



Policy Handbook

August 2023



Preamble to the Policy Handbook

Welcome to the Piramal Foundation Policy Handbook.

This handbook is intended to outline the guiding principles, values, and policies that govern our ways of working. As an organization committed to transformative social impact, we strive to empower communities, foster sustainable development, and create lasting change across various sectors.

This handbook is a living document that will evolve with the changing landscape of our organization and the communities we serve. Each one of us has a crucial role to play in realizing our vision of Building Bharat.

As we move forward together on this journey, let us be guided by the core value of Seva Bhav and our values of Knowledge, Action, Care and Impact.

As employees of Piramal Foundation, we share a common purpose and dedication to improving the lives of individuals, families, entire communities, and Bharat. Our success is defined by the positive change we bring to the lives of those we serve. In that spirit, our policies are built on the principles of autonomy, inclusivity, and adaptability. We hope these policies will enable us to be responsive to the dynamic needs of the communities we support, embracing diversity and continuously learning and evolving to stay at the forefront of nation building. We also hope that this handbook serves as a roadmap, encapsulating the essence of our collective mission and outlines the standards of conduct, responsibilities, and impact that underpin every aspect of the work we do.

The pages of this handbook, aim to provide guidance to all the members of this organization—our employees, partners, and stakeholders, in ensuring that we work cohesively while adhering to the highest ethical standards to maximize our positive impact.



We value the unique perspectives and capabilities each one of us brings to this organization, recognizing the importance of autonomy in driving innovation and personal growth. As we do so, it is essential to understand the delicate balance between individual autonomy and ownership and our collective responsibilities towards the work we undertake.

With autonomy comes the responsibility to align our actions with the broader mission and values of our organization. By embracing this symbiotic relationship between autonomy and responsibility, we can collectively achieve greater success and sustainable impact.

Each of us has a role to play in creating an environment where individuals are empowered to take initiative while remaining mindful of the impact their decisions have on the team and the communities we serve. Together, we can weave a tapestry of collaboration, creativity, and accountability, ensuring that our work transcends individual aspirations and contributes to the greater good we aim to achieve.

Thank you for your dedication to the Piramal Foundation's mission and for upholding the principles outlined in this policy handbook.

With a shared commitment and a spirit of collective responsibility, we can create a positive and lasting impact on society, transforming lives one step at a time.



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| Policy # | HR/Workdays & Holidays Policy/01/2023 |
| Total Pages | 02 |
| Effective Date | 1 st August 2023 |
| Originating Department | Human Resources |

Working Days and Holiday Policy

1. Objective of the Policy:

- 1.1. This policy establishes guidelines that would enable employees to structure their workdays and week as needed.
- 1.2. The ability to work flexibly is a key component in assisting employees to balance all aspects of their lives. This policy provides a framework, which facilitates employees to make informed choices about their working arrangements to balance their own and organizational needs.
- 1.3. These provisions of flexibility are designed as a provision for employee wellbeing and must not be construed as a matter of right.
- 1.4. Certain flexibility detailed here may be refused or revoked in the event of any exigencies of work.

2. Scope of the Policy:

- 2.1. The provisions outlined in this policy apply to all employees of Piramal Foundation (replace with relevant legal entity) hereafter referred to as the 'Organization' through regular, full-time or fixed-term contracts.
- 2.2. This policy is not applicable to employees associated with the organization as Consultants, Gandhi Fellows or Karuna Fellows.
- 2.3. The terms of this policy may be updated from time to time based on organizational needs or changes in legal regulations.

3. Working Days

- 3.1. **Members of the organization work 5-days a week, Monday to Friday. Saturday and Sunday are considered weekly Offs.**
 - 3.1.1. The number of working days in a week is extendable to 5.5 or 6 days a week based on the nature of the project or nature of agreements with key stakeholders like government departments.
 - 3.1.2. Such decisions may be taken based on the recommendation of the respective Band 3 and approval of Head of Department (Band 4+) and Talent Team of the respective Big Bet.

- 3.2. While this policy does not define the specific daily work timings, employees are advised to contribute an average of up to 48 hours per week to work (i.e., excluding breaks and rest intervals).**
- 3.2.1. The specific working hours in a day may be defined further based on the nature of the project or nature of agreements with key stakeholders like government departments.
- 3.2.2. Such decisions may be taken based on the recommendation of the respective Band 3 and approval of Head of Department (Band 4+) and Talent Team of the respective Big Bet.
- 3.3. Employees are encouraged to optimize their work commitments to balance the number of days and hours of work.
- 3.4. Employees are encouraged to integrate appropriate breaks within their workday to attend to personal needs.
- 3.5. In case of any exigency of work or humanitarian response, members of the organization may be required to work beyond the duty hours, which may include weekend and holidays.

4. Holidays

- 4.1. All members of the organization may avail up to 12 holidays over the course of the calendar year.** These 12 holidays would include:
- 4.1.1. 3 National Holidays (Independence Day, Republic Day and Gandhi Jayanti) which would be the same for all members of the organization.
- 4.1.2. 9 Elective Holidays which employees may choose from a list of holidays made available at the beginning of each calendar year.

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| Policy # | HR/Leave/02/2023 |
| Total Pages | 06 |
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Leave Policy

1. Objective of the Policy:

- 1.1. This policy establishes guidelines that would enable employees to avail leaves as needed.
- 1.2. Leave provisions are created with the intent to create space and opportunities for employees to be able to balance the needs of personal/family urgency, health concerns, major life events, rejuvenation, or any other circumstances.
- 1.3. Leaves are designed as a provision for employee wellbeing and must not be construed as a matter of right.
- 1.4. Certain categories of leave may be refused or revoked in the event of any exigencies of work.

2. Scope of the Policy:

- 2.1. The provisions outlined in this policy apply to all employees of Piramal Foundation (replace with relevant legal entity) hereafter referred to as the 'Organization' through regular, full-time or fixed-term contracts.
- 2.2. This policy is not applicable to employees associated with the organization as Consultants, Gandhi Fellows or Karuna Fellows.
- 2.3. The terms of this policy may be updated from time to time based on organizational needs or changes in legal regulations.

