

SMARTWORKS

Smartworks Coworking Spaces Limited

(Formerly known as Smartworks Coworking Spaces Private Limited)

Regd. Office: Unit No. 305 – 310, Plot No. 9,10, & 11, Vardhman Trade Centre, Nehru Place, South Delhi
– 110 019.

Corporate Office: DLF Commercial Building, Block - 3, Zone-6, DLF Phase – 5, Gurugram, Haryana-
122002

Phone No: 0124-6919 400

CIN: L74900DL2015PLC310656

POLICY FOR FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

Regulation 25 (7) of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**LODR**”)

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POLICY FOR FAMILIARIZATION PROGRAMME FOR INDEPENDENT DIRECTORS

1. Introduction

Schedule IV to the Companies Act, 2013 read with Regulation 25(7) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, requires the Company to familiarize the Independent Directors with their roles, rights, responsibilities in the Company, nature of the industry in which the Company operates, business model of the Company, etc., through various programs.

Further, as per terms of Schedule IV of the Companies Act, 2013, the Independent Directors are required to keep themselves abreast of the regulatory provisions and the knowledge, skill and expertise required being an Independent Directors.

2. Purpose & Objective

Through the Program, the Company aims to achieve the following objectives:

- To apprise the directors about the operating system of the Company for its business operations.
- To inform them of all the laws, rules, regulations and guidelines applicable to the Company.
- To make them aware of the rules, responsibilities, liabilities pursuant to the Companies Act, 2013.
- To generate and obtain valuable and informed decision from the directors on the matters to be brought or discussed at the Board Meetings.

3. Familiarization Process

- a) The Company will conduct orientation programs / presentations / training sessions, periodically at regular intervals, to familiarize the independent directors with the strategy, operations and functions of the Company.
- b) Such orientation programs / presentations / training sessions provide an opportunity to the independent directors to interact with the senior leadership team of the Company and help them to understand the Company's strategy, business model, nature of industry, group structure, operations, service and product offerings, markets, organization structure, finance, human resources, technology, quality, facilities, risk management strategy, governance policies, designated channels for flow of information and such other areas as deemed necessary.
- c) The programs / presentations also familiarize the independent directors with their roles, rights and responsibilities. The Company may include such other details and information, as required, during the introductory familiarization program / presentation, when a new independent director comes on the board of the Company.
- d) Initiatives for Induction on joining the Board of the Company
 - a. Formal letter of appointment as Independent Director of the Company.
 - b. Memorandum of Association and Articles of Association of the Company.
 - c. Annual Reports of last three consecutive years.
 - d. Criteria of Independence applicable to Independent Directors as per Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and Companies Act, 2013.

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- e. Code of Conduct for Independent Directors.
 - f. Code of Conduct for Directors and Senior Managerial Personnel.
 - g. Code of Internal Procedures and Conduct for Prevention of Insider Trading.
 - h. Note on Directors roles, functions, duties, responsibilities and liabilities of Independent Directors under the Companies Act, 2013 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, .
 - i. A detailed note introducing other directors on the Board of the Company, and also detailing composition of various Committees of the Board, their roles, duties and terms of reference etc.
 - j. Policy of the Company comprising of policies on various business aspects and practices.
 - k. Organizational Chart of the Company
 - l. List of Contact details of the Directors, Senior Management Personnel, Key Managerial Personnel and their personal/ executive assistants, if any.
 - m. Publicity material of the Company that explains the range of services and solutions offered by the Company to its clients.
 - n. Board evaluation process and procedures.
- e) Periodic presentations, as may be needed, will be made to the Independent Directors to update them on all business related issues and new initiatives undertaken by the Company including any regulatory changes that may have impact on the operations of the Company. Regular updates on relevant statutory and regulatory changes to be informed to the independent directors of the Company

4. Review of the Programme

The Company may periodically review this Program and make suitable revisions, as may be deemed necessary, from time to time. The Familiarization program for Independent Directors will be administered and monitored by the Board.

5. Disclosure:

The Program will be conducted “as needed” basis during the year. As and when the Program is conducted the same will be disclosed on the website of the Company (as per format given in Annexure “A”) under Investor Relations section and a web link thereto shall also be given in the annual report of the Company.

6. Amendment

In case there are any modification(s) / amendment(s) / notification(s) / circulars(s), guidance note(s), informal guidance(s) issued by SEBI / MCA or judgements made by the Tribunal or any Court which has the effect of amendment in the Regulation(s) / Section(s) / Rule(s) made thereunder to the extent mandatorily applicable, shall automatically apply to this Policy and shall be deemed to be incorporated herein.

Any Executive Director is authorized to make amendments in the Policy / Code, if required and the amended Policy / Code shall be taken note by the Board of Directors in their ensuing Meeting(s).

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“Annexure – A”

No. of programmes attended	Particulars	No. of Hours spent	
		During the Year FY 2025-26	Cumulative till Date

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Version Control

S. No.	Date	Version/ Amendments
1.	31 st July 2024	Amended by Board of Directors pursuant to LODR
2.	27 th April 2026	Amended by Board of Directors