

YOUR TOTAL REWARD STATEMENT EFFECTIVE 1ST JULY 2024 IT'S ALL ABOUT YOU

Dear Colleague,

Congratulations, and heartfelt gratitude for your contribution to **_VOIS** and our stakeholders in FY 2023-24!

Last year we delivered on stretch targets and grew ahead of plan. We continue to be recognized across the Group as a key strategic lever for growth and have made great strides in operating as Group's preferred partner for talent, technology, and transformation. It is important that we take time to acknowledge the milestones we were able to achieve thanks to the resilience, collaboration, and agility of our people.

This year **_VOIS** has been named as a **Great Place to Work** for the fifth year in a row. We have also been recognized for our agility and future fit focus by being conferred the prestigious **"The Economic Times Future Ready Organization Award 2024-25"**. These recognitions are a testament to what we can and continue to achieve together as a strong, people driven organization that is committed to excellence.

Riding on the back of this commitment, I am excited to see what possibilities we will unlock together in the next phase of our journey, which is our transformation to Commercial Shared Operations. As we embark on this exciting transformation at **_VOIS**, I wish you a phenomenal FY 2024-25!

Tejas Gokhale

Head of HR

_VOIS India

_VOIS

Total Target Cash (TTC) Structure Effective Date – 1 July 2024		
Name - Sumit Nikam		Employee Id - 26152570
Designation - Assistant Manager		Band - I
	INR (per month)	INR (per annum)
Component (A)		
Basic Salary	34,027	408,318
House Rent Allowance (HRA)	17,013	204,159
Leave Travel Allowance (LTA)	3,500	42,000
Flexible Allowance ¹	33,966	407,594
Component (B) - Retirals ²		
Provident Fund (Company Contribution)	4,083	48,998
Total Fixed Pay (A+B)		
	92,589	1,111,069
Component (C) - Target Incentive ³		
Target Incentive is @ 5% of Fixed Pay	4,629	55,553
Total Target Cash ⁴ (Fixed Pay + Incentive)		
	97,219	1,166,622
House Rent Allowance (HRA) – 50% of Basic salary.		
Leave Travel Allowance (LTA) – As per slab. You can plan your privilege leave and choose to avail Tax exemption for Domestic Travel with family, wherein, ‘family’ includes your spouse, children and wholly or mainly dependent parents, brothers and sisters.		
Flexible Allowance Components		
Component	Guideline for Contribution	
National Pension Scheme	Upto 10% of Basic Salary	
Meal Reimbursement (Per Annum)	4 Options - Zero; 12,000; 19,200; 26,400	
Management Allowance	Balancing Factor	
Car Lease Allowance (Applicable as per Band)	As per band entitlement	
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 at statutory rates 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.		
Gratuity: Pay-out as per applicable statute. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment.		
Taxation:		
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
A. Total target cash		
1. Annual Fixed	Pay & allowances as mentioned in Annexure	1,111,069
2. Incentive	Short-term Incentive as mentioned in TTC Structure	55,553
B. Long term Benefits		
1. Gratuity	Gratuity provision as per applicable statute	19,640
C. Total monetized benefits		
1. Life and Accident insurance	Premium toward life and accident insurance cover	1,538
2. Hospitalization Insurance	Premium toward hospitalization insurance cover	5,554
3. Mobile & Connectivity benefits	Value of Handset Allowance*, Official Mobile Plan, Broadband Allowance	19,888
TOTAL PAYOUT A+B+C		1,213,242

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

- Your Total Target Cash is your cash compensation and includes your fixed pay (including allowances) in addition to your Incentive.
- Monetised value of current benefits available to you as per current company policy. Please note this is a notional amount and does not signify any guaranteed commitment from the Company.
- Gratuity Pay-out is as per applicable statute. This is in addition to the mentioned Annual TTC and does not form part of the fixed payment.
- *Handset Allowance entitlement will be as per applicability to your role. Refer to the smartphone and data connectivity policy.
- Amounts are subject to change as per the Policy & Guidelines changes.

FLEXIBLE ALLOWANCES

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



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 collaborates with appropriate vendor to provide NPS for our employees.



