

# YOUR TOTAL REWARD STATEMENT

## EFFECTIVE 1ST JULY 2020

### IT'S ALL ABOUT YOU

Congratulations! And big thank you for your contribution, especially in these unprecedented times over the last few months.

The world is in middle of challenging times and we see tremendous possibilities to strengthen our commitment and provide solutions to our partners. Embodying the Spirits of Vodafone, we must be restless, passionate about improving the lives of our customers, colleagues & communities and become the group's choice for Talent, Technology & Transformation.

Building on our several initiatives of constantly raising bar of Employee eXperience eXcellence (EXX), I am pleased to launch a new initiative of making your reward communication comprehensive and transparent, based on the underlying principles of market competitive & fairness. Your Total Reward Statement provides information about all the monetary and non-monetary benefits applicable to you in your current role. Please note that components of the Total Reward Statement and the amounts are liable to change as and when the existing Policies & Guidelines undergo changes.

Here's wishing you the very best of 20-21 and look forward to **your continued contribution in living the spirits and raising the bar of business performance.**

Surender Mehta

Director - Human Resources  
\_VOIS India

<b>Total Target Cash (TTC)* Structure Effective 1<sup>st</sup> July, 2020</b>				
<b>Name: Namrata Jain</b>	<b>Employee ID: 11369260</b>			
<b>Designation: Assistant Manager</b>	<b>Band: I</b>			
	<b>INR (per month)</b>	<b>INR (per annum)</b>		
<b>Component (A)</b>				
<b>Basic Salary (35% of TTC)</b>	21,846	262,150		
<b>Flexible Allowance <sup>1</sup></b>	32,275	387,301		
<b>Component (B) - Retirals <sup>2</sup></b>				
<b>Provident Fund (Company Contribution)</b>	2,621	31,458		
<b>Total Fixed Pay (A+B)</b>	<b>56,742</b>	<b>680,909</b>		
<b>Component (C) - Target Incentive <sup>3</sup></b>				
<b>Target Incentive is @ 10% of Fixed Pay</b>	5,674	68,091		
<b>Total Target Cash <sup>4</sup> (Fixed Pay + Incentive)</b>	<b>62,417</b>	<b>749,000</b>		
<b>Flexible Allowance Components</b>				
<b>Component</b>	<b>Guideline for Contribution</b>			
House Rent Allowance	Upto 50% of Basic Salary			
National Pension Scheme	Upto 10% of Basic Salary			
Leave Travel Allowance (Per Annum)	Upto Rs. 1,20,000			
Meal Reimbursement (Per Annum)	4 Options - Zero; 12,000; 19,200; 26,400			
Management Allowance	Minimum 25% of Annual Flexible Allowance, Balancing Factor			
Car Lease Allowance (Applicable as per Band)	Up to 60% of Annual Flexible Allowance			
1. Flexible Allowance is a basket of allowances which allows an employee to optimise taxable income by opting for above allowance(s) as per guidelines.				
2. Retirals includes Provident Fund @ 12% of Basic Salary which is company contribution, an equivalent amount is deducted as employee contribution towards Provident Fund.				
3. Target Incentive is inclusive of the interim bonus as payable under the statute. Incentive Pay-out will be subject to the incentive plan and framework applicable to your role.				
4. Total Target Cash: In Vodafone Group terminology, Total Target Cash (TTC) is used to refer to 'Annual CTC'. This is the total cash including Fixed Pay and Target Incentive. Fixed pay includes Retiral Benefit.				
5. The contribution for each flexible component is subject to change as per Policy Guidelines.				
<b>Gratuity:</b>				
4.81% of Basic Salary. Pay-out as per Gratuity Act. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment.				
<b>Taxation:</b>				
All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees. The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement (if any).				

