

Policy Name: Gift Policy – Newborn

Effective Date: August 01, 2022

Purpose: To state the guidelines and process for presenting a gift TiTans on special occasions.

Applicability: Special occasion Newborn for TiTans

Newborn gift – Gift Hampers or equivalent gift within the eligible limit.

Policy:

The type of Gift will be decided by the HR and reviewed on an annual basis.

The gift cannot be exchanged for cash under any circumstances.

LocationAmount	
India	INR 2000 (Max eligibility)

Process:

- The team member would need to send mail to hr@trustrace.com.
- The HR team will organize for the gift and send a confirmation to the BU Head or team member (Gift Vouchers)
- The gift will be presented to the TiTans within 1 week of the occasion.

*Applicable for all FTE of TrusTrace – INDIA