



TATA INTERNATIONAL LIMITED



Employee Handbook

Foreword

Dear Colleagues,

We at TATA International take immense pleasure in welcoming you aboard!

We consider human capital as one of the key drivers of our businesses and endeavor to offer diverse and challenging opportunities, thereby creating fulfilling careers.

TATA Companies share the core values of Pioneering, Integrity, Excellence, Unity and Responsibility. The Group believes in these values and a world with no boundaries.

The TATA name is a unique asset representing leadership with trust. Leveraging this asset to enhance group synergy and becoming globally competitive is our chosen route to sustained growth and long-term success.

Our organization culture is deeply rooted in the TATA philosophy. We believe in raising the levels of performance and potential of its employees by creating and fostering an environment of meritocracy, hard work and innovation.

This handbook is a medium to guide and update employees on employee related policies and procedures.

As we grow, we will continuously strive to re-approach and revise our policies and processes to foster the realization of our objectives. We will together, build an organizational culture that promotes excellence in all aspects.

Wish you a great career ahead at TATA international Ltd.

With warm regards,

Head – Human Resources

Disclaimer

1. The Organization shall be the sole judge of the meaning and interpretation of all or any of the rules and the decision thereon shall be binding on all persons interested therein.
2. The Organization shall, from time to time and at all times, be entitled to alter, amend, delete and add to these rules and shall intimate the employees of the same.
3. The Head – HR, as a process owner is authorized to communicate changes from time to time.

Applicability

This Employee Handbook is applicable to all non-bargainable employees of TATA International Ltd & Stryder Cycle Private Limited in India.

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TATA Group Core Values

The TATA name is a unique asset representing leadership with trust. Leveraging this asset to enhance group synergy and becoming globally competitive is our chosen route to sustained growth and long-term success.

TIL's values are:

- **Pioneering:** We will be bold and agile, courageously taking on challenges, using deep customer insight to develop innovative solutions.
- **Integrity:** We conduct our business with honesty and transparency.
- **Excellence:** We strive to achieve the highest possible standards to deliver what we promise to customers and suppliers
- **Unity:** We work cohesively, demonstrate teamwork and build strong sustainable relationships with internal and external stakeholders.
- **Responsibility:** We will be responsible and sensitive to the countries, communities and environments in which we work. We will abide by the Tata Code of Conduct in all we do.

TATA Code of Conduct

The TATA Code of Conduct (TCoC) is a clearly defined document that serves as a guide to each employee of the TATA Group on the values, ethics and business principles expected of him or her. Every employee of the Company, on their joining, is provided with the TCoC booklet for assimilation and strict compliance and furnishes an undertaking to the Company agreeing to abide by all its provisions, both in letter and in spirit.

The TCoC also provides every employee an opportunity to raise concerns. The Company has a "Management of Business Ethics" process in place. The Chief Ethics Counselor and a team of Location Ethics Counsellors facilitate the TCoC process, and employees at any location can contact them for any assistance relating to the interpretation and/or implementation of the TCoC.

Joining and Induction

New employees join the organization as per the date mentioned in the Letter of Intent (LOI), issued by the Human Resources team. All the employees are required to submit the necessary documents as mentioned in the LOI before the date of joining.

The HR, Admin & IT teams work together to arrange resources such as ID cards, access cards, workplace mobile connection, workstations, internet connection, etc. in a timely manner.

Once the employee code is created, all new employees get a welcome email with the user manual for the myhub employee portal (https://myhub.tatainternational.com/rvw/rvw_webssso) – a centralized portal for people processes such as employee life cycle, leave management, attendance management, grievance management, performance management etc. All new employees are requested to login to MyHub and validate their official/personal information upon joining. The employee details are also added in the company intranet MyTILNet (<https://www.mytilnet.tatainternational.com>)

In the first week of joining, the new employees are given a local orientation and a business induction at the location of posting. Business wise manuals/documents are available in specific businesses which are provided by the business HR partner to the new joiners.

As a part of the performance management system in the Company, Key Result Areas (KRAs) of all new employees in grades L1 and above need to be finalized on MyHub within 30 days of joining.

All new employees who have a tatainternational.com email id need to complete the online TCOC module available on Tata World within a week after joining

Probationary Policy

All the new employees joining the organization will be subjected to a probationary period of six months. The probationary framework is designed to ensure that new employees can demonstrate the skills necessary to carry out the job for which they have been recruited, to the required standards.

Regular performance review of the employees will be carried out by the concerned manager. Should an employee fail to meet the required standards during the probationary period he/she will be given an appropriate feedback followed by a final review.

On satisfactory completion of the stipulated probationary period, the employee is confirmed.

Note: Tata Group transfer cases will not undergo probation in line with Tata Group mobility policy. Management Trainees/Graduate Engineer Trainees to follow the probation policy as mentioned in the Letter of Appointment.

Holidays, Attendance & Leaves

Holidays

Annual holiday list is revised by Human Resource team at the end of the previous calendar year and published on the Notice Board/ MyHub and MyTILNet. Unforeseen holidays would be notified to the employees from time to time.

Attendance

Work hours

The standard full-time working day is defined as a period of 8 hours 30 minutes per every working day for all employees.

The work timings are subject to the below mentioned limits at the respective locations. TIL's Manufacturing Units (Dewas, Chennai & Ludhiana) work in Shifts. An employee is expected to be present during the shift time slots applicable to him/ her. The same will be communicated by the respective Location HR Manager. Also, depending on the in-time, employees need to spend a minimum of 8 hours 30 minutes in the office.

Location	Timing		Working Hours	Weekly Offs
Mumbai, Kolkata & Vizag	Earliest In-Time	9:00 AM	Five day week	Saturday &
	Latest In-Time	9:45 AM	Monday to Friday	Sunday
Dewas	General shift	8:30 AM to 5:00 PM	Six day week Monday to Saturday	Sunday
Chennai/Ranipet/Walajapet/Ambur	General Shift	9:00 AM to 5:30 PM	Six day week Monday to Saturday	Sunday
Ludhiana	General Shift	9:30 AM to 6:00 PM	Five day week Monday to Friday	Saturday & Sunday

Please note: TIL's manufacturing units work in shifts. The shift timings will be communicated at the locations.

Every employee must use the biometric finger scan/swipe/punch the attendance card every day while reporting to work and also while going out of the office. The first scan/swipe/punch for the day will be considered as the in-time and the last scan/swipe/punch for the day will be considered as the out-time.

For an employee reporting to office after the latest in- time for reasons other than official work, a late-mark shall be registered against his/her name. Location-wise attendance rules are applicable. Non-maintenance of office timings may lead to appropriate action by the management.

All employees who are travelling on duty and thus, may not have swiped in/out need to regularize their attendance on MyHub within 5 days. On a monthly basis, prior to monthly payroll, employees who have not swiped in receive an intimation to regularize attendance, failing which it is considered as Leave without pay and salary is deducted.

Leaves

Leave accounting year is the period from 1st January to 31st December.

	Privilege Leaves	Casual Leaves	Sick Leaves
Applicability	After completion of Probation Period	From date of joining on pro-rata basis	From date of joining on pro-rata basis
Entitlement Per Year (India)	2.5 days per month of continuous service, i.e. 30 days in a year	7 days in advance per calendar year	10 days in advance per calendar year
Rules	<ul style="list-style-type: none"> Continuous service means uninterrupted service for 12 months as a permanent employee but shall include service interrupted by: <ol style="list-style-type: none"> Sickness not exceeding approved sick leaves Accident while on Duty Authorized leave with pay or leave without pay provided such leaves without pay does not exceed 90 Days 	<ul style="list-style-type: none"> Ideally, 3 days prior approval required but post-facto applications are also accepted in case of Exceptional Circumstances Not more than 3 consecutive days at a Stretch Cannot be combined with any other leave 	<ul style="list-style-type: none"> Doctor's certificate necessary in case of more than 2 consecutive days SL Cannot be combined with any other leave
	<ol style="list-style-type: none"> Maternity leave Probation period <ul style="list-style-type: none"> Cannot be combined with any other leave Employees are encouraged to avail their annual privilege leave quota by planning their Leave Calendar in advance and sharing it with the managers to ensure appropriate & timely work planning. 		

Leave Accumulation	<ul style="list-style-type: none"> • Maximum 15 days can be carried forward to the subsequent calendar Year • Maximum accumulation up to 60 days allowed in a calendar year. Leave balance over and above 60 days will be encashed every year along with February salary with a maximum cap of 15 days. • Leave in excess of this as on 1st January will lapse • The Management may, as a special case, allow an employee who has been refused leave due to exigencies of work, to carry forward excess Leaves • On the death of the employee, leave encashment for the balance PLs may be made to the widow / widower or legal heir of the deceased Employee 	CLs cannot be Accumulated	<ul style="list-style-type: none"> • SLs can be accumulated up to 30 Days • Beyond 30 days, SLs will lapse
Leave Encashment	<p>Eligibility: Confirmed employees having at least 20 days PLs in credit. Leave encashment can be claimed only once in a calendar year.</p> <p>Condition: The period of leave encashment should not exceed 45 days at a time</p> <p>Rate of Encashment: $(\text{Last Basic} / 30) * (\text{No. of PLs to be encashed})$</p>	Cannot be encashed	Cannot be encashed
Status of Leaves On Separation	Employees discharged, dismissed, superannuated or resigned shall be entitled to pro-rata PL	Casual leaves lapse	Sick leaves lapse

For employees who have leave accumulations beyond 60 days as of 31st Dec'14, the leave balance will be capped at that level with maximum limit of 300 days

Above leave policy will not be applicable to Bachi division, it will continue to follow their existing Leave policy

Maternity Leave: All female employees are eligible for benefits under Maternity Benefit Act, 1961, who have worked for a period not less than 80 days in the twelve months immediately preceding the date of their expected delivery. Under the Maternity Benefit Act, 1961, women employees are entitled to maternity benefit at the rate of average daily wage for the period of their actual absence up to 26 weeks due to the delivery for two surviving children & 12 week for more than two children (This benefit is also applicable if female employee is on 12 weeks maternity leave as on 1st April 2017). In cases of illness arising due to pregnancy, etc., they are entitled to additional leave with wages for a period of 1 month. 12 weeks Maternity Benefit is allowed to a Commissioning Mother & Adopting Mother if the age of child is less than 3 months. Women are also entitled to 6 weeks maternity benefit in case of miscarriage. After completion of the maternity period, based on mutual consent between the women employee and the department head and HR manager, and depending on the nature of work, business requirements and agreed conditions, the women employee may be given approval for work from home for a specified period of time.

For all other relating cases, special circumstances, etc. the guidelines as per the Maternity Benefits Act 1961 shall be followed.

*We also have Creche facility / tie-ups available in our locations as defined under the applicable Act. You may contact your HR manager for further details on this. *(Effective date as defined by the applicable Act.).

Paternity Leave: All male employees are eligible for paternity leaves of 15 days which they need to avail within 6 months from the birth of the child

Note: Holidays/weekly offs falling in-between the leave period will be added in the total leave days.

Performance Management

L1 & Above and equivalent grades

TIL follows a bi-annual appraisal process, with Mid-year reviews in the month of October and Annual reviews in the month of April for employees in L1 & above and equivalent grades. Depending on the role few L2 grade employees are also covered in the appraisal process.

The process aims at helping employees excel in their job, have a clear understanding of the work deliverables, get feedback on how effectively they have performed relative to expectations, addressing performance that does not meet expectations and identifying opportunities for development.

