

EMPLOYEE BENEFITS POLICY

TABLE OF CONTENTS

- 1. OBJECTIVE
- 2. SCOPE
- 3. EMPLOYEE BENEFITS
 - 3.1 MEDICAL INSURANCE
 - a. GROUP MEDICLAIM EMPLOYEES
 - b. GROUP MEDICLAIM VOLUNTARY PARENTAL POLICY
 - c. GROUP TERM LIFE INSURANCE
 - d. GROUP PERSONAL ACCIDENT
 - 3.2 CAR LEASE & CAR OPERATING EXPENSES BENEFIT
 - 3.3 CLIENT SITE EMPLOYEE ENTITLEMENTS
 - 3.4 TRANSPORTATION FACILITY
 - 3.5 PARKING FACILITY
 - 3.6 PUBLIC HOLIDAYS
- 4. DISCLAIMER

DOCUMENT REVISION HISTORY

Version Number	Modified Date	Modified By	Changes	Approval Authority
1.0	01/04/2014	HR Operations	Guideline on Compensation and Benefits	Head, HR
1.1	14/06/2016	HR Operations	Policy on Compensation and Benefits	Head, HR
1.2	01/01/2018	HR Operations	Framed the separate Employee Benefits Policy. Changes w.r.to insurance, Removed Free lunch from the benefit	Head, HR

1. OBJECTIVE

To attract, retain and motivate employees to contribute to the end client's success and remain as a pro-active partner for the hardship undertaken by the employees to honour Altran's commitment.

2. SCOPE

Applicable to full time & fixed term employees of Altran India Pvt Ltd except for Telecom Business Unit.

3. EMPLOYEE BENEFITS

In addition to the CTC, Employees will be entitled to the following benefits subject to terms and conditions as applicable:

3.1 MEDICAL INSURANCE

a) GROUP MEDICLAIM(GMC)- EMPLOYEES

All Employees shall be covered under the Group Mediclaim Policy of the Company as mentioned below:
This policy is meant to cover expenses towards any medical emergencies that may arise resulting in hospitalization.

Job Level	Sum Insured (Floater)
L1 to L4	INR3,00,000
L5	INR4,00,000
L6 and above	INR5,00,000

- The Policy shall cover the employee, spouse, maximum of 2 children up to a total hospitalization expense as mentioned in the above table.
- Altran pays 100% premium for employees & immediate family.
- Child/Children shall be deemed to be dependent till the age of 21 years or marriage or gainful employment whichever is earlier.
- New joiners will receive an enrolment mailer from the TPA and 15 days of time will be given for updating the existing dependents from the date of receipt of the mail.

- New born inclusion to the family or Spouse addition via marriage to be enrolled within 30 days from date of birth or the date of marriage respectively
- Maternity wellness expense
- Maternity sub-limit
- The maternity benefit is a part of the hospitalization benefit with a sub-limit of INR 35,000 for a normal delivery & INR 50,000 for C- section.
- Coverage under Large Network Hospitals
- Cashless & Reimbursement facility
- The medical expenses cover critical illness like cancer.
- Pre and Post Natal Expenses on OPD basis: 5% of the
- Healthy Baby Expenses / Well Baby Care Expenses
- Baby wellness expenses up to Rs. 5000 under maternity benefit
- Baby Cover (illness-related) from Day 1- Covered
- Pre-existing illnesses
- Domiciliary Hospitalization Expenses
- Widow Widower Cover up to 5 years
- Employees who missed enrolment during the window period will be eligible to updated details only during the next renewal
- No exceptions will be entertained by insurer.
- Parents of the employee will not be covered under the above policy.

b). GROUP MEDICLAIM (GMC) – VOLUNTARY PARENTAL POLICY

- Employees may choose to insure their dependent parents or in Law's against hospitalization expenses under the "Voluntary Parental Medical Insurance Policy" the premium for parents insurance shall be borne by the employee.
- No exceptions will be entertained by insurer.
- 100% premium being borne by the employee
- Employee can cover either Parents or In-laws. No combination is allowed (Example: Father and Father in Law, Mother and Father in Law)
- The medical expenses cover critical illness like cancer.
- Pre-Existing illness is covered
- The enrolment can be done only at the time of Joining or Annual Renewal. Mid-term enrolment is not allowed.
- The premium towards the Voluntary Parental Medical Insurance Policy will be recovered from employee salary in 3 equal monthly instalments.
- Portability of the Policy is allowed when an employee exits Altran.
- Employee to connect with the Insurer for portability of the individual policy

POLICY PARAMETERS

Insurer	National Insurance Company Limited
TPA	Medi Assist India TPA Pvt.Ltd.
Broker	Prudent Insurance Brokers Pvt. Ltd.
Family Definition	Voluntary Parental Insurance Policy- 1+1: Parents or Parent-In Laws (Combination Not Allowed)
Parental Floater Sum Insured	INR 2,00,000 & 3,00,000

c) GROUP TERM LIFE INSURANCE

- ❑ All Employees of the Company are insured by the Group Life Insurance policy. The Policy shall cover the Employee only up to a sum insured benefit minimum of Rs. 15 Lakhs or maximum Equivalent to 1 year annual CTC. This entitles the nominee to the sum assured in the unfortunate event of demise of the Employee. In case of terminal illness 100% of sum assured is given in advance. The premium is fully funded by the organization. Terrorism cover is included. In case of Terminal illness, employee gets the entire amount in advance for his/her usage for the treatment.

e) GROUP PERSONAL ACCIDENT

All Employees of the Company are insured by the Group Personal accident insurance policy. The Policy shall cover the Employee only up to a sum insured benefit minimum of Rs.15 Lakhs or maximum Equivalent to 1 year annual CTC.