# TOTAL REWARD STATEMENT

Total reward elements	Summary	Value in INR
<b>A. Total target cash</b>		
1. Annual Fixed	Pay & allowances as mentioned in Annexure	680,909
2. Incentive	Short-term Incentive as mentioned in TTC Structure	68,091
<b>B. Long term Benefits</b>		
1. Gratuity	Gratuity provision as per applicable statute	12,609
<b>C. Total monetized benefits</b>		
1. Healthcare coverage	Premium towards health insurance cover	3,419
2. Life and Accident insurance	Premium toward life and accident insurance cover	2,048
3. Connectivity benefits	Value of Handset Allowance, Official Mobile Plan, Broadband Allowance	19,888

## TOTAL PAYOUT A+B+C

#Payout will be subject to the incentive plan and framework applicable to your role

- Monetary value of benefits (statutory & non-statutory) as mentioned above are available to you as per prevalent company policy. Please note this is a notional amount and subject to change as per the discretion of the Company.
- Gratuity is calculated and paid as per the provisions of Payment of Gratuity Act. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment.
- Amounts are subject to change as per changes in Legal or company guidelines.

# FLEXIBLE ALLOWANCES

You can optimize your salary structure and create tax efficient salary in line with Local tax rules. Choose the components of your salary from the flexible allowance basket as per your lifestyle and life stage.

## Housing Rent Allowance (HRA)



You can choose your House Rent Allowance from a contribution range from 0% of Basic Salary (for Gujarat & Karnataka) or Minimum 5% of Basic Salary (for Maharashtra) to a Maximum of 50% of your Basic Salary.

## National Pension Scheme (NPS)



You can choose to invest in Voluntary Pension Scheme to create your corpus towards retirement. Contribution routed through the employer up to 10% of Basic Salary is eligible for tax benefits. VOIS India has collaborated with HDFC Bank to provide NPS for our employees.

## Leave Travel Allowances (LTA)



You can choose to avail 100% Tax exemption for Domestic Travel up to INR 1,20,000/- per annum while planning your privilege leave with family, wherein, 'family' includes your spouse, children and wholly or mainly dependent parents, brothers and sisters. (Twice in a block of 4 Years, as per defined Tax rules. The current block is 2018-21).



#### Meal Reimbursement

\_VOIS India has collaborated with Paytm to provide non-transferable meal vouchers as Paytm Food Wallet, capped at INR 26,400 per annum with 100% Tax exemption.



#### Voluntary Provident Fund

Additionally, you can also opt for **Voluntary Provident Fund** wherein you can choose to contribute a sum up to a maximum of 88% of your Basic Salary over and above the Employee Provident Fund contribution of 12% of Basic Salary towards Social Security. There is **no matching contribution**

# BENEFITS AT A GLANCE

## A. MEDICAL BENEFITS



### Group Personal Insurance

The company provides you a Group Personal Accident Insurance Cover of INR 25,00,000 against loss of income in case of any accidents leading to permanent/ partial/ full disability during the course of employment.



### Group Terms Life Insurance

The company provides a Group Term Life Insurance for protection against natural as well as accidental death as per policy terms. In case of any unfortunate demise, your beneficiary is entitled for INR 25,00,000.



### Medical Insurance Policy

For ensuring access to quality healthcare, the company provides a medical cover under Group Mediclaim Coverage (GMC). It covers employee and dependents (Spouse and 2 children). These benefits can also be voluntary extended to your parents/ parents in laws through employee funded voluntary parental insurance.

## B. COMMUNICATION BENEFITS



### Official SIM Card

At **\_VOIS** India, you can avail the Vodafone SIM Card with talk time and data plan for your day-to-day business communication. The bill is cleared by the Company upto an approved amount. (INR) 399.