In line with ensuring that the appraisal system is consistent and transparent, the following process is followed:

- **Setting of objectives (KRAs)** – The process of setting the KRAs happens at the beginning of the financial year and is a top down approach. In line with the organization and business unit objectives, these are discussed between the Appraiser and the Appraisee and ratified by the Reviewer/SBU head.
- **Mid-year review** – The mid-term review is compulsory and is done in early October to take a stock of what the performance against set objectives is and to carry out a course correction if required. The Mid-term review is also used to identify the learning and development needs (LDNI) of employees.
- **Year-end review** – The final evaluation happens after the end of the financial year in April. Appraisees do a self-evaluation of their KRAs and submit the same to the Appraiser. The Appraiser then evaluates the Appraisees across KRAs as well as potential areas and gives his rating, which is then submitted to a Panel comprising the Reviewer and subsequently ratified. The final step in the entire process is feedback to the Appraisee from the Appraiser. In case of Appraisee not being satisfied with his final evaluation, he can approach the Reviewer and the Head HR.

L2 & below and equivalent grades

Employees in L2 & below and equivalent grades are covered under a continuous feedback process. There is no rating and annual performance appraisal. The key processes followed for the same are as below:

1. Updated Job description available for each individual on MyHub
2. Employees are required to share the ABCD on weekly basis. Managers are required to give feedback on the ABCDs shared by the employees to ensure that a two way dialogue is enabled through this. The ABCD functionality on MyHub can be used for seamless workflow, recording and tracking.
3. Managers are required to agree on the frequency (weekly / fortnightly / monthly) of the review and have regular feedback discussions with their team members to ensure they adhere to a continuous feedback process.
4. The feedback from the managers and employees can be documented in the Performance Journal.
5. The Performance Improvement Plan (PIP) is a tool available all through the year and is aimed at documenting concerns on performance and an agreeing plan on improving performance in a stipulated time frame. Central HR will release communication on rolling out PIP based on performance requirement on a quarterly basis to ensure appropriate communication and documents where there are cases of non-performance. The PIP functionality on MyHub can be used for the same.
6. Calibration discussion with the Managers at the end of the year to assess the talent pool (top performers / bottom performers) and to document any key inputs.
7. Increments based on inflation and market salary in line with the compensation philosophy.
8. Salary review letters are uploaded on MyHub post calibration and approvals. New Joinees covered in the appraisal cycle will be paid the accrued increment and performance bonus post probation confirmation

Learning & Development

The Learning & Development function is handled by the respective BU/ Location HR Managers in co-ordination with the Corporate HR team. Learning needs for employees are identified under two categories, Organization wide need & Individual need.

- Organization wide need: Identified through Senior Leadership meetings / inputs from Managers
- Individual need: Identified through the Mid-year and Year-end PMS Cycles

Training programs are delivered through In-house classroom training, External / Open training and E-learning.

Elearning: UpSkill is a highly interactive and engaging e-learning suite of courses designed specifically for those who like to learn at their own pace. You can access UpSkill through the link mentioned along side:
<https://tatainternational.skillport.com/skillportfe/login.action>

Employees are encouraged to complete 2 course per quarter on UpSkill to ensure continuous development in current/future role.

Travel Policy

DOMESTIC BUSINESS TRAVEL POLICY

1. Preamble, Objective and Scope:

This Policy outlines the guidelines and entitlements for traveling on official company business. It also provides guidelines on preparing and submitting the requisition for travel and the expense report.

This policy's objective is to provide business travellers with a reasonable level of travel service and it lays down entitlement and procedures for travel, boarding and lodging for employees while traveling out of their base locations to any other location within India. It also outlines the guidelines and entitlements for travelling so that company money is used judiciously and prudently.

This policy is applicable to all India based employees of Tata International traveling within the country for official work or to attend training programs, seminars, conferences, business/ technical discussions, exhibitions, or any other similar purposes having bearing on the company's current business, future plans or projects.

2. Approvals:

- a) Direct Reports of the MD will not need any pre approval for domestic travel. All requests for domestic travel will be approved by the concerned Department Head subject to availability of budgets.
- b) For travel if the budget is not available, all requests for travel must be approved by the respective vertical heads
- c) All official travel must be planned and relevant forms, requests, submitted to the Travel/ Administration teams **at least 10 days in advance for booking tickets**. Tickets will be finally booked on receipt of the appropriate travel approval.

Employees are encouraged to plan their travel and book their tickets well in advance to avoid last minute air-fares.

3. Entitlements for Domestic Travel

- a) Travel and Allowance entitlement on domestic travel will be as follows:

Level	Hotel Rates (in Rs. Per Day)		Mode of Travel	Class	Local Conveyance
	Category A Cities#	Other Cities			
CG/L0	10800	7200	Air	Economy	Company car / AC Taxi
L1/L2	7200	4800	Air	Economy	Company car / AC Taxi
L3 & Below	3600	3000	Up to 15 hrs. – Train Beyond 15 hrs. – Air	AC 2 Tier	Company car / AC Taxi

b) Daily Allowance on submission of bills are given hereunder:

Level	Expense type	(in Rs. Per Day)	
		Category A Cities#	Other Cities
CG/L0	Daily Allowance	3000	2,500
L1/L2	Daily Allowance	2250	1,500
L3 & below	Daily Allowance	1000	750

* If bills are not available, manager's approval is required to process the amount without supporting document

* Rail/Road transport to be used for intercity travel/ short distance travel.

#Category 'A' Cities: Delhi, Mumbai, Kolkata, Chennai, Bengaluru & Hyderabad.

- a) The above mentioned hotel rates are exclusive of taxes.
- b) Employees staying in Guest Houses will be entitled for food at actuals (limited to the amounts mentioned under clause 3(b)),

4. Expense Statement:

- a) On conclusion of the trip, employees need to mandatorily prepare the Domestic Travel Expenses Report.
- b) This report along with necessary approval and applicable vouchers must be submitted to the concerned Finance & Accounts team **not later than 7 days after completion of the tour** failing which appropriate deductions will be made from salary.
- c) Supporting bills, air / rail / bus tickets and boarding passes must be attached.
- d) In case, the expense report is not submitted in time, the outstanding advance will be adjusted against the employee's salary through the nearest payroll cycle.
- e) Employees need to make sure that the travel bills of hotel stay and flight booking (if done individually and not through the company travel desk), mention the name of the Company (in addition to the individual's name) and that the following details are mentioned on the invoices:
 - a. GSTIN of the particular location
 - b. GST tax rate and tax value

This is required for the company to get input credit under GST. Any bills not mentioning the above will not be considered. This is only required for stay and flight travel and not on any other expense type (e.g. local conveyance through cabs/bus, food expenses, other miscellaneous expenses).

5. Administrative Guidelines:

- a) The Administration/ Travel Desk will negotiate the best rates with the travel agencies, airlines and hospitality service providers without compromising on the quality of service and safety. All efforts must be made to use the least cost options for travel and stay.
- b) The Administration / Travel Support team would provide the employee with the flight options as per the details provided in the requisition form. Travel and accommodation arrangements will also be made by Administration / Travel support team in line with guidelines issued from time to time and all employees would need to adhere to the same.
- c) The Administration team would have the final authority in booking flights with a view to minimize costs while at the same time ensuring the employee is not inconvenienced with regards to the timing of the flight, total travel time and comfort.

- d) Finance & Accounts team would extend advance as per travel requisition, which is payable one day prior to the day of travel.
- e) All bookings must be done through the Travel Desk or Travel Agents/ Service Providers empanelled with the company. The rates as per the agreement of the Company and the concerned service provider will apply in those cases.
- f) In case tied up service providers are not available at the place of travel, efforts must be made to choose the best hotel, keeping in mind the organizations reputation, safety, customer interface and accessibility to area(s) of work. Cost of such hotels must be as indicated in clause 3(a).
- g) Employees may accept room upgrades if the same is at no additional cost to the Company.
- h) For employees staying a week or longer, the Travel Desk must arrange weekly or long-term discounts. This is especially in the case of employee involved in on-going projects; the Travel Desk must procure long-term stay discounts, leased hotel rooms or service apartments.
- i) Company cars will be provided on a first come first serve basis based on availability. Employees travelling to a city will get preference over employees in their home locations in terms of company car bookings. In case company cars are not available, the local Travel Desk/ Admin teams can book cars from the empanelled service providers and charge the employees cost center.

6. Reward Programs

- a) Many hotels and airlines have reward programs (e.g. frequent flyer and frequent guest programs) that reward travellers with free airline miles or flights, or free accommodation in exchange for a given number of paid room nights at the hotel. Such reward points are the property of the employee, and the employee may retain the awards from such programs for personal use.
- b) However, booking flights or hotels that cost the company additional money or delays the traveller while on company time in order to accumulate affinity points will not be allowed.
- c) Every effort must be made to arrange travel and accommodation in the most expeditious and inexpensive manner. Any membership fees associated with joining these programs are non-reimbursable and the employee's responsibility.

7. Other Expenses:

- a) Excess Baggage – Excess baggage, other than specifically authorized by the company will be paid by the employee.
- b) Loss of Money/Baggage on Travel – Individual airlines are responsible for retrieving and compensating travellers for lost baggage. Company will not be liable for the loss of money/ baggage on travel. If an Employee loses any asset of the company entrusted to him/ her, a police report (FIR) should be lodged at the local police station having jurisdiction over the area of incident. The company shall have the right to recover the depreciated cost of the asset from the employee.
- c) Overnight Delays – If an airline delay requires an overnight stay, the employee should first attempt to secure complimentary accommodation from the airline. If the employee is unsuccessful, then he/she should contact his/her manager as quickly as possible to explain the situation. Such expenses would then be reimbursed on specific approvals which must be supported by the manager's signature on the approval form or e-mail.
- d) Extension of Business Tour – Extension of stay during domestic travel needs to be approved by the Business Vertical Heads mentioned in clause 2(b).

8. Non-Reimbursable Expenses:

While this policy is to ensure that employees are reimbursed for all permissible expenditures made for the benefit of the company, employees must be aware that any expense of personal nature will not be reimbursed. The view of the Head-Human Resources would be final in interpreting and classifying such expenses.

9. Business Entertainment Expenses:

- a) Any expense towards entertainment of Business Associates/ Customers/ Clients for Food, alcoholic beverages, sponsorships, gifts, etc. must be planned in advance and approved by the Business Vertical Heads as mentioned in para 2(b). In case the same comes up while the employee is on tour, the concerned Business Vertical head must be informed before incurring the expense in writing and approval taken.
- b) Employees must be aware of the local customs during business entertainment. All such entertainment expenses must be within the provisions of the Tata Code of Conduct.

10. Cancellation of Tickets/ Hotel Bookings:

- a) It is the employees responsibility to notify to the Travel Desk/ Travel Partners/ Hotels about any cancellations within the cancellation policy of the service providers. Penalties, if any will be billed to the employee.
- b) All unused/ cancelled tickets/ partially used airline tickets or flight coupons and forex should be returned to the Travel Desk at the earliest and cancelled.
- c) If one leg of the travel has been cancelled, the employee informs the travel desk for cancelling of the ticket.
- d) For cancelled/ deferred travel, every effort must be made to ensure cancellation of tickets are without or minimal monetary loss.
- e) Unused tickets/ coupons, etc. should not be included as expenses.

11. Business Offsites:

Employees will not be eligible for daily allowance for the travel related to company sponsored domestic offsites where all the expenses have been paid by the company directly.

12. Exceptions

- a) Air travel for employees in L1 & below levels shall be permitted even if the train travel time is less than 15 hours (existing policy), only under the following circumstances:
 - i. unforeseen business exigencies requiring the employee to travel at a very short notice
 - ii. when they are accompanying customers/clients as a business requirement
 - iii. non availability of train tickets
- b) Only Business Unit/Functional Heads mentioned in pt. 2(b) are authorized to approve this exception ONLY if:
 - i. the overall domestic travel budget for the BU/ Division should not be exceeded
 - ii. the BU/ Division's travel budget will be pro-rated to the Division's achievement of ABP. This will be monitored and reported by F&A every quarter.
 - iii. employees must have planned their travel such that the train travel requisition was sent at least 10 working days prior to the date of travel.
- c) Any other exception to the above mentioned clauses of the policy shall be at the sole discretion of the Head – Human Resources, in consultation with the Managing Director, without setting any precedence.