3. Classification of Leaves:

Employees may avail different types of leaves based on their unique needs.

Different types of leaves that may be availed by employees are listed in table 1 below and the provisions detailed further in sections 3.1 to 3.8 of this document.

| SNo. | Leave Types |
|------|-------------------|
| 3.1 | Earned Leave |
| 3.2 | Sick Leave |
| 3.3 | Casual Leave |
| 3.4 | Parental Leaves |
| 3.5 | Sabbatical |
| 3.6 | Bereavement Leave |
| 3.7 | Leave Without Pay |
| 3.8 | Compensatory Offs |

Table 1: Types of Leaves

3.1. Earned Leave (EL)

- 3.1.1.** The calendar year (starting January of the year) will be followed for maintaining balance of and availing EL.
- 3.1.2.** Employees are eligible to avail a total of 15 Earned Leaves every year.
- a) Employees may avail ELs as part of annual Summer/Winter break of up to 10 days as per options made available by the leadership team of the respective Big Bet throughout the year.
 - b) Casual Leave, Sick Leave, Holidays, and weekly off days can be prefixed and/or suffixed to EL.
 - c) Intervening holidays and/or weekly off days shall not be counted as part of EL.
 - d) EL available to the employee will be calculated on pro-rata basis based on the number of months remaining in the calendar year as per date of joining (DOJ) of new employees.
 - e) EL for the month will be available only for employees with DOJ on or before 15th day of the month. No ELs for the month will be available for employees with DOJ after the 15th day of the month.
- 3.1.3.** 15 ELs for the year will be credited to the leave balance of employees at the beginning of the year.
- 3.1.4.** Approvals:
- a) All EL must be approved by the Reporting Manager in writing, prior to the employee availing EL.
 - b) Employees are advised to plan and discuss their ELs with their Reporting Manager at least 2 weeks prior to the dates of required leave.
 - c) If EL is availed without prior approval, the Reporting Manager must be notified on the same day via email and attendance records regularized within 2 working days of employee's return to work.
- 3.1.5.** Accumulation and Encashment:
- a) Un-utilized ELs at the end of the calendar year will be carried forward to the next calendar year and added to next year's available leave balance.
 - b) Up to 60 ELs may be accumulated by the employee in any year. This includes the 15 ELs for the current calendar year. Any balance ELs over and above 60 days will lapse and not be carried forward into the next calendar year.
 - c) Up to 14 Accumulated ELs may be availed by an employee in one go with the approval of their skip-level manager.
 - d) All Earned Leaves accumulated may be encashed by the employee only at the time of separation (Exit) from the legal entity.
 - e) Encashment will be based on the last drawn monthly compensation of the employee.
 - f) Upon mutual agreement between the Employee and Manager and further approval of the Head of Department / Big Bet (Band 4 or 5) and Head of HR, accumulated ELs may be adjusted against the employees notice period as defined in the organization's recruitment policy to reduce the notice period of an employee who has resigned.

3.2. Casual Leaves (CL)

- 3.2.1.** The calendar year (starting January of the year) will be followed for maintaining balance of and availing CL.
- 3.2.2.** Employees are eligible to avail up to 12 Casual Leaves every year for any unforeseen situations for which the leaves cannot be planned. CLs for the year will be credited to the leave balance of employees at the beginning of the year.
- a) CL may be availed for up to a maximum of 3 days at a time.
 - b) CL may be clubbed with Earned and Sick leaves as per employee needs.
 - c) The annual CL available to the employee will be calculated on pro-rata basis based on the number of months remaining in the calendar year as per date of joining (DOJ) of new employees.
 - d) CL for the month will be available only for employees with DOJ before the 15th day of the month. No CLs for the month will be available for employees with DOJ after the 15th day of the month.
- 3.2.3. Approvals:**
- a) All CL must be approved by the Reporting Manager.
 - b) If CL is availed without prior approval, the Reporting Manager must be notified on the same day via email and attendance regularized within 2 working days of employee's return to work.
- 3.2.4. Accumulation and Encashment:** CLs cannot be either accumulated or carried forward to the next calendar or encashed at the end of the calendar year, if left unutilized.

3.3. Sick Leaves (SL)

- 3.3.1.** The calendar year (starting January of the year) will be followed for maintaining balance of and availing SL.
- 3.3.2.** Employees are entitled to a total of 12 Sick Leaves every year to allow employees to attend any personal health exigencies, which will be credited to the Employee at the beginning of the year.
- a) SL may be clubbed with Earned and Casual leaves as per employee needs.
 - b) SL available to an employee will be calculated on a pro-rata basis based on the number of months remaining in the calendar year as per date of joining (DOJ) of new employees.
 - c) SL for the month will be available only for employees with DOJ on or before 15th day of the month. No SLs for the month will be available for employees with DOJ after the 15th day of the month.
- 3.3.3. Approvals:**
- a) All SL must be approved by the Reporting Manager.
 - b) If SL is availed without prior approval, the Reporting Manager must be notified on the same day via email and attendance regularized within 2 working days of employee's return to work.
 - c) An employee availing SL for 3 or more days should submit a medical certificate or a prescription.

3.3.4. Accumulation and Encashment: SLs can neither be accumulated and carried forward to the next calendar nor encashed at the end of the calendar year if left unutilized.

3.4. Parental Leaves

3.4.1. Parental Leaves are extended to ensure employees may spend time on their own for their child's wellbeing in the event of a birth or adoption.

3.4.2. Maternity Leave

3.4.2.1. Female staff applying for maternity leaves are covered under the Maternity Benefits Act (the Act), 1961 along with amendments thereto.

3.4.2.2. As defined under the Act, employees who have worked with the organization for a period not less than eighty (80) days in continuous service are entitled to Maternity Leave of 26 weeks.

- a) Employees availing Maternity Leave must submit the medical certificate along with expected date of delivery from a Registered Medical Practitioner.
- b) In the unfortunate event of miscarriage, employees may avail up-to 6 weeks of leaves. These leaves will be classified as maternity leave and will start immediately following the day of miscarriage while supported with a Registered Medical Practitioner's certificate.

3.4.2.3. For employees covered under ESI, salary for the duration of maternity leave will be compensated by the concerned ESIC authorities.

