

## **Staff Welfare Policy**

HR-PO711, Ver. 1.4

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## 1. PURPOSE

To provide for meetings and get-togethers that encourages bonding amongst associates within the unit.

## 2. ACRONYMS

IBU/IBG	Integrated Business Unit/Group
CDU/CDG	Competency Delivery Unit/Group
PS(F)	People Soft for Finance
CPO	Chief People Officer

## 3. SCOPE

The provisions of this policy are applicable to all associates in India including associates deputed to India.

Benefits mentioned in this policy do not apply for any interns during their assignment/internship period,

The Company believes that a healthy connect among associates enables an environment that promotes associate well-being and bonding.

**For Onsite countries: please refer to country specific handbook for entitlements.**

## 4. BUDGETING AND AVAILING THE BENEFIT

While budgeted centrally, the individual units will determine the utilization of the budget for meetings and get-together for associates in the unit. Any expenditure on account of staff welfare can be claimed only for current financial year for which it is budgeted. The budget shall lapse in case it is not utilized during the financial year in which it is budgeted.

Particulars	Details
<b>Eligibility</b>	Associates on the company payroll in India
<b>Entitlement</b>	<p>Staff Welfare allowance is INR 1400 per associate per financial year (1<sup>st</sup> April to 31<sup>st</sup> March).</p> <p>Guidelines for utilization is as follows:</p> <ul style="list-style-type: none"> <li> <b>Project Dinners:</b> <ul style="list-style-type: none"> <li>INR 100 per associate per financial year to be utilized for project dinners.</li> <li>Any unutilized amount at the end of 3rd quarter (ending 31<sup>st</sup> December) will be moved to Staff Welfare Allowance.</li> </ul> </li> <li> <b>Staff Welfare Allowance:</b> <ul style="list-style-type: none"> <li>INR 1300 per associate per financial year to be utilized for get together and JOSH Activities. BHR and JOSH Head will decide on the quantum to be set aside for JOSH Activities.</li> </ul> </li> </ul>

	- Please note that amounts not utilized will lapse at the end of financial year.
<b>Claim Process</b>	<ul style="list-style-type: none"> <li>Entitlement for Staff Welfare and project allowance will be reconciled and updated in the system against the headcount on 1st of every month.</li> <li>Claims submitted in excess of the accumulated amount will be processed and adjusted against/reconciled future budget for the financial year.</li> <li>Claims towards Project Allowance will be processed subject to IBG Head Approval</li> <li>Claims towards get together and JOSH Activities, will be processed subject to approval from Business HR Lead.</li> <li>All claims must be supported with necessary bills/tax invoices. Bills/tax invoices for Staff Welfare Allowance should be in the name of Tech Mahindra Ltd.</li> <li>The amount would be paid in the local currency taking into account the prevailing currency conversion rate.</li> </ul>

Each Group/ Project / Unit, with the formal approval from the Head of the IBG/CDG/IBU/CDU/Unit (as applicable), may organize informal meetings/get-togethers involving associates in the concerned Unit and avail the budget. Budget may be utilized starting the first month of the financial year.

The purpose of these unit specific meetings/ get-together is to:

- Meet and share views/issues/ideas
- Strengthen the bond among members of the team/unit through fun
- Complement the associates in their team who have made significant contribution in that quarter (rewards programs)
- Plan the group processes for the next quarter
- Share the feedback from the customer
- Formally welcome new members of the team
- Any other issues / processes of group / project importance

The amount should only be spent for the expenses incurred towards, the meetings/get-togethers and any other gifts/items in kind disbursed in such meeting/get-together. The amount allocated shall not be disbursed as cash under any circumstances.

## 5. CLAIM PROCESS

Claims towards the meetings/get together, will be processed subject to approval of the geography/regional HR Lead and JOSH Head.

## 6. DEVIATIONS

In case of deviations from policy CPO/HR Head approval required.

## 7. POLICY PROVISIONS

The policy will continue to be in force unless superseded by a revised policy. The Company reserves the right to amend, abrogate, modify, rescind / reinstate the entire policy or any part of it at any time.

## 8. ROLES AND RESPONSIBILITIES

Who	What / When / How
Unit Head /IBU/CDU/IBG/CDG/Unit (as applicable)	The responsibility for implementation/claims lies with the respective IBG /IBU/CDG/CDU/Support/Sales Unit
HR Business Partner	Facilitate implementation of the get-together along with the unit representatives
Finance Representative	Tracking use of budget for the year. Settlement of Staff Welfare claims on submission of relevant documents.

## 9. DOCUMENT HISTORY

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
Issue 1.0	10-Oct - 2013	HR	Function Head	Function Head	First integrated Issue
Issue 1.1	14-Sept- 2015	HR	Function Head	Function Head	Document Formatting
Issue 1.2	13-June- 2016	HR	Function Head	Function Head	Updated the claim process
Issue 1.3	02-March- 2017	HR	Function Head	Function Head	Updated Scope (Section 3)
Issue 1.4	16-Aug- 2017	HR	Function Head	Function Head	Updated Budgeting and Availing (Section 4)