13. Responsibility:

MANAGERS	EMPLOYEES
Ensuring that the policies and procedures outlined in this Travel Policy are understood and followed by Employees under their direct supervision	Complying with the policies and procedures outlined in this Policy
Determining that each business trip is essential and that the benefits of the trip cannot be achieved through other cost savings means (e.g. telephone calls, video/web conferencing, incoming visits, etc.). When the travel is imminent and cannot be avoided, ensuring that best price tickets and routes are availed.	Controlling the cost of travel using optimum mode of transport and other facilities
Limiting the number of personnel traveling on a given trip to those necessary to achieve the expected business results	Settling the travel expenses/ declarations within 7 days of travel
Reviewing expenses to ensure compliance with the Travel Policy.	Identifying and paying for personal expenses

International Travel Policy

1. Preamble, Objective and Scope:

This policy on International travel outlines the guidelines and entitlements for traveling on official company business. It also provides guidelines on preparing and submitting the requisition for travel and the expense report.

This policy's objective is to provide business travellers with a reasonable level of travel service and it lays down entitlement and procedures for travel, boarding and lodging for employees while traveling out of their base countries on official work (International Travel). It also outlines the guidelines and entitlements for travelling so that company money is used judiciously and prudently.

This policy is primarily applicable to all employees of Tata International based in India traveling abroad for official work or to attend training programs, seminars, conferences, business/ technical discussions, exhibitions, or any other similar purposes having bearing on the company's current business, future plans or projects. Employees travelling to Nepal will be considered under the domestic business travel policy.

2. Approvals:

All requests for international travel will be approved by the vertical heads, subject to points mentioned hereunder:

1. The travel expenses should be within the quarterly foreign travel budget and the cumulative expenses to be within the cumulative budget for the year. This has to be verified by the respective finance teams prior to approval
2. The FTA has to be raised at least 21 days prior to the travel date
3. The flight requested to be at the lowest fare for the most efficient routes, provided by the travel desk
If any of the above criteria mentioned above are not met, MDs approval needs to be taken with an explanatory note.
4. Any travel over 3 days will require a detailed itinerary to be attached with the travel requisition form.

Note:

- For the Minerals vertical, given the nature of the business, clause 2(3) of the policy is modified - travel between Singapore & Vietnam, Singapore & Indonesia will not need an approval from MD if the travel is in less than 21 days. The FTA will be approved by the business head.
- As a temporary measure, no one from India is allowed to travel out of India without getting both doses of covid vaccination

3. Entitlements for International Travel

- a) Travel and Allowance entitlement on international travel will be as follows:

Level	Class of Travel	Allowances (USD) per hotel room night		
		These allowances would cover expenses towards hotel stay, food and incidentals (tips, local conveyance, personal phone calls, etc.).		
		Europe/ US / Latin America/ ANZ*	Middle East / Asia / Africa *	In specified cities#*
CG	Business Class > 6 hours travel time per sector, else Economy Class	330	270	Hotel at actuals + Allowance of USD 125/- per night.
LO	Business Class > 6 hours travel time per sector, else Economy Class	330	270	
Others	Economy Class	270	240	

Specified Cities: London, Tokyo, Seoul, Moscow, Luanda, Lagos, Oslo, Acra, Dakar.

*Exclusions as mentioned below and in point 3b

Notes:

- 1) Applicable allowance per hotel room night in Ethiopia: USD 125/-
- 2) For all employees of Tata International across geographies and entities, International travel policy (India) rules will apply when they visit India.
- 3) All the bills to be settled by travellers themselves unless there is an emergency. Local Tata International subsidiaries should not settle bills for employees of any other entity.
- 4) Employees will be eligible for a daily allowance of USD 40 for the travel related to company sponsored offsites/conferences where all the expenses have been paid by the company directly.

b) Specific exclusions:

- a. Travel within SAARC countries, including India does not constitute as Foreign Travel and the India domestic travel policy will apply.
- b. For travel between Hong Kong and China (to-fro), the local travel rules will be applicable.
- c. In case of frequent/prolonged travel between two countries in line with business needs, the respective vertical/local office guidelines, wherever available, will be applicable.
- d. All verticals can have their own vertical specific policies (The allowances mentioned in this Corporate International Travel policy are maximum per diem allowances)
- e. Days will be counted **on the basis of nights spent in hotels**. The complete entitlement can be taken prior to departure from the base country. No bills/ vouchers will be required to settle this amount; however the boarding card(s) in original have to be submitted along with the duly approved Foreign Travel Request Form (**Annexure 1**) to the concerned F&A team.
- f. Nights of travel (spent in the aircraft) will not be considered for calculation of allowances mentioned above.
- g. Understanding that there might be expenses during the day on where the employee checks out for returning to their home location or spends the night in the aircraft, an additional allowance equal to 50% of the per night allowance mentioned above will be provided for the entire trip.
- h. In case accommodation during the travel is sponsored by an external agency (supplier/ customer/ business partner/ service provider etc.), 50% of the applicable per diem rate will be entitled.
- i. In some countries, hotel stay arrangements for employees travelling to these countries may be made/ paid by the concerned Admin/ Travel Department. In such cases, per diem allowances will be reduced by the hotel rate and the balance paid

- j. In case of expense going beyond the entitled limits on account of specific business need like using cabs for carrying samples, etc., all bills/ vouchers are required to be submitted in the format specified in **Annexure 3**; duly approved by the Business/ Function Head mentioned above.
- k. Wherever international travel is below 10 days, employees can carry an additional amount of USD 500/- and USD 1000/- for stay above 10 days to cover additional visa on arrival expenses/ exigencies. This amount can be taken in cash. All spends from this amount will need to be supported by additional bills with approvals and the balance returned.
- c) Employees travelling to the specified cities can choose to take entitlement of forex as per the region of travel. This has to be mentioned in the requisition form and the option once exercised shall be final.
- d) In case employees want to extend their stay in the foreign location due to personal reasons, the same can be allowed provided:
 - i) Such days will not qualify for any allowance/ reimbursement of expenses
 - ii) The leave has to be pre-approved and shall not coincide/ come across any business any planned business work
 - iii) Such schedule doesn't come with an extra cost (like cost of travel, etc.) to the company

11. Travel Insurance & Forex

- f) All efforts must be made to use the least cost options for travel and stay. The Admin Team/ Travel Desk will negotiate the best rates with the travel agencies, airlines and hospitality service providers without compromising on the quality of service and safety.
- g) In case employees want to travel by a route other than the shortest route; the differential in the fare shall be borne by the employee separately.
- h) The entire entitled amount of Forex will be given to the employee through forex cards, prior to proceeding on travel. The Admin Team will tie up with appropriate service providers for this. Employees must avail forex only through the Admin Team. Employees carrying Corporate Credit Cards can use the same during international travel. All Employees traveling for the first time could be provided USD 500.00 or equivalent currency depending on the country of travel (this would be from the eligible per diem allowance)
- i) The Admin Team will arrange appropriate travel insurance for all employees travelling internationally for business purpose.

12. Accommodation

- a) All bookings must be done through the Admin Team/Travel Desk or Travel Agents/ Service Providers empanelled with the company. Efforts must be made to choose the best hotel, keeping in mind the organizations reputation, safety, customer interface and accessibility to area(s) of work.
- b) Employees may accept room upgrades if the same is at no additional cost to the Company.
- c) For employees staying a week or longer, the Admin Team/Travel Desk must arrange weekly or long-term discounts. This is especially in the case of employee involved in on-going projects; the Admin Team/Travel Desk must procure long-term stay discounts, leased hotel rooms or service apartments.
- d) It is the responsibility of the employee to cancel hotel reservations within the hotel's cancellation policy time frame for un-used room nights. Penalties, if any will be billed to the employee.

13. Reward Programs

- a) Many hotels and airlines have reward programs (e.g. frequent flyer and frequent guest programs) that reward travellers with free airline miles or flights, or free accommodation in exchange for a given number of paid room nights at the hotel. Such reward points are the property of the employee, and the employee may retain the awards from such programs for personal use.
- b) However, booking flights or hotels that cost the company additional money or delays the traveller while on company time in order to accumulate affinity points will not be allowed.
- c) Every effort must be made to arrange travel and accommodation in the most expeditious and inexpensive manner. Any membership fees associated with joining these programs are non-reimbursable and the employee's responsibility.

14. Calling Cards

- a) Employees travelling from India must carry the global calling cards (eg. Matrix) issued by the Admin Team/Travel Desk before travel and refrain from using their home country networks on international locations.
- b) Employees traveling on business are encouraged to use phone calling cards rather than making calls from the hotel room or using phones on international roaming.

15. Other Expenses:

a) Other Miscellaneous expenses – The company shall bear the airport tax, official items as charged, visa fees, passport fees, health insurance fees, etc. on actual.

b) Excess Baggage – Excess baggage, other than specifically authorized by the company will be paid by the employee.

Loss of Money/Baggage on Travel – Individual airlines are responsible for retrieving and compensating travellers for lost baggage. Company will not be liable for the loss of money/ baggage on travel. If an Employee loses any asset of the company entrusted to him/ her, a police report (FIR) should be lodged at the local police station having jurisdiction over the area of incident. The company shall have the right to recover the depreciated cost of the asset from the employee.

- e) **Overnight Delays** – If an airline delay requires an overnight stay, the employee should first attempt to secure complimentary accommodation from the airline. If the employee is unsuccessful, then he/she should contact his/her manager as quickly as possible to explain the situation. Such expenses would then be reimbursed on specific approvals which must be supported by the manager's signature on the approval form or e-mail.
- f) **Injury on Travel** – It is imperative that employees carry their identity/ visiting cards with them at all times so that in the event of an accident on travel, the company will get immediate & priority information.
- g) **Extension of Business Tour** – Extension of stay during foreign travel needs to be approved by the Vertical / Functional Head.
- h) **Immunizations, Passport & Visas** – Employees will be reimbursed for the cost of all health check-ups, immunizations and inoculations required for travel on Company's business. The Company will also pay visa fees required for business travel. It is the responsibility of the Admin /Travel Desk to know and understand and communicate to the traveling employee all immunization, inoculation, passport and visa requirements prior to undertaking international travel. Frequent travellers would be reimbursed actual costs of obtaining additional passport booklets or renewal fees with appropriate approvals, if the concerned business travel necessitates the same.
- i) **Travel Insurance** – All Employees travelling internationally will be covered under travel insurance policy by the admin team.

16. Non-Reimbursable Expenses:

While this policy is to ensure that employees are reimbursed for all permissible expenditures made for the benefit of the company, employees must be aware that any expense of personal nature will not be

reimbursed. The view of the Head-Human Resources would be final in interpreting and classifying such expenses.

17. Business Entertainment Expenses:

a) Any expense towards entertainment of Business Associates/ Customers/ Clients for Food, alcoholic beverages, sponsorships, gifts, etc. must be planned in advance and appropriately budgeted in the Foreign Travel Approval Form. In case the same comes up while the employee is on tour, the concerned Business Vertical head must be informed before incurring the expense in writing and approval taken.

B) Employees must be aware of the local customs during business entertainment. All such entertainment expenses must be within the provisions of the Tata Code of Conduct.

18. Cancellation of Tickets/ Handling of Unused or Cancelled tickets

- f) Cancellations need to be notified to the Travel Desk well in advance.
- g) All unused/ cancelled tickets/ partially used airline tickets or flight coupons and forex should be returned to the Admin /Travel Desk at the earliest and cancelled.
- h) If one leg of the travel has been cancelled, the employee should inform the travel desk for cancelling of the ticket.
- i) For cancelled/ deferred travel, every effort must be made to ensure cancellation of tickets are without or minimal monetary loss.
- j) Unused tickets/ coupons, etc. should not be included as expenses.

