in the Company. Additionally, visit to one of its Innovation Lab is organized for the Independent Directors.

3. Ongoing programmes:

   The Company, on a regular basis, makes detailed presentations to the entire Board including Independent Directors on the Company's operations and business plans, the nature of industries in which the Company operates and the model of its respective businesses. Such presentations are made by the senior management/leadership team/function heads so that the Independent Directors can have direct interaction with them.

4. Customer experience:

   The Company hosts yearly customer summits, which bring together TCS' clients, senior business and technology leaders and expert speakers from different industries. These customer summits are designed to encourage brainstorming and interaction among CXO-level delegates, leadership team from the Company and global thought leaders. Independent Directors are invited and hosted in one of such major customer event.

5. Exposure to senior management team:

   The Company hosts an annual offsite of business leaders from the Company for its annual kick-off. The event offers a platform for the globally dispersed leadership teams of the Company to connect, engage and interact with each other. Atleast once, Independent Directors will be given exposure through this event.

6. The Independent Directors of the Company are made aware of their role, responsibilities and liabilities at the time of their appointment / reappointment through a formal letter of appointment, which also stipulates various terms and conditions of their engagement apart from clarifying their roles and responsibilities.

Review

The familiarisation program for the Independent Directors will be reviewed from time to time and revised as required.