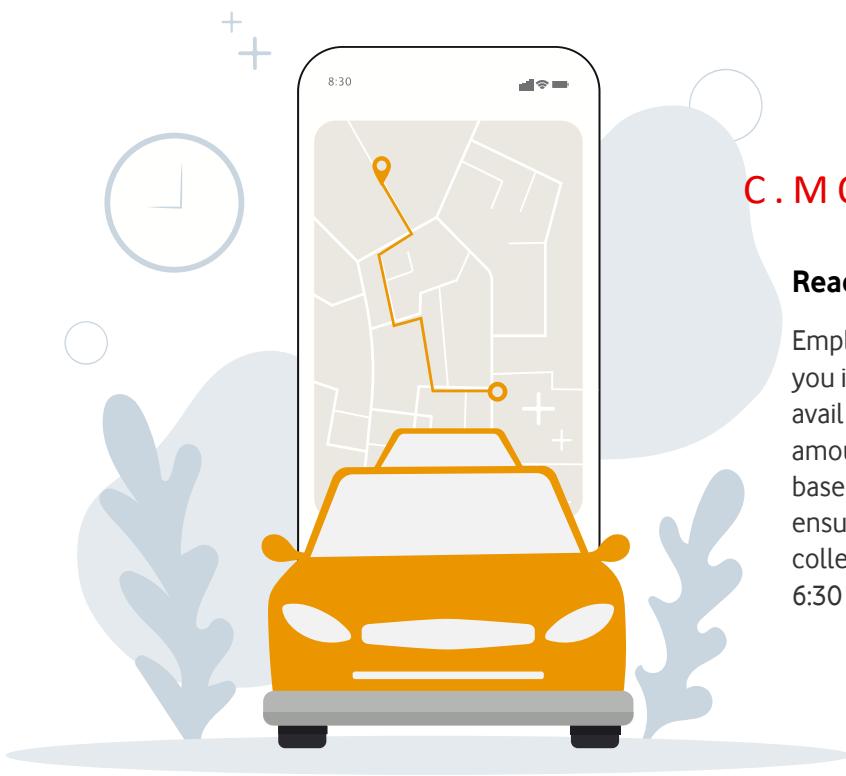
### Vodafone Smartphone allowance

To ensure a better experience of data services on a compatible handset, you are entitled to get a 'Smart Phone Allowance' of INR 11,000 every 2 years.



### Broadband allowance

We provide additional 'Data connectivity allowance' of INR 800 per month to ensure smooth & maximum utilisation of Work from home.



## C. MOBILITY BENEFITS

### Reach home support

Employee safety is of prime importance to us. To assist you in your daily commute to office, you can choose to avail the Office transport facility by paying a nominal amount in line with the company policy. Facility of Web based app tracking is available for the cabs. We also ensure that special assistance is provided for women colleagues to reach home safe post 8:30 pm or before 6:30 am

## D. WORK-LIFE SUPPORT



### Parenting policy

We understand the role of both parents at the time of childbirth. To support you through the most crucial phase in life, we offer Maternity Leave for 26 weeks and Parenting leave for 16 weeks for non-birthing partners, with an option of part time working post return.



### Smart working

Remote working is an arrangement that permits you to work at a location other than your office premise. You are entitled to 52 Work from home days in a year as per the nature of role.



