Details of Familiarization Programme for Independent Directors

Mindtree has a well-established detailed onboarding/orientation programme for its Independent directors (ID). Independent Directors have complete access to the information within the Company. In addition, periodically, Business heads, CFO, Executive Directors and Industry Group (IG) heads make detailed presentation on business models, nature of industry, organization structure, finance, risk management, technology, quality, etc.

Mindtree also issues letter of appointment to the Independent directors which includes their roles, responsibilities and liabilities.

Further, business updates, legal updates and industry updates are made available to IDs, especially to the Audit Committee members by internal teams, external consultants, law firms, statutory and internal auditors on a quarterly basis.

During the year 2018-19, Independent Directors of the Board have attended various programmes on business models, performance updates, Industry updates, business strategies, leadership development, global compliance, regulatory updates for about 10.50 hours. In addition to the above, Independent Directors who are the members of Audit Committee have received qualitative updates on Internal Financial Control, risk management and accounting, business and other regulatory updates for extra 1 hour.

The number of hours spent by the Independent Directors on cumulative basis since 2016-17, is 65.50 hours and the number of hours spent by the Independent Directors, who are the members of Audit Committee is 75.50 hours.