19. Travel Claims & Expense Reports

- a) Forex/ Travel Advance must be refunded within 7 business days of completion of the travel. Finance and Accounts will issue a money receipt to the employee and settle the account.
- b) If the spends are as per what is stated in this policy, no separate approval is required on the expense forms. However, if there are additional expenses, the same needs to be approved by the approving authorities mentioned in this policy.

20. Exceptions

Any exception to the above mentioned clauses of the policy shall be at the sole discretion of the Head – Human Resources, in consultation with the Managing Director, without setting any precedence.

21. Responsibility:

MANAGERS	EMPLOYEES
Ensuring that the policies and procedures outlined in this Travel Policy are understood and followed by Employees under their direct supervision	Complying with the policies and procedures outlined in this Travel Policy
Determining that each business trip is essential and that the benefits of the trip cannot be achieved through other cost savings means (e.g. telephone calls, video/web conferencing, incoming visits, etc.). When the travel is imminent and cannot be avoided, ensuring that best price tickets and routes are availed.	Controlling the cost of travel using optimum mode of transport and other facilities
Limiting the number of personnel traveling on a given trip to those necessary to achieve the expected business results	Settling the travel expenses/ declarations within 7 days of travel
Reviewing expenses to ensure compliance with the Travel Policy.	Identifying and paying for personal expenses

END OF MAIN DOCUMENT

SEE BELOW FOR FREQUESNTLY ASKED QUESTIONS, OPERATING PROCEDURE AND FORMS (ANNEXURES 1, 2 & 3)

FREQUENTLY ASKED QUESTIONS

1. Who all are covered/ eligible under the International Travel?
 - A. TIL employees based in India who are required to travel due to business requirement approved by the concerned Vertical/ Function Head.
2. What types of forms and approvals do I need to submit and by when?
 - A. Foreign Travel Request duly filled with the cost of Air ticket must be forwarded 21 days in advance. Eligible Forex and Travel Insurance forms need to be submitted to Admin team/ Travel Desk at least 2 days prior to travel. The approved Foreign Travel Request Form must be certified by the employee and submitted to F&A within 7 days of return with original boarding cards.
3. What are the documents required for visa application?
 - A. The respective visiting country's visa check list and forms will be forwarded to employees upon receiving the request.
4. What is my eligibility for Forex?
 - A. Based on the grade of the Employee and place of travel the Forex for every foreign travel has been indicated in the Policy. Forex will be calculated as follows:
 - i. Hotel Room Nights – 100% of applicable allowance
 - ii. Guest House Stay/ Sponsored Hotel stay – 50% of applicable allowance
 - iii. Nights in Company paid Hotel/ Accommodation – Applicable allowance, less cost of the accommodation.
 - iv. Days of Transit (including outgoing & incoming) - 50% of applicable allowance, one time for the entire trip.
5. Who will arrange my International Hotel stay and local transport?
 - A. Please consult the Admin/ Office Support Team of the place of travel for support on booking hotels. Places where TIL does not have offices, employees can approach Travel Desk of their home locations for support.
6. Do I get a SIM card for my International Travel or I use my local SIM with international roaming?
 - A. For every International Travel employees will be provided international calling card for both voice and data for the respective country of travel. Employees are encouraged not to use their home network on International Roaming. In case of excessive bills on the international calling card, a recovery may be made from the employee.
7. Do I get excess baggage allowance for the my trip
 - A. Unless specifically approved by the approving authorities mentioned in the policy, cost of excess baggage will be to the employees account.
8. Will I get additional amount apart from the eligible Forex if in case for attaining on arrival visa?
 - A. If your stay is up to 10 days USD 500 and more than 10 days USD 1000 will be provided which needs to be settled based on actual, with appropriate vouchers, including visa on arrival. This money is to be used ONLY case of exigency. This amount can be taken in cash from the Admin/Finance team.
9. How soon am I required to settle the forex refund and with whom?
 - A. Foreign Exchange for international travel needs to be settled within 7 days after the return of the trip.
10. Will I get travel insurance during my international travel?
 - A. Yes, all employees would be provided travel insurance for their travel overseas.

ACTIVITY	RESPONSIBILITY
Approve International travel (before 21 days of travel date)	Vertical / Function Head
Approve International travel (less than 21 days of travel date)	MD
Change in entitlements, within scope of the policy	BU/ Function Head
Approve additional Forex	Vertical / Function Head
Provide Travel Options	Admin /Travel Desk
Book accommodation	Admin / Travel Desk
Visa/ Passport renewal	Admin /Travel Desk
Cancellation of Tickets/ Handling of Unused or Cancelled tickets	Employee/ Travel Desk
Issuance of Forex	Admin /Finance
Extend travel advance	Admin /Finance
Submission of Travel Expenses Report	Employee
Recovery of travel expenses, if any	Finance & Accounts

ACTIVITY	SLA	RESPONSIBILITY
Official international travel request submitted to BU/ Function Head for the approval process and Admin & Travel teams for blocking tickets	21 days prior to International travel	Employee
BU/ Function Head submits request for MD's approval for International Travel with explanatory note	Less than 21 days of International travel	Vertical / Function Head
Extending of Forex & Travel Insurance	2 day prior to travel	Employee/ Admin / Finance & Accounts
Submitting boarding pass (as original) and Forex/ Travel Advance (as appropriate) to Finance & Accounts	within 7 days on return of trip	Employee
Recovery of travel expenses, if any	Nearest payroll cycle	Finance & Accounts

Annexure

RELEVANT FORMS & FORMATS**1. International Travel Approval Form**

Employee Code			
Name			
Level			
Business Vertical & Division			
Location of Visit & Purpose			
Forex Option	Specified Cities/ As per Region		
TRAVEL PLAN			
Date	Sectors	Flight Details	Status
Total duration of trip (____ Days)			Day(s)
Per Diem Rate applicable			USD per Day
Forex Required per diem (As per hotel nights)			
Forex Required per diem (on Transit/ Guest House Stay - @ 50% of per diem rate)			
Exigency Money Forex applicable			
Total Foreign Exchange Required			USD
Foreign Exchange already in hand; (unadjusted from previous trips)			USD
Foreign Exchange now required			USD
Whether Excess Baggage Voucher ;required to be issued			
Amount for Excess Baggage Voucher required			Rs
Average Cost of Tickets			Rs

Total Estimated Cost for this trip ; (Ticket + Forex + Excess Baggage+ Additional Cost)			Rs
Cost to be debited to			Vertical/ Division
Total Budget for Foreign Travel for the FY			Rs
Amount utilized by the Division till date			Rs
Balance available as on date (before this trip)			Rs
Estimated balance after this trip			Rs
Requested By	Finance & Accounts	Vertical/Function Head	
	<u>Managing Director (if applicable)</u>		

EMPLOYEES MUST SIGN THE FOLLOWING DECLARATION AFTER THE TOUR AND SUBMITTED TO F&A ALONGWITH ORIGINAL BOARDING CARDS WITHIN 7 DAYS OF COMPLETING THE TOUR

I certify that the above amount has been utilised as business travel expenses during the tour indicated above. Attached are the original boarding cards and expense statement (if the claim is over the entitled per diem OR if the exigency money has been used).

Signature:

Name:

Date:

2. Proposed Itinerary
(To be submitted in case travel entails more than 3 nights)

Employee Code			
Name			
Business Vertical & Division			
Location of Visit & Purpose			
ITINERARY			
Date	Planned Scheduled	Expected Outcome	Business Entertainment planned? If Yes, please mention the number of persons to be covered
Total Proposed Expense (only in case of Business Entertainments)			
Employee's Signature	Business Vertical Head		
	<u>Approved</u>		

3. International Travel Expense Report
(To be submitted ONLY to claim/ settle expenses over limits, unplanned expenses or expenses from the exigency forex)

Employee Code			
Name			
Business Vertical & Division			
Location of Visit & Purpose			
TRAVEL PLAN			
Date	Detail of Expense	Bill/ Voucher No.	Amount
Total			
Amount of Advance taken			Rs
Balance Returned			
Employee's Signature	Business Vertical Head		
	<u>Approved</u>		

Note:

Finance& Accounts team extends advance as per travel requisition, which is payable one day prior to the day of travel

On conclusion of the trip the employee will complete a Travel Expenses Report with the applicable vouchers, within a week's time. After getting it approved from the BU / Functional Head, the employee will submit his account for all expenses incurred on the trip. Supporting bills and used air / rail / bus tickets must be attached wherever possible. In case, the expense report is not submitted in time, the outstanding advance will be adjusted against the employee's salary.

Reimbursement of Local Conveyance Expenses

Preamble: This SOP outlines the eligibility criteria and guidelines for traveling within their base locations on the Company's business.

Procedures:

1. Employees required traveling within their base locations would be entitled to claim reimbursement of expenses incurred due to business travel at the following rates:

Employees using Cars	Rs. 10/- per KM
Employees using Bikes (includes motorcycles & scooters)	Rs. 5/- per KM

2. This would exclude the normal to and fro travel from employees' residence to their designated office.

3. Employees must ensure that the shortest route is used for the travel.

4. Employees can claim reimbursement at actuals of the toll taxes (if any) and parking charges incurred during such travel. This must be accompanied with the original vouchers.

5. Employees who have been allotted company cars or have company leased cars will not be able to claim reimbursement of local conveyance charges.

6. These claims must be made within 7 days of incurring the expense through the payment request form, which must specifically state purpose of the travel, the places visited and total kilometers claimed.

Health and Safety Policy

The safety rules and practices at TIL exists for ensuring your health and safety. At TIL, everyone has equal responsibility in identifying hazards and reporting them, in following the local, state and federal safety rules and practices, and looking out for the safety of fellow employees.

Each employee has the responsibility of familiarizing himself/herself with the emergency procedures of their working area in case of fire, weather-related events, and medical crises.

Safety wardens have been appointed at all the workplaces of TIL to ensure the safety of the employees and to ensure that necessary safety practices are followed with utmost diligence. Regular mock drills will be conducted to keep the employees updated with the evacuation process.

Mediclaime and Insurance Policy

Mediclaime Policy

If an employee is not covered under ESI Scheme, he/she will be covered under Group Mediclaime Scheme, which extends medical coverage in case of hospitalization. The Scheme covers self, spouse and 2 children. Employee can also cover his/her parents provided he/she pays 50% of the additional premium on account of their coverage. Employee can extend the cover voluntarily by 2 lacs/4 lacs. Premium will be deducted from employees salary in equal monthly installments for additional cover.

Level	Coverage Amount (in INR)
CG/L0	10 Lacs
L1/L2	5 Lacs
L3 to L6	3 Lacs

Accident Insurance Coverage

Accidental insurance Coverage is equal to One time CTC subject to minimum 10 lacs and maximum 1 cr

Employee is covered under the accidental claim policy in case of accidental death or permanent disability in part or in full, under the said scheme. This scheme covers only the employee throughout the day of 24 hours during the period of employment with the company. This scheme does not cover the spouse or other family members.

Group Life Insurance Coverage

This is applicable to all employees. This scheme does not cover the spouse or other family members. As per this scheme, on passing away of an employee while in service of the Company, his nominee(s) will be entitled to the Life insurance benefit as per the following slabs:

Level	Insured Amount (Rs.)
All grades	Onetime annual CTC subject to minimum 10 lacs

All employees who have completed 3 years in the company are covered with additional life insurance of 6 months fixed CTC with a maximum limit of 20 lacs.

Bachi division will continue to follow the existing insurance policies applicable to the division

Mobile Phone Policy

A one-time option is available to eligible employees to either stay with company paid mobile service plan or opting out and moving to a flat monthly allowance basis with the below allowances:

1. The company paid mobile service plan is as per the table mentioned hereunder:

Level	Monthly Amount (in Rs.)		
	No Travel	Only Domestic Travel	Domestic & International Travel
CG	2000	3000	4000
L0	1500	2000	2500
L1/L2	1000	1500	2000
Others	750	1000	1500

2. For all employees who choose a flat monthly structure, the following limits are applicable:

Level	Monthly allowance (Rs.)
L0	1500
L1/L2	1000
Others	750

Employees opting out will get the above flat monthly allowance in addition to their regular salary and the company will thereafter not be responsible for their mobile phone service in any way. This will be a flat reimbursement without exceptions.