3.4.2.4. Employees are advised to plan and discuss their maternity leave with their Reporting Manager and notify HR at the earliest possible, and at least a month before the expected date of commencement of leave.

3.4.3. Paternity Leave

3.4.3.1. Males who have worked with the organization for a period not less than eighty (80) days in continuous service may avail Paternity Leave of up to 12 weeks, after the birth of their child.

- a) Paternity leave may be availed within a year of birth of the child in up to 2 different instances.
- b) Paternity leaves can be availed once in 3 years for the birth of up to 2 children.
- c) Paternity Leave can be clubbed with Earned or Casual Leave in case of post-delivery complications, which should be certified by a Registered Medical Practitioner.
- d) If required, this period may be extended for an additional duration of up to 12 weeks of unpaid leave based on the supporting medical documents and recommendation of the Reporting Manager and approval of Department Head and Head of HR.

3.4.4. Parental Leave for Adoptive Parents:

3.4.4.1. Employees who have worked with the organization for a period not less than eighty (80) days in continuous service may avail leave of up to 12 weeks on adoption of child of up to 5 years of age.

- a) Parental leave for adoptive parents may be availed:
 - within a year of adoption of the child in up to 2 different instances
 - once in 3 years for up to 2 children (one time per child)

- after submission of required documents from the relevant department facilitating adoption
- b) This leave can be clubbed with Earned or Casual Leave in case of medical/legal complications, certified by relevant medical/legal experts.
- c) If required, this period may be extended for an additional duration of up to 12 weeks of unpaid leave based on the supporting medical/legal documents and recommendation of the Reporting Manager and approval of Department Head and Head of HR.

3.5. Sabbatical

3.5.1. A sabbatical is intended to create an opportunity for employees to re-energize to facilitate sustainable long-term engagement with the organization.

3.5.2. Employees who have spent a period of at least 7 years in the organization may avail leave with pay of up to 3 months as Sabbatical.

- a) Upon availing a sabbatical once, the next sabbatical may be availed only after another 7 years have passed in continued full-time engagement with the organization.
- b) Not more than 20% of the members of any team may avail a sabbatical in one calendar year.
- c) There are no provisions of paid extension of Sabbatical.
- d) Sabbatical may not be clubbed with any other kind of leaves.

3.5.3. Approvals:

- e) Employees are advised to be mindful of the timing and preparation needed for such leaves.
- f) Employees must plan and discuss their Sabbatical with their Reporting Manager and notify HR by end of December of previous calendar year for Sabbatical to be availed in the next calendar year.
- g) Sabbatical must be approved by the Head of Department/Big Bet (Band 4 or 5) and Head of HR before it may be availed.
- h) Sabbaticals are designed as a provision for employee wellbeing and must not be construed as a matter of right. Duration or timing of a Sabbatical may be refused or revoked in the event of any exigencies of work.
- i) Upon employee requesting a sabbatical, a period of up to 1 month may be utilized to review the employee's request along with a statement of purpose (if found necessary)
- j) Upon approval, a period of up to 3 months may be recommended for the employee to create a plan and facilitate an interim handover of responsibilities to a colleague before their sabbatical commences.

3.5.4. Employees who are on sabbatical continue to be governed by their contract of engagement with the Organization and required to adhere to the same. During the sabbatical, the employee will not engage in any other work or occupation directly or indirectly, part-time or full-time, honorary or otherwise; unless permitted in writing to do so by the Management.

3.6. Bereavement Leave

3.6.1. Bereavement Leave is intended to support employees grieving the loss of a family member.

3.6.2. Employees may avail Bereavement leave with pay of up to 2 weeks on the passing of an immediate family member (spouse/partner, children, parents, siblings, parents-in-law and grandparents)

- a) The duration is extendable by up to 2 weeks of additional leave without pay if needed.
- b) Extension of bereavement leave will be with the approval of the Head of Department/Big Bet (Band 4 or 5)

3.7. Leave Without Pay

3.7.1. Leave without pay may be availed in exceptional circumstances where all the different types of leaves available to the employee are exhausted.

3.7.2. Employees may avail not more than 5 leaves without pay in a calendar year with the approval of the Head of Department (Band 4)

3.7.3. In exceptional circumstances of long absence (more than 5 days) e.g., due to accident, protracted ailment or any other such reasons, the duration of leave without pay may be approved by the Head of Department, Big Bet or Head of HR after due consideration of facts and circumstances of the employee situation.

3.8. Compensatory Offs

3.8.1. Provision of compensatory offs is available for employees in Band 0 and 1 engaged in projects that require them to work multiple shifts on the same day or a shift on their weekly offs due to project related exigencies.

3.8.2. Compensatory off must be availed in consultation with Reporting Manager.

3.8.3. Compensatory offs cannot be encashed or availed in advance.

3.8.4. Employees must take compensatory off within 30 calendar days from the day that compensatory off is credited to their leave balance.

4. Unapproved Leaves:

4.1. Leave/s without intimation and/or approval of relevant approver, will be construed as absence.

4.2. Such absence for a continuous period of 7 days or more, including an overstay of sanctioned leave will lead to loss of pay and may lead to disciplinary action against the employee.

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| Policy # | HR/Transfer and Relocation /03/2023 |
| Total Pages | 04 |
| Effective Date | 1 st August 2023 |
| Originating Department | Human Resources |

Relocation and Transfer Policy

1. Objective of the Policy

- 1.1. This policy establishes guidelines that would enable transfers of employees and enable them to avail support available as needed in the event of relocation.
- 1.2. While the organization holds the final decision-making rights on transfers of employees, the intent of this policy is to create opportunities for employees and the organization to facilitate mutually beneficial transfers to the best extent possible.
- 1.3. The provisions for relocation are designed as a provision for support and must not be construed as a matter of right.
- 1.4. Certain categories of relocation support may be refused or revoked in the event of any exigencies of work.