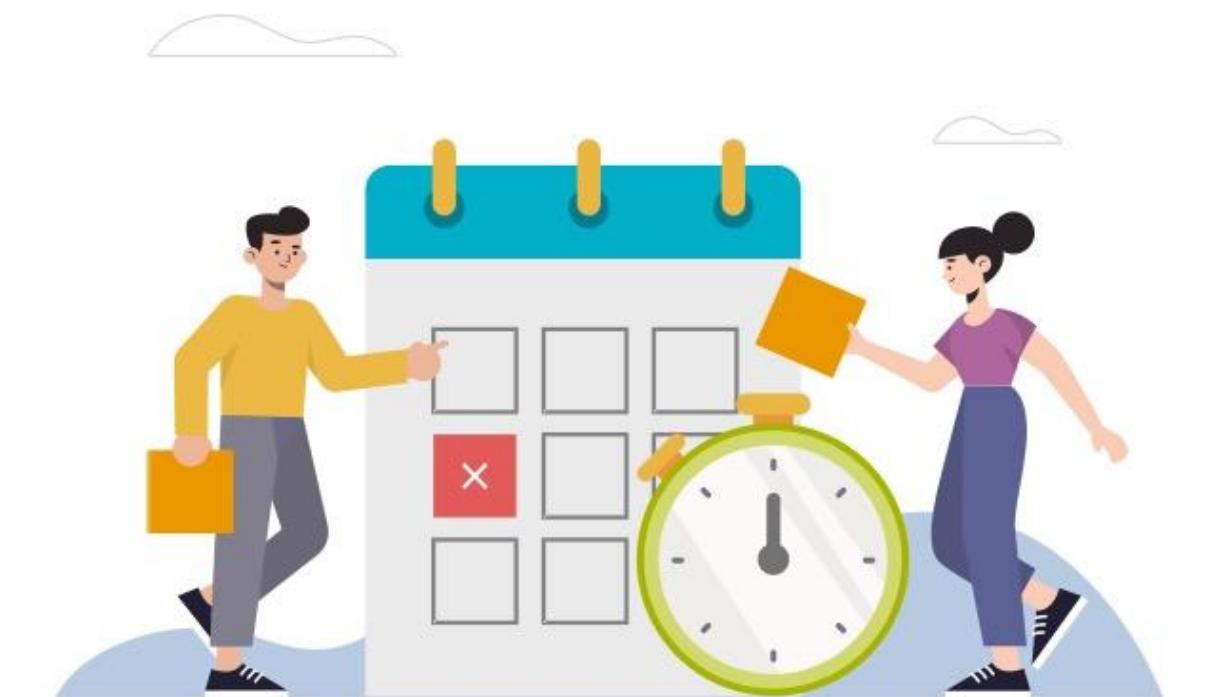
### Flexi working

Flexible Working Time empowers you to vary your work timings subject to approvals. You can start and end up to 2 hours earlier or later than the scheduled.

## Your leaves

We encourage you to take time off to rest, recuperate or attend to personal requirements and fulfil social obligations while meeting the demands of the job. You are entitled to the following types of leaves for the calendar year.

Leave Type	Annual Limit
Privilege	22 days
Casual	7 days
Sick	7 days
Public Holidays	11 days



# LEARNING & CAREER



## World of opportunities

At **\_VOIS** India, we believe in growing and nurturing talent in-house. Internal Job Postings provide an opportunity to experience different roles and service lines according to your own preference.



## International Movement / Assignment

A chance to travel and work on international projects across **\_VOIS** locations & experience collaborative learning that comes your way.



## Pool of Trainers

With an aim of creating a learning organisation, we work to build training capability within the teams itself. Nominated people are trained & empowered with opportunities to teach back within the organisation for better knowledge dissemination.

# RECOGNITION



## **Customer eXperience eXcellence (CXX) Global Hero**

We celebrate people with exceptional contribution in creating a great experience for our customers, partners and stakeholders in the Vodafone way.

## **STAR Award**

An instant cash recognition award for Band G and below employees traversing the extra mile, demonstrating the can-do attitude and living the Vodafone way.

## **Long Service Award**

We believe in forging long-term associations and value the employees associated with us. A dedicated recognition award for rewarding loyalty and commitment to the brand.

# YOUR WELL-BEING

## 8 Absolute Safety Rules



**WE ALWAYS** drive safely and legally; we always wear a seatbelt



**WE ALWAYS** drive safely and legally; we always obey the speed limit



**NEVER** carry out work on any electrical equipment unless you're qualified



**WE NEVER** work under the influence of alcohol or drugs



**ALWAYS** wear a helmet while riding



When working in the proximity of power, **WE ALWAYS** maintain the required safe distance and use the correct insulated equipment



**WE ALWAYS** drive safely and legally; we never use a handheld mobile device when driving



When working at height, **ALWAYS** wear protective gear, attach a safety harness and use fall protection equipment



### Physical

We believe that Healthier employees are Happier Employees. To promote physical wellbeing, we you can be part of the regular engagement activities- such as- Global Wellbeing Challenge, Ergonomics, Chair Yoga.



### Mental & Emotional Wellbeing

We believe that Emotional Wellbeing is as important as Physical Wellbeing. We have partnered with 1-to-1 help to offer on-the go Employee assistance. Special sessions are also conducted on Mindfulness, Wellbeing, positive parenting to boost productivity and decrease stress levels.