For employees opting to stay with company paid mobile services:

- 2G unlimited plans will be activated for employees wanting to use GPRS services for official use.
- Employees will be sent their monthly mobile bills through email
 - Employees will be required to declare any personal usage to the Administration department and the amount pertaining to personal usage will be deducted from the employee next month's salary. Information on personal use to be shared on or before 20th of each month.
 - For monthly bill amounts above individual limits applicable to the employee, unless an exception approval is received from the relevant head, the excess amount will be recovered from the employee's next monthly salary automatically.
- Employees travelling out of India for official visits will be mandatorily provided an international calling card with a pre-set maximum limit / cap on billing.
- Making international calls from the landline is much cheaper than making them using mobile phones and everyone should be encouraged to use land lines for making official international calls.
- International calling and international roaming facility will stand withdrawn from all employees except for employees in Grades CG and L0s, unless otherwise pre-approved by the respective business/function heads

Dress Code

TATA International Ltd. is committed to presenting a smart professional image of the organization at all times. The Dress Code policy gives guidelines on each employee's dress, grooming, and personal hygiene that suits an appropriate workplace.

As an employee of TIL, it is expected of the employees to maintain a clean and professional appearance inside and outside office. All employees and those who come in contact with customers in particular, are expected to dress in accepted corporate formal attire.

At the Corporate Office, Monday to Thursday shall be 'Formal dressing' days. Fridays and weekends will be treated as "Informal / Casual Dressing" days. However, on all formal occasions e.g. meetings on a Friday or a weekend, it would be appropriate for formal attire to be worn in order to maintain the formal environment of the office.

Separation

Resignation

An employee desiring to leave the services of the Company is required to give the Company sufficient notice and in case of failure to adhere to the same, it will be obligatory to surrender gross annualized fixed salary in lieu of the notice period.

Notice Period for all employees during probation is as mentioned in the employee contract.

Employees must handover the charge to the complete satisfaction of the management to the authorized person by completing all jobs/ assignment in hand and return all company assets and belongings. On satisfactory handover of Company's properties and completion of all jobs/assignments in hand, the Company will issue a relieving letter and full and final settlement will be done. Only PLs are encashable and are calculated on the last drawn basic salary.

Retirement

The age for retirement/superannuation is 60 years. Bachi division employees will continue to have a retirement age of 58 years. Superannuation date/Last working day of the employee will be on the last day of the retiring month.

HR will inform the retiring employee and his superior one year in advance, the date of his/her retirement so that proper arrangements can be made for handing over of jobs/functions handled by the retiring Employee.

Alcohol, Smoking, and Substance Abuse Policy

Consumption of alcohol or any narcotic substances as well as smoking in the premises of TIL is strictly prohibited and appropriate action will be taken against any employee found to be doing so.

IT and Information Security Policy

The IT resources of the organization are meant for the employees to be used for carrying out work related to the organization's business. The policy is applicable to everyone who have access to the IT systems of TIL, and it prohibits employees from unauthorized disclosure, alteration or deletion of information from the company's systems.

All employees shall be granted access to the information systems and services through a formal user registration process that includes approval of access rights from authorised personnel before granting success.

The employees shall ensure all communication through e-mail or messaging services are conducted in ethical and professional manner. The users shall not reveal any confidential information over e-mail or messages. All e-mail accounts maintained on TIL's systems are property of TIL. E-mail accounts lying dormant for 60 days will be deactivated and possibly deleted.

E-mail access on mobile devices will be subject to approval from respective BU Head and/or Corporate Heads. In cases of loss or theft of mobile devices having official mails, employees have to immediately report to the IT department to wipe out the data from the devices.

Employees are advised not to reveal their log in IDs and/or passwords to anyone within or outside the organization. All users should safeguard their systems against any virus or malware attacks by regularly updating their systems, and report at once any physical/software damages to the IT resources allocated to them to the IT team at their respective units.

The IT department has identified certain websites as hindrance to the productivity of the employees and has filtered these websites from access through the company's internet connection.

Cases pertaining to the usage of company's IT resources for viewing objectionable content or carrying out activities that attract punishment under the Information Technology Act (2000) and standards like ISO 27001 will be strictly dealt with, and will be handed over to the law enforcement agencies if the situation demands.

At the time of separation from TIL, employees have to get their mobile device mail services deactivated by the IT department, and follow a formal de-registration process for revocation of access to all information systems and services provided to them.

Company Car Lease Policy

1.0 Purpose:

The objective of this policy is to outline guidelines for providing executives with a company car of their choice for their official and personal use.

2.0 Scope & Eligibility:

This scheme covers all confirmed executives in the management grades of CG to L2, who are on the CTC based remuneration structure and are not in receipt of any other company provided car.

3.0 Policy Details:

3.1 Entitlements:

3.1a All executives covered under this scheme will be entitled for allocation upto the following amounts:

Level	Max On-road price of the Car	Fuel, Maintenance & driver's salary reimbursement (based on actual proof submission)
CG	45,00,000	50000 per month
L0	25,00,000	50000 per month
L1	15,00,000	25000 per month
L2	10,00,000	25000 per month

3.1b The Car scheme is a choice element in the current salary structure in lieu of Personal pay.

3.1c The employee can lease only 1 car at a time from authorised dealers of new/used cars.

3.1d In the interest of the employees, the company, from time to time, will empanel and notify the names of the car leasing companies as well as details of the lease rentals applicable. The agreement is limited only to the on-road price of the car (includes car value, registration, insurance, accessories, etc.) provided it is within the permissible limits as mentioned above. All expenses related to the usage & up-keep of the car do not fall in purview of the lease agreement.

3.1e The lease period will normally be for a period of 3, 4 years and 5 years.

3.1f Allowance towards Fuel reimbursements and Drivers salary remain the same as per the entitlements in the current salary structure.

3.1g Employees driving themselves or engaging drivers must ensure that they are fit and licensed to drive cars allotted as per the provisions of the Motor Vehicles Act. In case of theft or accidents/damages, the employees would be responsible for getting their personal claims settled themselves and inform the company.

3.1h All payments will be made in accordance with Income Tax rules in force. As per current laws, if an employee opts for a car lease scheme the same will not be considered as an income but perquisites and hence will attract perquisite tax.

3.1i The company would continue with lease so long as the employee continues with the company except in the events of termination on account of demise, permanent disability of the employee, deputation / secondment outside India at the desire of the company. In all other cases, except when specifically agreed to in writing by the company, upon employee leaving the company, the lease will be terminated and all consequences of such terminations will be to the account of the employee.

3.2 Car purchase, Accessories & additional fittings:

3.2a The employee has the flexibility to choose any vehicle from any authorized dealer of his/her choice.

3.2b The lease agreement is also valid for purchase of a used car only from an authorized used car dealer provided the car is < 2 years old

3.2c Car accessories & additional fittings can be selected by the employee at the time of purchase from authorised dealers/agents as notified by the leasing company from time to time.

3.2d The employee can select any car insurance company of his/her choice.

3.3 Maintenance, Repairs & Other expenses:

3.3a The employee must ensure effective maintenance & upkeep of the vehicle during the leasing period. He/she must comply with all regulations as notified by the government from time to time.

3.3b Maintenance & Repairs including expenses towards routine preventive and breakdown maintenance, periodic servicing, repairs (non-insurance claims), does not fall in purview of the lease agreement and will need to be carried out by the employee.

3.3c Insurance renewal, pollution certificates or any other expenses incurred towards running the car will be borne by the employee and not under the lease agreement.

3.3d All expenses towards stamp-paper, registration of documents etc. will be to the account of the employee.

3.3e In event of total loss/theft, the employee has to immediately file an FIR, inform the insurance company as well as car leasing company & TIL within 12 hours of occurrence.

3.4 Closing the Lease agreement

At anytime during the lease period or at the end of the lease period, the employee wishes to close the agreement, he/she can do so in compliance to the terms of forfeiture as mentioned by the leasing company. The payment terms include present value of the rental arrears and residual value of the car along with the GST as applicable.

To close the agreement, the employee can either: a) Buy the vehicle or b) Identify a buyer for the car in compliance to the guidelines provided by the leasing company

4.0 **General Rules:**

4.1 In case the employee wishes to avail the Leased Car as per the policy, he/she must intimate Admin by filling the Annexure 1, in absence of which the amount will continue to be a part of the salary disbursements.

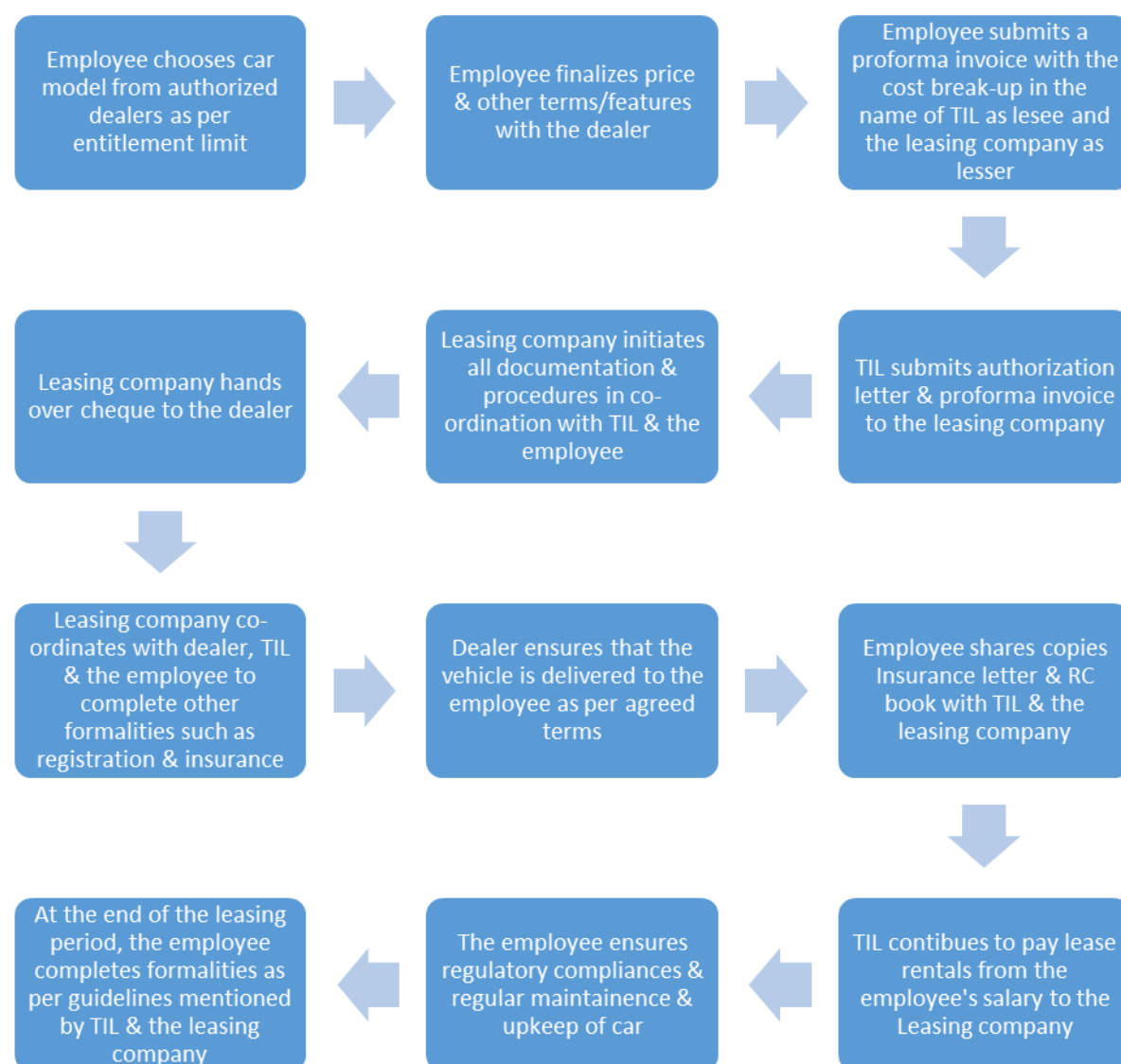
4.2 Standard Operating Process towards the Company Car Scheme is detailed in **Annexure 2**.