2. Scope of the Policy

- 2.1. The provisions outlined in this policy apply to all employees of Piramal Foundation (replace with relevant legal entity) hereafter referred to as the 'Organization' through regular, full-time or fixed-term contracts.
- 2.2. This policy is not applicable to employees associated with the organization as Consultants, Gandhi Fellows or Karuna Fellows.
- 2.3. The terms of this policy may be amended, added, or deleted, with or without any prior notice for reasons such as organizational needs or changes in legal regulations.
This policy also applies to new recruits of the organization to help them relocate from one location to other, within India.

3. Transfer Guidelines

- 3.1. Transfer may constitute one or more of the below:
 - 3.1.1. Change of legal entity within the foundation
 - 3.1.2. Change of team or function
 - 3.1.3. Change of role or change of location.
- 3.2. All transfers are intended to be made with care and attention to employee growth journeys in sync with organizational goals while balancing between urgency or need of organization and growth needs of the employee.
- 3.3. The transfer process may be initiated at any point of time during the employee's tenure with the organization based on organizational need. Transfer is a condition of service. Thus, the refusal

of an employee to accept the transfer of its services shall amount to a misconduct of insubordination which may attract disciplinary action.

3.4. Based on personal interest/need employees may seek to be transferred.

3.4.1. Such requests by the employee would be subject to availability of roles within the organization and compatibility of the employee with the sought after position/role/department/location.

3.4.2. Such requests are advised to be made after at least 12 months of employment with the organization and not more than once in every 5 years.

3.5. All transfer requests would need to undergo a recommendation, review, and approval process before being put into effect as defined below:

3.5.1. Band 0-2: Band 3 recommendation, Big Bet Talent Team review and Band 4 (Head of Department) approval

3.5.2. Band 3: Band 4 (Head of Department) recommendation, Foundation Talent Team review and Band 5(Head of Big Bet) approval

3.5.3. Band 4: Band 5(Head of Big Bet) recommendation, Head of Foundation review and approval

3.6. A transfer may or may not result in a change of manager. Further, a transfer may result in some changes in the conditions of service such as working hours etc. based on the specific exigencies of the location/entity/office where the employee is transferred.

3.7. A transfer would not lead to any change in compensation or Band-Grade of the employee.

3.8. A transfer from one entity to another entity will not impact the continuity in service of the employee concerned. Accordingly, the tenure of employment of the employee with the previous entity will be reckoned for purposes of payment of Gratuity when the said employee is transferred to another entity.

4. Relocation Guidelines

4.1. A relocation may be initiated at any point of the employee's tenure with the organization:

4.1.1. To meet organizational needs

4.1.2. To utilize employee's expertise optimally

4.1.3. As career development tool to increase the versatility of the employee

4.1.4. For specific employees joining the organization from different location only if mentioned in the offer letter.

4.2. All relocation recommendations would need to undergo a review, and approval process before being put into effect as defined below:

4.2.1. Band 0-2: Band 3 recommendation, Big Bet Talent Team review and Band 4 (Head of Department) approval

4.2.2. Band 3: Band 4 (Head of Department) recommendation, Foundation Talent Team review and Band 5(Head of Big Bet) approval

4.2.3. Band 4: Band 5(Head of Big Bet) recommendation, Head of Foundation review and approval

4.3. Relocation benefits are provided to support employees during movement from one work location to another, which may be due to transfer or the employee joining at a new work location.

4.3.1. Relocation benefits would not apply to voluntary relocations i.e., employee requesting for relocation for their personal reasons.

4.3.2. Employees relocating to a location more than 50 kms away from their current work location may avail relocation benefits.

- Work location is defined as the geographical location where the employee's role is set to operate.
- For employees/roles like shared services or Centres of Excellence, where work is not limited to geography, the choice of work location may be made in consultation with the Head of the Department (Band 4 or above) and be communicated to the Big Bet Talent (HR) team.

4.3.3. Relocation benefits will only be made available upon completion of handing over formalities and due approval of the relevant Band 4 (Head of Department) at the employee's current work location.

4.3.4. Relocation Benefits would include relocation leave, Accommodation and Meals, Travel and Moving Expenses as defined in the following sections.

5. Relocation Benefits:

5.1. Relocation Leave:

5.1.1. Employees may request up to 3 days of leave with pay during relocation. These leaves may be utilized for transit and settling in the new location.

5.1.2. If relocation requires longer journey from the employee's previous location to the new one or is in a hard-to-reach geographical region, the provision of 3 days leave may be extended based on approval of the Head of Department (Band 4+), basis recommendation from the respective Band 3 of the employee.

5.2. Accommodation and Meals:

5.2.1. If needed, employees may avail up to 7 days of accommodation and meals expenses for self and immediate family members relocating with them.

5.2.2. These arrangements would be made in line with the entitlements of the employee as defined in the organization's travel policy.

- Employees may seek assistance from the organization's travel desk to make these arrangements.
- If needed, employees may make their own accommodation and meal arrangements (commercial) in which case they may submit the bills for reimbursement based on the entitlements of their band-grade.

5.3. Travel:

5.3.1. Employees may avail travel arrangements for self and immediate family members relocating with them.

5.3.2. These arrangements would be made in line with the entitlements of the employee as defined in the organization's travel policy.

- Employees may seek assistance from the organization’s travel desk to make these arrangements.
- If needed, employees may make their own travel arrangements in which case they may submit the bills for reimbursement based on the entitlements of their band-grade.

5.4. Moving Expenses:

5.4.1. Employees may seek reimbursement of costs of moving their household items (packers and movers) upon submission of bills as per rates suggested below.

- These expenses would be inclusive of the cost of packaging, transportation, transit insurance of personal effects, including any vehicles and taxes.
- The reimbursing of relocation expense doesn’t require prior approval; however, employees need to furnish proper invoice of transporter or receipt of transport by Railways (whichever applicable)
- If needed, the employee may request a list of vendors / references who they may engage with to avail services within the below mentioned ranges.

| Packers and Movers Moving Expenses | | | | |
|---|-------------------------|-------------------------|--------------------------|-----------------------|
| Distance Bands | 50 KMs - 400 KMs | 401 KMs- 800 KMs | 801 KMs - 1200KMs | Above 1200 KMs |
| Band 0, 1 | INR15,000/- | INR18,000/- | INR21,000/- | INR24,000/- |
| Band 2+ | INR 20,000/- | INR 23,000/- | INR 26,000/- | INR 29,000/- |

5.4.2. In case the actual expenses incurred by the employee are more than the above ranges, they may seek reimbursement of only the budgeted amount on submission of bills through the reimbursement process.

