



Extraordinary Together

ZEE ENTERTAINMENT ENTERPRISES LIMITED
FAMILIARISATION PROCESS FOR INDEPENDENT DIRECTORS

Objective of the programme

In accordance with Regulation 25 and 46 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI LODR'), the Company shall familiarise the Independent Directors through various programmes about the Company, including the nature of industry in which the Company operates; business model of the Company; roles, rights, responsibilities of the Independent Directors and any other relevant information.

The familiarisation programmes conducted for Independent Directors, from time to time aims to provide understanding about the Company's business, its operations, business strategies, management structure, risk management framework, regulatory compliances and amendments thereto as may be applicable to the Company, among other things.

Familiarisation process

The members of the Board of Directors have access to all the relevant information within the Company. The Board members are updated about their roles and responsibilities, from time to time, as per the below mentioned procedures:

- At the time of joining, an appointment letter is issued to the Independent Directors, which broadly outlines their duties, roles and responsibilities as an Independent Director of the Company. The Independent Directors are also informed and updated about all the policies of the Company including the Directors and Officers liability and Company insurance policy, Code of Conduct for Directors and Senior Management Personnel, Code of Internal Procedures and Insider Trading Code.
- At the time of inducting the new Director on the Board of the Company, including Independent Director, a presentation is made by the Managing Director of the Company along with other senior executives including CFO, CEO, Company Secretary, all business/ functional heads, to familiarize the Director with the business model, operational aspects, management structure, Regulatory provisions applicable to the Company and other information about the Company.
- The inductee is also appraised about the ongoing discussions at the Board meetings to enable him/her to effectively participate at the Board meetings.

The Company keeps all its directors updated on the operations of the Company and key developments, which may impact the Company, its performance and its human resources through presentations made at the meetings of the Board or otherwise by the Managing Director of the Company, from time to time. Such presentations, *inter alia*, include the details of industry in which the Company operates, performance of the Company, Company plans and strategies, risk management mechanism, investments, flow of funds, operations of subsidiaries and associates, policies, management succession planning, and such other information as may be required by the Directors of the Company.

Business/functional heads are also invited at the meeting of the Board or Committee thereof, as and when required, to enable the Directors to better understand the business and operations of the Company by way of direct interactions and discussions with the respective business/ functional heads.

The Board members are updated about the regulatory compliances to be carried out by the Company as per various laws applicable to the Company, including any amendment(s) thereto, either by way of presentations made by an external experts/ consultant or respective business head or by the Company Secretary of the Company.

The Company encourages and recommends its Independent Directors to participate in various programmes, being conducted by professional bodies/organisations to stay updated on the amendment(s)/ changes in the laws applicable to the Company.

Familiarisation programmes during the financial year 2023-24

During the financial year 2023-24, the Company organised an induction programme for the new Independent Directors covering various areas including overview of business activities and financial status of the Company, roles and responsibilities of the Board and Independent Directors as per the Companies Act, 2013 and SEBI LODR. There were five programmes conducted during the financial year 2023-24 resulting into 25 programmes on a cumulative basis till date. Total around 60 hours (inclusive of 18 hours during the financial year 2023-24) were spent by the Independent Directors on the said programmes.