Note: As per Income Tax Rules – **Rs. 1800** (for cars where cubic capacity of engine does not exceed 1.6 litres) and **Rs. 2400** (for cars where cubic capacity of engine exceeds 1.6 litres) per month will be added to taxable salary of employee as perquisite. Additionally **Rs. 900** per month will be added to taxable salary for Driver's salary.

Any exception to the above mentioned clauses of the policy shall be at the sole discretion of the Head - Human Resources, in consultation with the Managing Director, without setting any precedence.

Standard Operating Procedure for Company Car Scheme

Process overview:



Process details:

1. Employee chooses the leasing company, model & other features of the car as per his/her entitlement limit prescribed in this policy. If employee goes for a car above his/her limit Employee will have to pay the proportionate rental amount over and above the car allowance through cheque/Bank Transfer at the time of buying a car The employee submits Annexure 1 to TIL along with the Proforma Invoice obtained from the dealer in the name of TIL as the Lessee and the Leasing company as the Lessor along with the Lessor's GST registration number and the cost break-up (i.e. Ex-showroom cost, Road Tax and Registration, Insurance, Sales Tax plus Accessories, if any)
2. TIL intimates the Leasing Company vide Authorization Letter as per template issued by the leasing agency enclosing a copy of the Proforma Invoice received from the employee
3. The Leasing Company sends the following to the Dealer
 - a) Cheque in the name of the Dealer
 - b) Covering Letter to the Dealer
 - c) Letter for Endorsement to the RTO
 - d) Form 20 for signature of Authorized Signatory
4. The car would be registered in the name of the Company with the office address of the place where the employee is posted. Commencement date for the lease period under the scheme shall be the date on which the cheque is drawn in favour of the dealer by the Leasing Agency.
5. Dealer will come to TIL to get the required Signatures on the relevant documents for the completion of Registration process. (TIL Admin team gets the required signatures on the relevant documents and hands over the following to the employee to take the delivery of the car.)
 - a) Cheque in the name of the Dealer
 - b) Covering Letter to the Dealer
 - c) Letter for Endorsement to the RTO
 - d) Form 20 for signature of Authorized Signatory
 - e) Copy of Tata International Limited Pan Card
 - f) Company's Address Proof
 - g) Letter of Authority to take the delivery of the car

6. On receipt of custody of the car, the employee needs to forward the following documents to the TIL , within the next 3 working days:

- a) Copy of Insurance Cover Note
- b) Copy of R C Book(issuance of RC book will take 30-45 days.)
- c) Copy of Insurance Policy

A copy of the above documents will be retained by the TIL Admin department while another copy of these will be shared with the Leasing company.

7. The Lease Company then sends the following to TIL Admin team:

- a) Lease Agreement drawn in triplicate (One Original and two copies).
- b) First Debit Note

8. TIL Admin team would then get the signatures on the Lease Agreements, send original and one copy to Lease Company, handover one copy to employee and retain the other copy for records. (There are 3 copies of Agreement: 1 Original and 2 duplicate. 1 original copy and Duplicate will be given back to leasing company with the signature of Authorizes signatory and Co-Lessee and 1 copy will retained by TATA International for the records purpose)
9. TIL Admin then forwards a copy of the payment of lease rental schedule included in the Agreement to the concerned HR Manager for maintaining in the employees Personal file and updating the HR Master and the debit note to Accounts-Payable team for making payment to the Lease Company. A copy of the payment schedule would be available with the employee as well.
10. The Lease Company will raise the rental bill by 15th of every month reflecting all the on-going agreements and sends it to TIL Admin team, who will forward the same to Accounts for payments.
11. The company will agree to provide the car by taking it on lease contract on a non-binding expectation that the employee will continue with the service during the agreed car lease period.
12. In case of the transfer to a new location within the same company, the employee will be permitted to take the car with him/her to the new destination and the cost of transportation / registration will be treated as a part of the cost of his transfer
13. At the end of the leasing period the employee can either:
 - a. Buy back the car
 - b. Identify a buyer for sale of car, in compliance to the guidelines provided by the leasing company

Annexure 1

RELEVANT FORMS & FORMATS

1. Car Scheme (Undertaking Form)

Date: _____

To,
HR, Admin & Payroll Department,
(Please tick one of the below options)

This is to certify that I wish to opt for Leased Car as per the Company Car Policy during the financial year as per the terms and conditions of Tata International Ltd.

Thanking you,

Employee Code: _____

Employee Name: _____

Date of Joining: _____

Signature: _____

Frequently Asked Questions

1. Who all are eligible for the Company Car policy?
A: All TIL employees of grades CG – L2 based in India
2. Who are the key parties involved in a Leasing agreement?
A: There are 3 parties involved in a leasing transaction: viz., a) The Leasing company is the Lessor (the official owner of the car), b) Tata International is the Lessee and c) The employee is the co-lessee
3. Why should I opt for a Company Car policy instead of a Car loan from a commercial bank?
A: Some features of Lease financing vis-à-vis loan financing are given hereunder:
 - Leasing offers 100% financing as against loan financing, which is upto 80-90%
 - Establishing creditworthiness with the bank is the responsibility of the employee, whereas in a lease agreement, the company establishes creditworthiness of the employee to the leasing company by virtue of his/her employment in the company
 - There is no down payment required in case of a lease finance
 - Leasing is for a shorter term as compared to loan agreements. The shorter term and lower monthly payment of a lease agreement allow you to drive a new and more expensive vehicle every 2 to 4 years.
 - In addition to lower rentals, leasing offers a major benefit to optimize tax as it attracts a nominal perquisite tax vis-à-vis the progressive income tax brackets applied to car allowance as a part of your salary
 - In leasing, you don't own the vehicle while you own the car in a loan financing option. The car is in the name of the leasing company. However for all practical purposes, the car is your's
4. Will the leasing company assist me in choosing the car/dealer and negotiating price & delivery period?
A: Given their ongoing relationships with the dealers and domain expertise, the leasing company will assist / guide you in finalizing the car and terms of payment. However, the final call will be yours.
5. Can I add accessories/other fittings in the car?
A: Yes, you can add accessories and other fittings provided they are from the same dealer from where you buy the car and within prescribed limits as per the policy.
6. What if the on-road price of the car exceeds the limits mentioned in the policy?
A: In case the price of the car exceeds the limits, You need to pay the balance amount upfront at the time of buying the car
7. I have already bought a new car. Can I cover it under the lease agreement?
A: Yes, you can cover your existing new car under the lease agreement, provided it is <2 years old and it is not a second-hand car.
8. What are my responsibilities wrt. the usage and maintenance of the car?

You are completely responsible to ensure timely compliances with regulations (e.g. PUC, insurance, etc.) and optimum maintenance of the car. The company or the leaser will in no way be responsible for any breaches or breakdowns.
9. What are all the documents I need to submit to the TIL & the leasing company?
 - A. Address proof
 - B. Photo Id proof
 - C. PAN Card Copy
 - D. Aadhar copy
10. What happens if I need to forfeit the lease agreement before the lease period either on account of separation or any other reason?
A: In case of early closure, you will need to pay the total amount as per the forfeiture clause in the agreement between you and the leasing company.
11. While the lease is operational, can I transfer the car to an eligible colleague in Tata international?
A: No, there is no arrangement to transfer the car to colleagues within Tata International.

12. What happens if I get transferred to any other location?

A: In case of the transfer to a new location within the same company, you will be permitted to take the car with you to the new destination and the cost of transportation / registration will be treated as a part of the cost of your transfer.

13. What happens at the end of the lease period?

A: At the end of the leasing period the employee can either:

- a. Buy back the car at the WDV (plus taxes as applicable)
- b. Identify a buyer for sale of car

Relocation Guidelines

1. Scope

These guidelines are applicable to all transfers (including international transfers) within Tata International on account of a change of work assignment and to new joiners relocating from one country to another. This is applicable to all permanent transfers and not temporary transfers/time-bound secondments. All staff employees (L6 – CG) fall under the purview of this.

2. Entitlements

2.1 Travel:

- a) An employee is entitled to one time travel for self and family (spouse and dependent children) from the base location to the new location. Travel tickets will be booked by the company in line with the company travel policy.
- b) For International transfers, Cost of Passport, Visa and all Immigration documentation will be borne by the company at actuals on submission of required proofs.

2.2 Settling Assistance:

- a) To cover costs of movement / local purchase of household goods, cost of brokerage, school deposits/one time admission fees, a settling allowance of upto 1 month's fixed gross salary with a maximum limit of Rs. 50000 will be paid to the employee as a reimbursement upon submission of requisite bills. This needs to be settled within 45 days of transfer date / work permit date.
- b) The Company Admin will assist in movement of goods from the India to the host country. Maximum volume of to be transferred is equivalent to 40 ft container. This is over and above what has been mentioned above.
- c) The company will provide initial stay for self and family as defined in point 2.1 a for 15 days at a company tied up guest house/hotel. This will be in line with the Travel policy eligibility.
- d) The employee will be eligible for a 5 day relocation leave which can be taken within 1 month from the date of transfer, failing which the leaves would lapse.

2.3 City Compensatory Allowance (CCA):

An employee is also eligible for City Compensatory Allowance in case of transfer from lower grade city to higher grade city to match the rent cost of that city. In case employee is transferred back to old location, CCA will be removed from the salary. CCA is not applicable to MTs/GETs or transfers self-initiated transfers.

	1BHK	2BHK	1BHK	2BHK	1BHK	2BHK	1BHK	2BHK	1BHK	2BHK
Rs.	Mumbai		Kolkata/Vizag		Chennai		Ludhiana		Dewas/Indore	
Sr. Mgmt	35000	60000	20000	30000	12000	20000	8000	12000	12000	20000
Middle Mgmt.	20000	40000	15000	20000	10000	15000	5000	7000	8000	10000
Junior Mgmt.	12000	25000	10000	15000	8000	10000	5000	7500	5000	7500

If employee decides to leave the organisation voluntarily within 1 year, the entire amount paid towards CCA, Travel & Settling Assistance will be recovered in his/her final settlement calculation.

2.4 Other Benefits:

- a) All other benefits which form a part of the Cost to the Company will be as mentioned in the transfer letter. Local host country policies for mobile phone expenses etc. will be applicable for international transfers.
- b) Home-country specific statutory retiral benefits will be settled as a part of the Full and Final settlement done in the home country, in line with the Internal Mobility guidelines.

2.4 The local tax laws of the host country will be applicable for all expenses.

Note: Employee is not eligible for all these benefits mentioned in clause 2 in case of self-initiated location transfer

3. Exception

Any exception to the above mentioned clauses of the policy shall be at the sole discretion of the Head – Human Resources, in consultation with the Managing Director, without setting any precedence.

Internal Mobility Policy

This section covers guidelines on managing compensation, benefits & employment terms in case of transfers to a different geography/legal entity among the subsidiaries of Tata International Limited.

1. Transfers for a period of more than 1 year will be considered as long term, permanent transfers and the following guidelines will apply:
 - a. **Salary:** Terms on an employee's compensation package during a permanent transfer may vary on a case-to-case basis. These are typically determined by job requirements, policies/practices of the requisitioning company and market pay levels.