5.4.3. Any exception to the above entitlements may be made based on recommendation from Band 3 and approval of Head of Department (Band 4+) and Foundation CFO.

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| Policy # | HR/Recruitment/04/2023 |
| Total Pages | 09 |
| Effective Date | 01-Jul-23 |
| Originating Department | Human Resources |

Recruitment Policy

1. Objective of the Policy

- 1.1. The Recruitment Policy provides guidance and principles for carrying out fair and efficient recruitment procedures for selection of the right candidate to meet Organization's talent needs.
- 1.2. The organization aims to attract and engage talent from diverse backgrounds to encourage a more diverse workplace. Piramal Foundation is an equal opportunity provider and does not discriminate on the grounds of race, caste, religion, gender, age, sexual orientation, or place of birth. Through this policy the organization endeavors to ensure all candidates experiencing the recruitment process are treated fairly and with respect.
- 1.3. The processes and procedures of this policy have been established in compliance with applicable labor laws including prohibition of Child Labor and Forced labor.

2. Scope of the Policy

- 2.1. The Recruitment policy is applicable for all individuals undergoing recruitment process for Piramal Foundation, the 'Organization'.
- 2.2. This policy is not applicable for recruitment of Fellows.

3. Categories of Engagement:

Individuals can be engaged in different types of employment based on the role they have been hired for. These categories are:

3.1. Regular Employment:

This is full-time employment which is without a predetermined end date and can be ended by serving an agreed notice period by either the employee or the organization.

3.2. Fixed Term Employment:

Akin to regular employment, however the end date of the tenure of employment is predetermined and agreed at the time the individual joins the organization.

3.3. Consultancy:

- 3.3.1. A consultant position may be offered for specialized technical/ professional capabilities like medical experts or other subject matter/ domain experts. Consultants would not be responsible for managing internal teams (full-time members).
- 3.3.2. A consultancy contract would need to clearly specify the objectives and scope of the work for the consultant.

- 3.3.3. A consultancy contract may be for a fixed term of up to 12 months based on the needs and scope of the project identified.
- 3.3.4. Ownership of Intellectual Property created by consultants while working on organizational projects would be with by the organization.

3.4. Volunteers/Interns:

- 3.4.1. These are honorary positions for which individuals will be offered mentoring and coaching support and will not be compensated monetarily.
- 3.4.2. Post successful completion of a report or other agreed outcomes, a certification may be shared with the Intern/Volunteer.

4. Requisition of Positions:

- 4.1. Positions for each Big Bet will be governed by the annual budgets of the respective Big Bet.
- 4.2. Open positions may be identified on an ongoing basis for the respective Big Bet through consultation between the Big Bet Heads (Band 5 and above), relevant business Heads (Band 4), Big Bet Talent Leads and Finance Team based on budgets and ongoing/upcoming programs.
- 4.3. It is advised that to the extent that is possible, open positions be identified and Job Descriptions be articulated at the beginning of the financial year, including positions that may need to be filled at later points in the year, to facilitate effective planning of time, effort and outcomes of the recruitment process.
- 4.4. Big Bet Talent Leads are advised to seek budget approvals from the Big Bet Head before initializing recruitment efforts for any positions.
- 4.5. The hiring manager/ department head may work with the respective Big Bet Talent Team to draft the job description for approved open positions prior to sourcing of the candidate profiles.

5. Sourcing:

Recruitments for approved open positions may be done through either external sources or internal sources as elaborated in this section:

5.1. Internal Sources of Recruitment:

Based on the need and type of open positions, sourcing through Employee Referrals and Internal Job Postings may be explored.

5.1.1. Referrals

- a) All open positions across the organization will be periodically published across the organization and existing members of the organization may refer suitable candidates for relevant opportunities.
 - There is no limit to the number of candidates an individual may share as internal referrals.

- Members are advised to consider compatibility of the individual to the organization's culture and vision while making the recommendation.
 - Members are encouraged to make referrals in the spirit of contributing to enhancing the organization's impact. There is no financial compensation or bonus awarded to members of the organization for making referrals.
- b) Internal referrals received will go through a review and selection process and may or may not be selected for any positions.
- It is advised that the members making the referral abstain from participating or intervening in the selection process of individuals referred by them in any way.
 - In events that the Hiring Manager refers a candidate for an existing opportunity in their team, they may conduct an initial pre-screening of the candidate. Thereafter, a neutral panel also including a representative of the talent team will be set up for assessing the candidate and will independently make the choice of selection.

5.1.2. Internal Job Posting:

- a) The intent of IJP is to enhance choice and options available to employees and fungibility of talent across projects.
- b) Hiring managers may recommend requesting applications of existing employees across the organization through an Internal Job Posting (IJP) for specific positions.
- c) The recommendation of making an Internal Job Posting for an open position would be reviewed and approved by the Talent Lead (Band 3 or 4) from the Big Bet.
- d) If an IJP is made for an open position, an external posting to source applications for the role may be made only after at least a week has passed since the launch of the IJP.
- e) Employees are encouraged to apply to IJPs for positions of their choice that they meet the set eligibility criteria for.
 - Employees may apply to open positions only at the same band-grade as their current band-grade.
 - Employees are encouraged and advised to apprise their current managers of their interest and seek their counsel as they apply.
 - Transition from one role to another shall be subject to current Reporting Manager's approval.
- f) Selections for IJPs will happen only through proper assessment by a panel as per the organizational frameworks.
 - All movements through an IJP must be mutually beneficial for organization and individual growth.
 - If selected, the employee will need to serve the required notice period in their current role before moving into the new role.
 - Recruitment to another internal role through IJP shall not lead to changes in compensation.

5.2. External Sources of Recruitment:

Based on the need and type of open positions, sourcing through Campus Recruitment, Job Portals, Advertisements, Recruitment Consultants, or social media may be explored

5.2.1. Campus Recruitment:

- a) The organization may engage with educational institutes across the country to hire students from their graduating batches into relevant roles across the organization.
- b) Based on the roles being hired for, the recruitment and selection would be done through panels of members from the respective teams across the organization facilitated by members of the Talent Team.

