

Applicability: All Employees

Reviewed By Corporate HR

Recommended By CHRO

Approved By CEO

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| HR Policy No: 2 | |
| Key area : Annual Health Check-up | Annual Health Check-up Policy |

1.0 OBJECTIVE:

The policy intends to entitle all employees to health check-up in order to facilitate their well-being and provides the guidelines for the health check-up for employees across grades.

2.0 SCOPE:

This policy shall apply to all employees of in India.

3.0 ELIGIBILITY:

The Company sponsored Health Check-up is regulated as under for employees who have completed six months of service with the company:

| Grade | Age limit | Frequency | Limit |
|--------------------|------------------|------------------|--------------|
| E11 & above | No limit | Once in a year | Rs.5100 |
| E09 & E10 | No limit | Once in a year | Rs.3100 |
| E06/D06 to E08/D08 | Up to 35 years | Once in a year | Rs.1200 |
| | = & > 36 years | Once in a year | Rs.1900 |
| E01/D01 to E05/D05 | Up to 35 years | Once in 2 years | Rs.1200 |
| | = & > 36 years | Once in a year | Rs.1900 |

4.0 PROCESS:

- Any eligible employee who wishes to go for the health check-up should approach the HR department for authorization.
- The HR department shall direct the eligible employee to an authorized hospital/ laboratory based on the employee's location and settles the expenses directly with the hospital.
- However, in case an eligible employee wishes to get his/ her health check-up done by any hospital which is not in the authorized list, he/ she may proceed for the check-up only after getting the same authorized by the HR department and then claim for a reimbursement.
- He/ she shall be reimbursed to the extent of the eligibility amount, or the actual expense incurred, whichever is lower.