In case of transfers within India, the annual fixed CTC will be adjusted to take into consideration cost of living differentials as mentioned below:

- b. **Job Title/designation/grade** related issues need to be handled as per the practice/norms of the requisitioning entity
- c. The following guidelines would apply for treatment of statutory benefits and leaves:

	Outside India	Within India
Leaves	Will be encashed as per policy of the parent company as per date of transfer. Will not be carried forward to the new entity/geography	Will be carried forward to the new entity as per the Leave policy of the new entity. The balance positive leave balance, if any, will be encashed in the parent company.
Provident Fund	Will be withdrawn as per accumulations as of the date of transfer. The employee may choose to continue the PF account; however no employers/employees contributions will be made beyond the date of transfer. Will not be carried forward to the new entity/geography	Accumulated balance will be transferred from the parent company's PF Trust to the new entity's PF trust. After the transfer, the limits as applicable in the new entity norms are applicable
Gratuity	Will be cashed out as per accumulations as of the date of transfer. Will not be carried forward to the new entity/geography	Will be carried forward to the new entity. After the transfer, the gratuity calculation rules as applicable in the new entity norms are applicable
Superannuation	Will be cashed out as per accumulations as of the date of transfer, only for employees existing under the previous Superannuation Policy. Will not be carried forward to the new entity/geography Post 2010, the Superannuation policy has ceased to exist in TIL India.	Depending on availability of Superannuation provision in the new entity, will be carried forward. After the transfer, the rules as applicable in the new entity are applicable

2. In case of a temporary (<1 year) transfer on deputation to another geography/legal entity, the TIL India salary structure will continue
 - a. In case of outside India transfers, an agreed per diem rate will be paid over and above salary mainly for day-to-day expenses during the deputation period
 - b. Leaves and all statutory contributions will continue as per India Salary base
 - c. If the period of deputation exceeds 1 year, it will be deemed as a permanent transfer and the provisions mentioned above will apply

Internal Job Posting - i-careers

A. Background & Objective:

Given the diverse business and geographic spread of Tata International, the company provides opportunities to its employees for job rotations within/across businesses and locations.

i-careers is the internal job posting platform that will serve as an internal careers site and would help our employees to discover and apply for career opportunities in line with their career aspirations and capabilities.

The objective of this document is to provide a set of defined process guidelines for internal movements.

B. Scope: This policy is applicable for all employees of Tata International Ltd & its subsidiaries.

C. Eligibility: Employee must have completed a minimum of 24-months in their current role.

D. Process:

- 1) The list of pre-approved open internal vacancies will be updated by Corporate HR on *i-careers* tab of MyHub. Employees need to login to MyHub to check out the current openings along with details of positions mentioned in the Job Description (JD) and apply for opportunities. *(A detailed user manual is given as an annexure to this document to help employees navigate through the MyHub).*
- 2) Corporate Talent Acquisition team (Talent Champions) will screen the applications received on the basis of job requirements as mentioned in the JD, including qualifications, past experience, skill sets, behavioural competencies and performance within the company and share the outcome of employees' candidature within 10 days of completion of the screening process.
- 3) If the application is shortlisted for the next stage in the selection process post resume screening, Talent Champions will inform the business HR and the employee's business/location head and schedule the next steps in the selection process.
- 4) Talent Champions will set up interviews with the employee and the hiring manager/business HR and business head of the hiring department/business depending on the role applied for.
- 5) The Talent Champions will notify the status of the application post the selection process to the employee, his/her business HR and business/location head within 10 days of the completion of the selection process.
- 6) Upon selection, the notice period for movement in the new job will be decided by mutual consent of the current reporting manager, business HR and the hiring manager. This will not exceed the contractual notice period of the employee.
- 7) A transfer letter will be issued by Corporate HR to the employee on movement to the new role.

E Other guidelines:

1) Changes in remuneration:

- There will be no change in the compensation and benefits for employees moving within same location & level.
- Cases of job rotation which involve transfer from one location to another, employee will be paid as per the compensation guidelines of the host location.

Employee selected for a role, which is one-level above his/her current role - will initially be transferred at the same level and compensation. The effective increment in lieu of role movement will be reviewed in subsequent appraisal cycle.

2) Performance appraisal:

- For L1 and above (or equivalent grades), if an employee is moving from one department to another, he/she should complete the performance appraisal in the existing department before moving to the new job. For L2 and below (or equivalent grades), the existing business should share the performance feedback for the employee to the hiring manager/BU HR of the new job, till the time the employee has worked for the department.
 - An employee is eligible for bonus as per the vertical bonus policy only if he/she has spent a minimum of three months in that vertical in the performance year.
 - For bonus pay-outs, the employee is paid the bonus amount calculated as (Bonus per day for initial department * no. of days spent in that department) + (Bonus per day in the second department * no. of months spent in the second department)
- 3)** All internal transfers / job rotations should also be necessarily routed through the IJP mode. This will ensure better processing, control and improved transparency in transfer process.
- 4)** The process will be governed by Corporate HR. Any variance, disagreement or exception while executing the process shall be discussed with Head HR whose decision will be final and binding without setting any precedence.

Employee Referral Policy

Purpose

Employee Referral policy is aimed to encourage employees and lay out guidelines for Tata International employees to refer suitable candidates for current and future job openings within the organisation.

The policy is further expected to further strengthen the quality of talent within the organisation and aid the hiring process, with internal employees being brand ambassadors of the organisation.

Scope

This policy is applicable to all employees of Tata International across all business and geographies.

How to refer a potential employee?

1. Visit the company careers page <https://tatainternational.com/careers/> to look for current open roles. Employees can also refer to *i-careers* job mailers circulated internally for the list of open roles within the organisation.
2. Employees can advise suitable candidates to register on the company careers page and apply for available job opportunities. The interested candidate should mention details of the employee who is referring him/her to the job opening on the careers page (refer to annexure A)
3. While such referrals can be against an immediate active jobs, employees are also encouraged to share suitable and relevant profiles for any non-active roles to assist in assessment towards an opportunity that may come up in the future. Such referrals can be shared via email (til.careers@tatainternational.com). The subject line of such email should clearly mention 'Employee Referral – Candidate Name' for the ease of tracking. Subsequently, after carefully reviewing the referred profile, the Talent Acquisition team will get in touch with the referred candidate and guide them to apply to our careers portal, should the profile be relevant to any of the active roles.

What will be the selection process for the referred candidate?

Tata International is an equal opportunity employer. The selection process for referred candidates is based on merit and suitability to the role. Employee referrals will be considered together with other suitable sources of recruitment.

The talent acquisition team will reply within 5 days for each referred employee. The standard hiring process of CV screening, shortlisting and assessment will be followed for referred candidates. Each referred resume will be treated on merit and if the referred candidate gets hired and joins the company, she/he will be termed as a successful referral.

For each successful referral, the employee will be acknowledged by the Corporate HR team.

Other guidelines:

1. The company's policy towards employment of relatives will continue to be applicable in case of employee referrals.
2. Referral of ex-employees of Tata International or any of its subsidiaries will not be covered under this policy.

Employees from HR, global vertical / function heads and hiring manager of the particular vacant position will not be covered under this policy.

Rewards and Recognition

At Tata International, we appreciate the efforts of the people whether it's day-to-day accomplishments or outstanding contribution which is beyond results. We aim to build a sustainable culture of recognition, where we celebrate the performance of the individuals and the teams.

Scope:

The scheme aims to cover all employees across all verticals under the umbrella of TATA International

Objective:

The scheme is designed to provide a continuum of opportunities:

- To encourage the performance driven culture
- To recognize the outstanding contribution/effort by an individual/team
- To motivate employees towards achieving success

Reward Framework at TIL:

R&R Framework at TIL is designed in such a way that we recognize and acknowledge the performance of the employees at:

- **Corporate Level**
- **Business Level**

Corporate Level R&R:

At Corporate Level, we have:

- MD Award
- TIL Aces Award (*Earlier, ED Award*)
- Token Of Appreciation
- Long Service Award

MD Award (Annual recognition):

MD Award recognizes exceptional individual performance beyond budgeted targets as measured through KRAs.

TIL Aces Award (Bi – Annual recognition)

TIL Aces Award recognizes exceptional team / individual performance in

- PQCDSE (Productivity, Quality, Cost, Delivery, Safety, Morale and Environment)
- For Enhancing Revenue/PBT, Praise worthy actions during emergencies
- Enhancing Organizational Initiatives or, exemplary display of Organisational Values,
- For Praise worthy actions to enhance customer satisfaction
- For Exceptional performance by 'new-on-board' colleagues.

Token of Appreciation (Monthly recognition):

Token of Appreciation recognizes employees' outstanding contribution in Day-to-day work like

- Special speakers invited for MD online
- Presenters in Expert Talk Series, Participating in projects/organizational initiative outside of individual scope of work.
- Contribution by employees who are a part of internal cross business/functional committees.
- Participation in organizing / executing events / training programs
- Noteworthy Participation in knowledge sharing platform
- Display of exceptional role model behavior

Business Level R&R:

At Business Level, we have different Business Unit Awards, which cover recognition plans within the vertical to promote culture of appreciation. Business Units Awards can be given Bi – Annually, Quarterly, Weekly or Monthly as per the Unit's criteria. Criteria of these awards, may be:

- Achievement of Volume / Gross Profit
 - Achievement in Customer / Supplier / Market Development
 - Sourcing Initiative
 - Process Improvement
 - Demonstration of Company Values, Team Award
 - Significant direct impact on business top line/bottom line performance in the quarter.
 - Breakthrough achievement in new areas- Markets/ Products setting the foundation for growth.
- Significant improvement in existing/new process to address value leakage and so on.

Long Service Awards Policy

1.0 Purpose:

The objective of this policy is to recognize employee loyalty & experience demonstrated by the number of years of service with the organization.

2.0 Scope & Eligibility:

The scheme is applicable to all permanent staff cadre employees across verticals. Continuity of service will be considered for Tata Group transfers.

3.0 Policy Details:

The employees will be recognized when they complete the below milestones during their service:

Service Milestones	Award Details
5 years	<ul style="list-style-type: none"> • Medal with 5 years etched • Gift
10 years	<ul style="list-style-type: none"> • Medal with 10 years etched • Gift
25 years	<ul style="list-style-type: none"> • Medal with 25 years etched • Gift

No Medals are made of precious metals. It only represents the colour.

The key is to create a memorable experience for the employee. For each of the milestones company branded gifts may be given within the defined budget.

4.0 Mechanism of Administration:

- The report with details of the awardees, the service milestones, and the month of milestone completion is prepared for the current financial year.
- Group DOJ will be considered for the calculation of the service milestones.
- Corporate HR is responsible to check the report monthly and arrange for the recognition mementos (letter and medal). Gifts can be managed locally or by Corporate as per convenience within the budget limit. The budget shared is for gift + medal.
- BU HR can combine the budget to arrange for eatables with monthly celebration and recognize the employees (e.g. monthly townhall/birthday celebration)
- Employees who complete the required service must be rewarded within 1 month of reaching the anniversary date along with local celebration events.
- The policy is effective from 1st January 2022.

5.0 Other Guidelines:

Management reserves the right to modify/discontinue the policy or make exceptions wherein without setting any precedence as per its discretion.

Employment of Relatives

This policy specifies the guidelines whereby an employee's relative can be recruited or can work at TIL. An employee will be considered a relative under the following relations:

1. Spouse
2. Parents
3. Siblings
4. Children

Any two related employees should not have any direct/indirect reporting relationship with each other nor should they have a direct reporting to the same manager. This policy is applicable to new recruitments and to existing employees getting married to each other, whereby, required changes will be made. For indirectly related employees not covered in the definition mentioned above, the employment & reporting relationship call will be taken by the concerned Vertical Head and TIL HR Head.

Gifts and Hospitality Policy

1.0 Introduction:

1.1 It is recognized that the exchange of gifts with people with whom we transact business, is considered acceptable in many cultures. While it is understood that gifts are a part of normal social exchange, gifting may lead to obtaining or providing favours that are unacceptable and therefore prohibited. This document, under the overall guidelines of the TCOC, provides a framework for compliance on gifting and is applicable to all employees of Tata International as well as its subsidiaries and business associates.