5.2.2. Job Portals:

- a) The organization may utilize various Job Portals as part of sourcing efforts for specific open positions.
- b) The use of the Job Portal may be paid or unpaid, depending on the nature of the platform and the services availed.
- c) Use of Job Portals for each position being recruited for must be approved by a Band 3 within the Talent Team for positions up to Band 3 and by the Head of Talent of Piramal Foundation for positions of Band 4 or above.

5.2.3. Advertisements:

- a) To attract more diverse applications, advertisements for specific open positions may be placed in print or other media platforms by the Talent Acquisition team.
- b) The content for the advertisement may be designed in consultation with the Hiring Manager, Talent Lead and approved by the Communications team.
- c) The placement of advertisements may be paid or unpaid, depending on the nature of the platform and the services used.
- d) Use of Advertisement for each position being recruited for must be approved by a Band 3 within the Talent Team for positions up to Band 3 and by the Head of Talent of Piramal Foundation for positions of Band 4 or above.

5.2.4. Recruitment Consultants:

- a) The organization may enlist the services of an empaneled Recruitment Consultant (individual or Agency) as part of sourcing efforts for specific open positions.
- b) The engagement with the Recruitment Consultant must be formalized through a formal MoU/Contract approved by the Head of Talent of Piramal Foundation
- c) The use of Recruitment Consultant for an open position must be approved by the Big Bet Talent Lead (Band 3 or 4)

5.2.5. Social Media Platforms

- a) To attract more diverse applications, content for specific open positions may be placed in social media platforms by the Talent Acquisition team.
- b) The content may be designed in consultation with the Hiring Manager, Talent Lead and must be approved by the Communication team.

- c) The use of social media platforms may be paid or unpaid, depending on the nature of the platform and the services used.
- d) Use of social media platforms for each position being recruited for must be approved by a Band 3 within the Talent Team for positions up to Band 3 and by the Head of Talent of Piramal Foundation for positions of Band 4 or above.

6. Selection Process for Regular Employment and Fixed Term Contracts:

6.1. All candidates sourced would be assessed for technical, behavioral, and cultural compatibility with the organization.

6.2. The selection process may comprise of multiple steps and leverage insights from multiple stakeholders to optimally evaluate an individual's candidature for a role.

6.2.1. Along with interviews, other assessment tools including assignments, assessment centres, field visits or more may be leveraged to gain optimal insight on the candidate based on the job-level and complexity of the role.

6.2.2. Assessments for roles of any band-grade may be conducted by members of the organization at any band-grade, depending on the needs of the assessment.

6.2.3. The relevant hiring manager/Department Head (Band 3 or 4) must engage with the individual for at least one assessment (interview or otherwise)

6.2.4. Assessors must document insights and observations from all interactions with the candidate in the relevant template and share with the talent team member facilitating the assessment.

6.2.5. Candidates may need to travel outside of their current location to participate in the assessments for selection. The organization would provide travel and lodging support as per organizational travel, reimbursement, and accommodation policy for the relevant Band in such instances.

6.3. Considering observations and recommendations from the assessment process, the final selection of a candidate may be approved by:

6.3.1. For Band 0, 1: Band 2 or above of Big Bet Talent Team and the respective Department Head (Band 3 or above)

6.3.2. For Band 2 and above: Band 3 or above of Big Bet Talent Team and the respective Department Head (Band 4 or above)

6.4. The compensation to be offered to a selected candidate will be ascertained through a discussion between Talent Team and Hiring Manager or Head of Department (Band 3 and above) considering:

6.4.1. Candidate's fitment to the role

6.4.2. Organizational compensation range for that band

6.4.3. Compensation of existing individuals across the organization with profiles/capabilities like the candidate

6.4.4. Nearest date of eligibility of the individual for a performance-linked increment as per the PMS cycle of the organization.

6.5. Offer Letter for selected candidates may be approved by:

6.5.1. For Band 0, 1: Big Bet Talent Lead (Band 3 or above)

6.5.2. For Band 2: Head of Talent or Head of the Big Bet (Band 4 or 5)

6.5.3. For Band 3 and above: Band 3 or above of Big Bet Talent Team and the respective Department Head (Band 4 or above)

6.6. The offer letter will be shared with the individual over email. The offer made will be subject to the candidate qualifying document, reference and background verification to be done post the acceptance of the offer.

6.7. Individuals who have engaged in any 1on1 or group interaction with representatives of the organization, if not selected for any open position, may be notified via email of the same. Such individuals may be reconsidered for any other suitable positions in the future so long as the rejection was not based on any behavioral/ethical/cultural incompatibility with the organization.

7. Selection Process for Consultants:

7.1. All candidates sourced would be assessed for technical, behavioral, and cultural compatibility with the organization.

7.2. The selection process would comprise of assessments by at least 2 Department Heads (Band 4 or above) and Talent Team members (Band 3 and above)

7.2.1. Along with interviews, other assessment tools including assignments, assessment centres, field visits or more may be leveraged to gain optimal insight on the candidate's fitment.

7.2.2. The relevant hiring manager/Department Head (Band 3 or 4) must engage with the individual for at least one assessment (interview or otherwise)

7.2.3. Assessors must document insights and observations from all interactions with the candidate in the relevant template and share with the talent team member facilitating the assessment.

7.2.4. Candidates may need to travel outside of their current location to participate in the assessments for selection. The organization would provide travel and lodging support as per organizational travel, reimbursement, and accommodation policy for the relevant Band in such instances.

7.3. The compensation to be offered to a selected candidate would be calibrated to the median per day CTC of the band most compatible with complexity of the assignment for which the consultant's services are enlisted.

7.3.1. This would be based on triangulation between the respective Department Head (Band 4 or above) and Talent Lead (Band 3 or above)

7.3.2. This compensation may be revised annually based on performance and relevance of skills offered by the consultant.

7.4. Considering observations and recommendations from the assessment process, and a clearly defined scope of work, an offer could be made to the individual.

