



BIRTHDAY POLICY

**SIGNIFY INNOVATIONS INDIA LTD.,
SIGNIFY INNOVATION LABS
&
SIGNIFY COOPER LIGHTING INDIA**

Effective Date: 21st Feb 2025
Approver: CHRO
Version No: 5.1



1. Objective

To encourage Company's involvement in the personal events of employees through Line Managers.

2. Eligibility

All Signify India employees (H9 & above) are eligible under this policy.

3. Entitlement

- The Line manager can choose to celebrate a team member's birthday with the department/team.
- Expenses can be reimbursed upto a maximum of INR 1000 per event.
- All such expenses can be reimbursed through concur. All supporting bills will need to be attached.

The company has the exclusive right to amend or terminate this policy without any prior notice.

Any clarifications related to interpretation of this policy can be referred to CHRO – India and the decision of CHRO – India in this regard will be final and binding.



the meaning of light

Version Tracking

<i>Version No.</i>	<i>Date</i>	<i>Changes</i>	<i>Changed by</i>
1.0		Initial Policy – Significant Personal events	
2.0	1 st Sep 2016	Updated Policy – Birthday Policy	Karishma/Nachiket
3.0	2 nd Jan 2019	Name of the company has changed	HRS
4.0	1 st Jan 2021	H grade eligibility	Amit Otwani
5.0	11 th August 2023	Employee is entitled to avail half-day leave.	Sugandha Vatrana
5.1	21 st Feb 2025	Removed half day leave clause	Ishan Bansal