



Vaghani Techno-Build Limited

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No.	Description
1	Purpose: To enable the Independent Director to transition into the organizational culture & environment smoothly, thru systematic familiarization program
2	Scope : For all Independent Directors
3	Reference: Standard Familiarization Program Standard Familiarization Presentations Standard program Kit Familiarization Checklist Functional Presentations
4	Glossary Terms:
5	Activities to be performed
5.1	Prior to the joining date, HR executive should carry out the following preparatory activities <ul style="list-style-type: none">- Review the Standard Familiarization presentations – for the correctness and relevancy in the current context. All the relevant changes, for example in Organization structure or any other policy related changes should be incorporated in the presentation.- Prepare the tentative familiarization time-table based on Standard Familiarization Program- Prepare the Program Kit with welcome letter signed by Chairman, base on the Standard Familiarization Kit- Coordinate and ensure the availability of people involved in the familiarization process- Discuss the familiarization process with the management
5.2	HR Executive provides the familiarization kit and facilitates the Independent Directors with joining formalities, that include filling up forms for Director Information Form, etc., and collection of supporting documents.
5.3	HR Executive coordinates with the relevant people and ensures that the Familiarization Program is carried out as per the plan.
5.4	The Standard Familiarization Program should include the following: <ul style="list-style-type: none">- Organization context – vision, mission, values, etc.- Organization Lines of Business- Organization Structure & Department- Organization functional overview- Real estate related terms & glossary- HR policies & Code of conduct- IT Security Policies



5.5	The Familiarization Program should include the following: <ul style="list-style-type: none">- Departmental structure- Departmental roles and responsibilities- Detailed understanding of the Processes, Systems & Practices followed for each of the functions within the departments- Training on the ERP system or any other relevant application
5.6	HR executive coordinates with the management and ensure the following: <ul style="list-style-type: none">- Role responsibility is clearly and uniformly understood both by the Independent Director- Performance Expectations are clearly set with performance parameters and target values, wherever applicable- Review, reporting and monitoring mechanism is clearly and uniformly understood- Independent Director is adequately enabled with relevant training in the processes, systems and work practices in the areas allocated