Offer Letter for selected consultants may be approved by Band 3 or above of Big Bet Talent Team and the respective Department Head (Band 4 or above) as per the matrix defined below:

| Monthly Fees | Function Approver | HR Approver |
|--------------------|-----------------------------|-------------------------------|
| Upto 1 lac | Band 4 (Head of Department) | Big Bet Talent Lead (Band 3+) |
| 1 lac to 1.25 lacs | Band 4 (Head of Department) | Big Bet Talent Lead (Band 3+) |
| > 1.25 lacs | Band 5+ (Big Bet Head) | PF Head of Talent (Band 4+) |

7.5. The offer letter will be shared with the individual over email. The offer made will be subject to the candidate qualifying document, reference and background verification to be done post the acceptance of the offer.

7.6. Individuals who have engaged in any 1on1 or group interaction with representatives of the organization, if not selected for any open position, may be notified via email of the same. Such individuals may be reconsidered for any other suitable positions in the future so long as the rejection was not based on any behavioral/ethical/cultural incompatibility with the organization.

8. Selection Process for Re-hiring of Ex-Employees:

8.1. Any ex-employee of the organization may be considered for current open positions (Regular, FTEC or consultant positions) within the organization unless they are employees who went absconding or were terminated under disciplinary action or for misconduct, in which case they will not be eligible for re-hiring.

8.2. Ex-employees being considered for re-hiring would undergo a comprehensive assessment process applicable for the respective band-grade as per the organizations process. Before proceeding to process the individual’s candidature, the talent team is advised to:

- 8.2.1. Review Exit interview notes (where available)
- 8.2.2. Conduct an internal reference check of the individual through a previous Department Head (Band 3 or above)
- 8.2.3. Document observations from these conversations as part of the individual’s assessment process to be considered at the time of final approval.

8.3. The Compensation and Band-Grade proposed for the individual would be based on the time elapsed since last working date of the individual and the time of current offer:

8.3.1. When re-hiring an ex-employee within 0 to 2 years of last date of working with the organization:

- a) The individual would be offered the same band-grade as last held.

- b) If one annual appraisal has passed, the compensation may be corrected to include the average increment of the past year.

8.3.2. When re-hiring an ex-employee after more than 2 years of last date of working with the organization:

- a) The individual may be considered/ may apply for a band-grade higher than their last position held.
- b) The individual's band-grade fitment will be evaluated as that of any new candidate.
- c) The individual's last drawn compensation would be calibrated based on fitment to the role and internal benchmarks.

9. Background and Reference Checks:

9.1. Completion of Background and Reference check is mandatory for all individuals recruited into the organization.

9.2. The background and Reference checks for Band 0, 1 would comprise of the following by the Big Bet Talent Team:

- 9.2.1.** Basic verification of PAN, Aadhar, marksheet, previous salary slips.
- 9.2.2.** Qualitative check from at least two references (previous managers worked with) provided by the candidate.
- 9.2.3.** Background check with HR Team of the last employer.
- 9.2.4.** PoSH, Child Safeguarding, criminal investigation self-declaration to be made by candidate will be mandatory.

9.3. The background and Reference checks for Band 2 and above would comprise of the following:

- 9.3.1.** Detailed background verification by third party vendor.
- 9.3.2.** Detailed reference checks by Talent Team members (Band 2 and above) with 3 managers the candidate reported to and 1 person who has reported to the candidate.
- 9.3.3.** Background check with HR team of the last employer.
- 9.3.4.** PoSH, Child Safeguarding, criminal investigation self-declaration to be made by candidate will be mandatory.

10. Probation:

10.1. All individuals on Regular and FTEC employment modes will be on probation during the initial period of joining the organization as specified in the employment contract.

10.2. The organization's engagement with the individual may be terminated on immediate notice in the probation period.

10.3. During the probation period, it is recommended for the individuals to have clearly defined KRAs and a routine of monthly check-ins with their reporting manager.

10.3.1. The manager is advised to set up a process of the manager, 2 peers and 2 direct reports of the individual (if applicable) to submit monthly progress reports on pre-identified progress indicators to Skip-Level Manager and Talent Lead of the respective Big Bet.

10.3.2. By the end of month 3 of probation, Managers are advised to conduct a mid-review with the skip level manager and relevant Big Bet Talent team member to summarize the individual's

progress in adapting to the culture of the organization and performing at par with standards expected of their role.

10.4. At the end of the probation period, the manager, skip-manager and Big Bet Talent Team member would conduct a review on the parameters of acculturation and performance as above.

10.4.1. If during the review, it is found that the individual may need some more time to integrate with the organization, the probation period may be extended by a maximum of 3 months with the approval of the Head of Department (Band 4+)

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| Policy # | HR/Separation/05/2023 |
| Total Pages | 04 |
| Effective Date | 1 st August 2023 |
| Originating Department | Human Resources |

Separation Policy

1. Objective of the Policy

1.4. The Separation Policy provides guidance and principles for carrying out fair and efficient separation/exit procedures for members of the organization.

2. Scope of the Policy

- 2.1. The provisions outlined in this policy apply to all employees of Piramal Foundation (replace with relevant legal entity) hereafter referred to as the 'Organization' through regular full-time, or fixed-term contracts.
- 2.2. This policy is not applicable to employees associated with the organization as Consultants, Gandhi Fellows or Karuna Fellows.
- 2.3. The terms of this policy may be updated from time to time based on organizational needs or changes in legal regulations.