1.2 The circumstances under which gifts might be received directly or indirectly fall into various categories. A few illustrative examples include:

1.2.1 Gifts received on festive occasions (e.g., Diwali, Christmas, New Year, National days, or any festival of significant importance in different countries of operations).

1.2.2 Gifts received on special occasions such as a wedding or an anniversary.

1.2.3 Gifts received in recognition of a professional contribution made by the recipient, such as for making a knowledge-sharing presentation, remuneration for a guest lecture, and related areas.

1.2.4 Gifts received on the occasion of a terminal event such as a transfer or on cessation of employment.

1.2.5 Gifts received during visits to vendor/business partner's location.

1.2.6 Gifts received in recognition for special contributions to certain events or activities.

1.2.7 Gifts received from current/potential customers or other related stakeholders in the industry.

1.3 An illustrative list of the kinds of gifts that are typically given/received are as follows

1.3.1 Articles of an edible nature.

1.3.2 Articles of use in an office such as table clocks, stationery, desk accessories or any other novelty items.

1.3.3 Articles of personal use such as clothing, perfumes, household articles, white goods, etc.

1.3.4 Gold or silver coins, gift vouchers, etc.

1.3.5 Vouchers/Coupons.

2.0 Receipt of the gift from associated parties

2.1 If an employee receives a gift with a value of more than Rs 3500 / USD 50, or if the cumulative annual value of all the gifts he/she receives is more than Rs 7500 / USD 100, he/she shall mandatorily make a declaration of the gift and submit the gift along with the filled declaration form (please refer to Annexure A) to the Location Ethics Counsellor within 7 days of receiving the gift.

2.2 The Location Ethics Counsellors shall maintain the gift register for their respective locations by uploading the gifts declarations in a shared folder. A closed community of Ethics Counsellors (with restricted access to the respective Location Ethics Counsellors and the Chief Ethics Counsellor) is created on ark <https://tatainternational.sharepoint.com/sites/ARK> and format of the gift register will be available on this platform. Also, a quarterly update needs to be shared with the Chief Ethics Counsellor.

2.3 Use of infrastructure of business associates (use of guest house, use of car in another location) should be avoided. The employees are encouraged to make their own arrangements as far as possible.

3.0 Offer to any stakeholder by Tata International

3.1 Being a Tata company, the company will strive to uphold its value systems in every possible manner and on all occasions.

3.2 The company's representatives shall not indulge in any form of influencing external authorities in order to receive a favour while acting on behalf of the company. However, there are occasions when there is a need to give gifts, especially to associates.

3.3 Gifts given on behalf of Tata International will be given only after obtaining the prior approval of the Business Unit / Functional Head. At his / her discretion, the head of the function will consult with the Chief Ethics Counsellor or the Managing Director before according his / her approval.

4.0 Positive assurance

Following practices will be carried out to ensure positive assurance among the Tata International employees to uphold the values of our organization:

5.1 Tata International considers it a good practice to share edible items with fellow employees.

4.2 On becoming aware of the gift, the concerned employee shall send a letter to the party who has offered a gift, to reinforce the company policy and guidelines under the Tata Code of Conduct.

4.3 Constant and regular Communication from Chief Ethics Counsellor to all workforce on key occasions/festivals to desist offering or receiving gifts.

4.3 Recognition for individuals who declare gifts received regularly.

4.5 The items declared will be auctioned and the resultant proceeds utilized for a good cause by the company.

4.0 Policy Breach / Disciplinary Action

Any breach or failure to abide by this Policy would be disclosed to the Audit Committee/Board of Directors of the company and appropriate action, including possible termination of services of the employee who committed the breach, would be initiated. Such action shall be in addition to any other rights or remedies that the Company may have against the defaulting employee under any applicable law. Our Company's Audit Committee will monitor the effectiveness and review the implementation of this Policy, considering its suitability, adequacy, and effectiveness. Our Company reserves the right to vary and/or amend the terms of this Policy from time to time.

Annexure A:

Gifts Declaration Format

1. Employee name: _____
2. Employee Id: _____
3. Vertical: _____
4. Description of gift: _____
5. Approximate value of the gift: _____
6. Date on which the gift was received: _____
7. Details of the gift giver (Name, Address and Profession): _____
8. Context/business purpose of the gift: _____
9. Accepted the gift (Yes/No): _____
10. If accepted, reason for accepting the gift: _____

*Gift declaration can be found on MyTilNet/Policies/Gifting

Register a declaration to abide by the Gift policy by clicking on the below link:

[Click here for: Gift declaration](#)

POSH Policy

Tata International Ltd is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender bias and sexual harassment. In keeping with the above commitment and the recent bill on the Prevention of Sexual Harassment (POSH) at the Workplace we have designed our Policy. The same is available on i-konnect.

Redressals of cases need to be addressed to the '**Tata International Internal Complaints Committee**' for the Policy on Sexual Harassment of Employees.

Central Committee for Governance and Review consist of three members as mentioned below:

Mayuri Khatu - Lead
Kanchanmala Patil
Minita Rasanias

The committee constitution at different locations is mentioned hereunder:

Mumbai	Dewas	Kolkata/Vizag	Ludhiana	Ranipet/Walaja/ Ambur/Chittoor
Minita Rasanias (Presiding Officer)	Kanchanmala Patil (Presiding Officer)	Kanchanmala Patil (Presiding Officer)	Chitra Gangurde (Presiding Officer)	Mayuri Khatu (Presiding Officer)
Mayuri Khatu	Raunak Jain	Sandra Lobo	Rahul Gupta	Madangi Meenakshi P
Chitra Gangurde	Noopur Pandit	Abhijeet Mishra	Charanpreet Kaur Kalsi	Sunil P G
Rajan Somvanshi	Kashish Mehra	Ruth Raju (External member)	Nilam Kapoor (External member)	Thilagavathy V
Nimesh Maheshwari	Shivani Bajpayi (External member)			Chandramouli S
Prof (Dr) Nasreen Rustomfram (External member)				Mahadevan Kalidoss
				Chitra Gangurde
				Radhika Kannan - NGO (External member)

Whistle Blower Policy

This Policy is an extension of the Tata Code of Conduct. The Whistle Blower's role is that of a reporting party with reliable information. They are not required or expected to act as investigators or finders of facts, nor would they determine the appropriate corrective or remedial action that may be warranted in a given case.

Whistle Blowers should not act on their own in conducting any investigative activities, nor do they have a right to participate in any investigative activities other than as requested by the Chief Ethics Counsellor or the Chairman of the Audit Committee or the Investigators.

Protected Disclosure will be appropriately dealt with by the Chief Ethics Counsellor or the Chairman of the Audit Committee, as the case may be.

For any queries, please get in touch with your location Human Resource representative.

Employee conduct rules for Tata International Limited employees

1. Objective – To lay down the process to define misconduct and the action that the company can take against such employees. These are derived from but not limited to the Tata Code of Conduct and the relevant clauses as mentioned in the employment contract.
2. Coverage – All employees of Tata International Limited or its subsidiaries and associated companies in India except those covered under standing orders or any other specific legal provision applicable in that geography.

This does not take away the right of the company to immediately terminate the employment contract in case of gross misconduct, where the person's continuing in the company would be detrimental to the company. These Employee conduct rules are to be used only in case of misconduct. In all other cases separations will continue to be governed by the relevant sections of the employment contract.

3. Acts which are construed a misconduct: Any act of willful commission or omission, transgression of company rules/behavioral conduct, is said to be an act of misconduct. An act of misconduct is normally considered more than a simple act of negligence. The following acts are considered as misconducts even though these would not have been specifically spelt out in the Tata code of conduct/ employment contract:
 - a. Non-adherence to office discipline –
 - i. Consistent late coming
 - ii. Creating disturbance at work
 - iii. Showing disrespect to colleagues
 - iv. Unauthorised absence from workplace
 - v. Drunkenness / disorderly behavior while at work or otherwise, including but not limited to use of abusive language, in relation to colleagues, customers, members of public, in a manner that tarnishes image of the company / shows disrespect
 - b. Acts harmful to organization's interest –
 - i. Conflict of interest
 - ii. Taking favours and bribes to act in a way that would not be in company's interest
 - iii. Gross negligence
 - iv. Theft, fraud, dishonesty in connection with company's / another employee's business or property
 - c. Misrepresentation of facts
 - d. Providing incorrect information/non genuine certifications to gain employment in the company
 - e. Sharing of sensitive information about the company to unauthorized persons/ entity
 - f. Insubordination to reasonable instruction by Managers / other authorized person
 - g. Non adherence of productivity norms or not meeting performance expectations of the company
 - h. Unjustified cessation of work or refusal to perform normal duties or attempt to incite, intimidate, instigate or coerce other employees to strike work
 - i. Possession of unauthorized materials including but not limited to weapons, substance abuse etc.
 - j. Publishing or passing derogatory / inappropriate content about the organisation and / or its employees in any media
 - k. Falsification in claiming of expenses, tampering with supporting cash memos/bills, not submitting bills/memos in a timely manner or in any manner, committing a fraud in the company

- l. Engaging in trade and any other activities other than the work of the establishment within the premises of the establishment without required disclosures to the manager / competent authority
 - m. Engaging in other employment whilst still in full time service or the company
 - n. Failure to observe safety instructions notified by the manager or interference with any safety device or equipment installed within the establishment
 - o. Discrimination against any particular race, gender, caste, sexual orientation, nationality; behavior that violates principles of universal respect and equal opportunity
 - p. Non-adherence to relevant portions of the Tata code of conduct, POSH and in the appointment letters/contracts.
4. Process for dealing with misconducts –
- a. All misconducts reported to management/ethics counsellors either by whistle blowers or uncovered during the audit process will be examined by the HR Manager of that unit who will take the help of other relevant people as required. If there is a complaint against the HR Manager, it will be handled by the Unit Head.
 - b. If the misconduct is serious in the view of the HR Manager and the continued presence of the offender could be a problem, the accused could be sent on compulsory leave.
 - c. The offender needs to be notified of the alleged misconducts and be given an opportunity, within reasonable time, not more than 5 calendar days, to be heard and defend himself/herself as per principles of natural justice.
 - d. The HR Manager will make a report to the Unit Head and recommend suitable action from the punishments listed in clause 5.
 - e. The HR Manager, post discussion and agreement with the Unit Head, needs to send the report to HR Head of the company. Once approved by the HR Head, the concerned employee will be informed formally by Corporate HR and the decision will be given effect to.
 - f. For cases relating to POSH (Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.) the process defined under the policy/act will be followed.
5. List of punishments –
- a. Verbal warning
 - b. Written warning
 - c. Suspension without pay for up to 2 weeks
 - d. No performance bonus/increment in that year
 - e. Transfer to another department/location
 - f. Separation from the company
 - g. Termination without notice
 - h. Withholding Gratuity where there is a financial loss to the company either through gross negligence or through dishonest actions
 - i. Considering the nature of misconduct, any other punishment as may be discussed and agreed between the HR Manager, Unit Head and HR Head.

The company may also offer counselling forums to the offender as suitable from case to case.

The company also reserves a right to file criminal charges or take other legal actions in relevant cases.

The company may take appropriate action as mentioned in point 5(a) to 5(h) in case a malicious complaint is made and / or false / forged or misleading information is shared in the course of the enquiry.

6. Appeal - In case the offender / complainant is aggrieved by the decision/penalty imposed, he may appeal to the Managing Director or any such person authorized by him within 7 calendar days of receipt of such decision. The decision of the Managing Director or person authorized by him shall be final.
7. Non Retaliation - The company will not accept, support or tolerate retaliation in any form against any employee who, acting in good faith, reports suspected misconduct, asks questions or raises concerns. Any person who engages in such retaliation directly or indirectly, or encourages others to do so, may be subject to appropriate disciplinary action under this policy.

Important Contact details

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