Meal Reimbursement

_VOIS India collaborates with meal vendor to provide non-transferable meal vouchers, capped at INR 26,400 per annum with 100% Tax exemption. You can register your personal number to avail this benefit.



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** by the employer.

BENEFITS AT A GLANCE

A. WELLNESS BENEFITS



Medical Insurance Policy

You will be covered in a family floater under Group Mediclaim Insurance policy for Self & Dependents (Spouse + 2 Children) with total **sum insured of 6 Lakhs**. Co-pay on claims to be applicable as per the medical plan. The premium for this cover is borne by the organization.

You may also opt for Medical Insurance for dependent Parents or Parents in law as per the company policy by paying a nominal premium amount. Co-pay on claims to be applicable as per the medical plan.

Company also provides Top Up insurance policy for the family (as per above definition) on a voluntary basis, premium for which needs to be paid by the employees.



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**.



Group Personal Accident 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 employment.



Physical

We believe that Healthier employees are Happier Employees. To promote physical wellbeing, 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 Silver Oak Health 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.

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B. CONNECTIVITY BENEFITS



Company offers benefits related to business connectivity keeping in mind the need for communication, data connectivity & services. The connectivity benefits are extended as per grade and based on the role played by the employee and are liable to change based on the company discretion.



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. 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 normal shift working.

D.WORK-LIFE SUPPORT



Parenting policy

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

Post return employee can opt to work as part time for a definite period as per policy with full pay benefit.



Sabbatical Policy

To support employees in their developmental / personal goals to provide them with feasible short-term flexibility to balance their work responsibilities and personal life. It allows employees to take break from employment (on "no-work-no-pay" basis), for a defined period.



Part Time & Flexi working

Part time or Reduced working hours opportunity is a privilege that is granted, at Company's discretion, under appropriate circumstances and business demands subject to availability of roles where job responsibilities are suited to such arrangement.

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.



Working from Abroad Policy

To Support flexibility for our employees by enabling them to spend maximum 20 working days in a calendar year working from abroad in line with the Future Ready Policy.

Necessary checks and approvals must be taken by employees as per policy.



Future Fit working model

At _VOIS, the vision is to create a workplace that offers flexibility to our employees maximizing the opportunity to collaborate and enhance productivity through utilizing our own technology and become a truly digital company.

The Future Ready ways of working allows both flexibility and empowerment of remote working, which enable employees to come together in our office spaces when needed to get it done together.

Each role at _VOIS India is mapped to one of three working patterns (or work personas – Office / Hybrid / Remote) as per the definitions given in the Future ready policy which makes _VOIS Fit for future company.

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.

In order to provide more flexibility in managing your festival holidays while ensuring a **healthy work-life balance** company has launched Flexible Holidays option with start of calendar 2024!

Out of total 11 public holidays allowed in a calendar year, there will be **6 fixed/mandatory holidays** and you can opt for **5 festival holidays, as per your preference**.

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.

Learn on the go

Get Easy access to digital learning platforms such as GROW, Skillsoft and Harvard so that your learning never stops.



International Movement / Assignment

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

Learning & Education Assistance Program

Learning never stops and to help you grow in your role, we assist in taking training and certifications to enhance professional skills.



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



Global Spirit Heroes

We celebrate people for their exceptional contribution in creating a great experience for our customers, partners and stakeholders while exhibiting the Spirit of Vodafone Behaviours. Employees are recognized quarterly and annually as **Quarterly and Annual Spirit Heroes**.

STAR Award

An instant cash recognition award for Band F and below employees traversing the extra mile, demonstrating the can-do attitude and living the Spirit of Vodafone Behaviours.

Thank You - Thanking in the moment, on the go.

Thank You empowers all of us at Vodafone regardless of our team or location to say 'thank you' to one another and recognize those who have demonstrated the behaviours of our Spirit in their day to day work, or on a particular project or task.

Long Service Award

We believe in forging long-term associations and value the employees associated with us. Long Service leave is extended to eligible employees based on their length of service and is our way of expressing gratitude towards continued commitment and contribution to the company. We believe this will provide an opportunity to take some well-deserved time off, allowing to rejuvenate and celebrate such significant milestones.

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 helmet while riding and ensure that the pillion rider wears a helmet.



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