This entitles the nominee to the sum assured in the unfortunate event of partial or complete disablement or un-natural demise of the Employee. Below are the benefits under each stage:

- **Sum Insured:** 1 Time of Annual CTC
- **Geographical Limits & Coverage:** 24 Hours World Wide
- **Accidental Death:** 100% of the capital sum insured is payable to the nominee. Benefit is covered up to 1 time of annual CTC
 - **Temporary total disability:** Temporary total disablement benefit has been increased from Rs 5000 to Rs25,000
- **Accidental Medical expenses:** cover at Actual or Rs. 25,000 whichever is lower.
- **Modification Benefits:** covered up to Rs. 25,000.
- **Education Benefits:** Employee dependent children will get 10% of principal sum insured or Rs. 1,00,000 or whichever is lower as education benefit.
- **Emergency family travel:** covered up to Rs. 25,000.
- **Permanent partial disability:** If an Employee is partially disabled wherein the result is irrecoverable loss or use or actual loss by physical separation of body part, then a certain compensation is payable as per schedule.
 - **Permanent total disability:** If an Employee is permanently and totally disabled wherein the Employee cannot engage in employment or occupation then 150% of the sum insured is paid.
 - Repatriation of remains
- Claim is subject to satisfactory Medical Checkup & other conditions as may be applicable.

3.2 CAR LEASE & CAR OPERATING EXPENSES BENEFIT

The objective of this policy is to provide employees with company car benefit to facilitate their travel to work and to meet business requirements.

Company has a Car Lease Policy to help employees own a car. Employees at Level L4 and above will be eligible for company car lease policy. The value of Car Lease shall be converted into an Equal Monthly Installment (EMI) by the Leasing Company and the same shall be deducted from the salary. It is mandatory for the employee to buy back the Car at end of Lease period on the terms & conditions stipulated by the Leasing Company. Please refer to the Car Lease Policy for further details in Employee ESS portal.

3.3 CLIENT SITE EMPLOYEE ENTITLEMENTS

The objective is to administer and provide guidelines to employees deputed at client sites in India.

General Rules:

- A. The minimum period of deputation at the client sites in India should be 30 days and above to avail the below entitlements.
- B. The employee does not have transportation / Food facility provided by the client.
- C. The employee deputed at the client sites in India for less than 30 days will abide by the "Local Expenses".

Transportation Allowance:

A conveyance allowance of Rs. 3,000 per month shall be paid to employees deputed at client site. This allowance is paid towards reimbursement of conveyance charges incurred by the employee to travel from home to Office (client site) and back home.

In case where the transportation is provided by the client, the employee must use the same facilities and shall not be eligible for the Transportation allowance.

This allowance will be provided to employees at customer site/Client locations based on the approval by respective business unit Head.

This allowance will be paid through payroll in retrospective month as a taxable income.

3.4 TRANSPORTATION FACILITY

Altran Technologies India maintains and provides subsidized transportation facility to its employees to facilitate hassle free commute to work.

- All existing employees availing the transport services shall be liable to pay INR 2500/- on a monthly basis towards the facility usage for Bangalore & INR 650/- for Coimbatore locations respectively. This amount may be revised over a period of time and if so will be communicated to the employees through email.
- Employees are expected to be at their respective pickup point at least 5mins prior to the pickup time.

- In case of delay in departure from office due to additional workload, the Administration Department should be intimated 2 hours in advance. All cabs will leave the office on the scheduled time, no delay by any employee will be entertained.
- Additional cabs will not be assigned to specific route which is out of the preview of the existing route map/list. To provide a facility for a new route, minimum 3 employees should be available in the proposed route.
- If there is change in the route on a specific day, the same has to be mentioned in the trip sheet.
- Trip sheet should be filled and signed by the employees daily.
- Administration team shall coordinate and inform the employee about the pickup place and time.
- Management reserves the right to modify or terminate these guidelines at any time without prior notice.
- The Company shall establish an emergency contact number, which shall be monitored by the Administration Department.
- Do's and Don'ts will be displayed in the cab and all the employees are expected to follow them.
- Administration Department shall conduct regular briefings for drivers on code of conduct while on duty.

PFB the POC for admin related concerns:

POC	EMAIL ID	CONTACT NO	LOCATION
Sanjay Solanki	sanjay.solanki@altran.com	91 80 42 88 8610	Pritech- Bangalore
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3.5 PARKING FACILITY

Parking is provided for employees at some of the Altran work locations. This is based on the parking lot availability in the respective location.

3.6 PUBLIC HOLIDAYS

1. PUBLIC HOLIDAYS (For Employees located in Altran offices)

Altran India all offices will follow 12 declared public holidays in a calendar year. The list of public holidays will be published on the ESS portal within last week of December every year.

In case of closure of office on any day other than a public holiday for any reasons shall be compensated against working on any forth coming weekly off.

2. PUBLIC HOLIDAYS (For Employees located at Client Site/ODCs)

The employees located/working at the customer site shall follow the public holidays declared by their respective clients.

UNAUTHORIZED ABSENCE

An employee absence from duties without sanctioned leave or remaining absent beyond the period of leave originally granted or subsequently extended shall be considered as having voluntarily abandoned his/her service unless he/she resumes duties within 7 days from the commencement of such absence and provides explanation to the satisfaction of the management.

4. DISCLAIMER

This policy and its contents are confidential and intended solely for the use by employees of Altran Technologies India Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these content to other than the intended recipient / users is strictly prohibited. It is the sole discretion of the Management to change, amend the entire policy and/or its clause/s from time to time and/or withdraw the same, without any notice. This policy supersedes all earlier versions if any.