

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.

INDUCTION PROGRAMME:

Upon joining the Board of Directors of the Company, a detailed induction program is organized with the Chairman and Management of the Company to give an overview of the Company's business.

The Company provides detailed induction to the incoming Board members on the Company's business, values, operations, milestones, Board of Directors, Committee members, , organization structure, policies, shareholding analysis, awards & recognitions, business model, clients, competitors, financial performance, matters to be reviewed by the Board of Directors, Board skill matrix, duties, roles, responsibilities, Risk Management, etc.

ONGOING PROGRAMME:

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. The business presentations at the Board/Committee meetings cover business strategies, management structure, People Function initiatives, Compliance framework, succession planning, Business performance, Finance Plan, client experience, innovative solutions, digital platforms, review of Internal Audit, risk management framework, Internal Financial Controls , Regulatory updates, etc.

Details of Familiarisation Programme attended by Independent Directors for FY 2021-22 are as follows:

S. NO	Name of the Director	Number of Hours
1	Ms. Apurva Purohit	22
2	Mr. Akshaya Bhargava	34
3	Mr. Bijou Kuriem	25
4	Mr. M R Prasanna	30
5	Ms. Deepa Gopalan Wadhwa	26
6	Mr. Chandrasekaran Ramakrishnan	21

The total number of hours spent by the Independent Directors in FY 2021-22 is 158 hours and the number of hours spent by the Independent Directors, who are the members of Audit Committee is 64 hours.