3. Separation Policy:

Separation of an employee from the organization can be initiated in any of the below situations:

3.1. Resignation

- 3.1.1. Resignation is a voluntary act initiated by an employee to conclude their contract with the organization.
- 3.1.2. Employee are advised to have at least one conversation with their reporting manager and/or with their respective member of the HR Team before tendering a formal resignation.
- 3.1.3. For the resignation to be considered formal, employees would be required to tender their resignation in writing per email/letter to their reporting manager with while keeping the respective HR team member in the loop.
- 3.1.4. Upon acceptance of the resignation by the reporting manager, the employee would be needed to serve notice period as mentioned in their appointment letter.

a) The notice period would differ as per Band and may be reduced/extended by mutual agreement upon:

| Band | Notice Period (Calendar Days) | Approver of Waiver/Extension |
|--------|-------------------------------|------------------------------|
| Band 0 | 30 days | Band 4 |
| Band 1 | 30 days | Band 4 |

| | | |
|---------|---------|-----------------|
| Band 2 | 30 days | Band 4 |
| Band 3 | 60 days | Head of Big Bet |
| Band 4+ | 90 days | Head of PF |

b) If available and upon prior written approval, accumulated leave balance could be adjusted against the notice period as per provisions below:

| Band | Leave Adjustable Against Notice Period (Working Days) | Approver |
|---------|---|-----------------|
| Band 0 | 10 days | Band 4 |
| Band 1 | 10 days | Band 4 |
| Band 2 | 10 days | Band 4 |
| Band 3 | 20 days | Head of Big Bet |
| Band 4+ | 20 days | Head of PF |

3.2. Termination by Management:

3.2.1. The services of an employee may be terminated by the Management without assigning any reason by serving the concerned employee the notice for the applicable notice period or by making payment of salary in lieu of the applicable notice period.

3.2.2. The services of an employee may be terminated with immediate effect without any notice or notice pay in case the employee indulges in any act of misconduct inter alia those mentioned below viz:

- (a) Dishonesty
- (b) Disobedience
- (c) Indiscipline
- (d) Disorderly behavior
- (e) An act of Sexual Harassment
- (f) An act of moral turpitude
- (g) Absence from duty without prior permission, authorization, or sanction
- (h) Violation of any other Policy/Rule/Regulation, terms and conditions or committing any other misconduct.

*NOTE: The aforementioned list is only illustrative and not exhaustive.

3.2.3. The services of an employee are liable to be terminated without any notice, if any information tendered by the employee in its application and/or other documents submitted by the employee for employment based on which appointment is made, is found to be false, misleading, or if certain facts are found to have been omitted or exaggerated.

3.2.4. Termination by management may be in the event of the employee's role being made redundant due to project closure or due to redundancy of the work /responsibilities the employee has been carrying out.

- a) On recommendation of the Big Bet Head and Talent Team and a review by the Central Talent Team of the principles and frameworks used.
- b) In such cases, the employees would be served a notice period as mentioned in the appointment letter or compensation in lieu thereof.

- c) Provisions for employees in such roles to move to other open positions across the organization based on availability of opportunity and fitment of capability to other roles will also be explored before termination of employment.

3.2.5. Communication to employees in the above instances will be through the BB Talent Lead (Band 3) over email with last working day of the member and details of the process with the relevant member of management (Band 4+) in the loop.

3.3. Retirement

3.3.1. The separation of employees who have attained the age of superannuation shall be initiated via retirement.

3.3.2. The retirement age for all staff has been set as 58 years.

3.3.3. The Big bet HR will initiate the process 1 month in advance of the date of retirement.

3.3.4. The date of retirement will be the last working day of the month in which the employee attains the age of 58 years.

3.3.5. At the time of superannuation, the employee's Full and Final Settlement must be processed, paid, and settled.

3.4. Demise

3.4.1. In the unfortunate event of demise of an employee the separation process shall be initiated.

3.4.2. The HR will initiate and conclude the process of full & final settlement. The pay-out will include the Full and Final Settlement and insurance pay-outs as per the applicable insurance policy.

3.5. Absconding Employees

3.5.1. Employees continuously absent without notification and lack of contact with anyone from the organization in official capacity for 7 calendar days will be considered absconding.

3.5.2. For such employees, 3 attempts be made to communicate/connect post 7 days calendar days from the last date of contact with the employee.

a) On Day 8 post last date of contact, HR member/ Reporting Manager will attempt to connect with the employee through call and email.

b) Day 11 post last date of contact HR member will send an official written letter on the last known address of the employee on behalf of the organization.

c) Day 18 post last date of contact, HR member will send an official written letter on the last known address of the employee on behalf of the organization.

d) Day 30 post last date of contact, HR members will send a Termination letter by registered post on the last known address of the employee on behalf of the organization.

3.5.3. In case of employees considered absconding from work, the organization has the right to withhold full and final settlement of pay, experience letter and any other documentation of the absconding member.

3.5.4. In case of employees considered absconding from work, the organization has the right to recover from the employee if they are in possession of organization property such as Cash,

Laptop, Dongle, phone etc. or are found to be misusing organizational information/assets/networks/intellectual property.

3.6. Full and Final Settlement:

- 3.6.1.** The full and final settlement process is initiated after the completion of No-Dues formalities by the employee.
- 3.6.2.** The No-Dues formalities to be completed before the last working day by the employee include:
 - a) Submission of organisational assets (such as laptop, sim card, dongle etc.) / Employees would have the option of retaining their laptop for a nominal price subject to approval by relevant teams (Tech, Admin, HR, Finance)
 - b) Submission of reimbursement forms with required approvals for clearance.
 - c) Submission of expense reports with bills and required approvals for clearance.
 - d) Handover of ongoing work/project/assignment and any data /information related to the same.
- 3.6.3.** On the last day of exit, employee`s access to the physical or virtual workplace would be revoked including de-activation of the following as applicable:
 - a) Biometric access
 - b) Official email id
 - c) Official phone number
 - d) Signatory/Approver Privileges
- 3.6.4.** Full and final payment will be made within 15 days from day of completing exit formalities and no dues clearance.

3.7. Exit Interview:

- 3.7.1.** Employees undergoing voluntary separation through resignation are recommended to participate in exit interview process.
- 3.7.2.** Exit interview may be conducted through a virtually administered feedback questionnaire or through a personal interview.
- 3.7.3.** Personal Exit interviews may be conducted by different people based on the band of the exiting employee:

| Band | Exit Interviewer |
|---------|-------------------------------|
| Band 0 | Big Bet HR Band 2 |
| Band 1 | Big Bet HR Band 2 |
| Band 2 | Big Bet HR Band 3 |
| Band 3 | Big Bet FG3 Band 4 |
| Band 4+ | PF Head of Talent/ Head of PF |

- 3.7.4.** Exit interview conversations may sometimes result in the retention of the employee. In such cases, the reporting manager of the resigned employee may decide to retain the employee, after discussion and approval from the skip level manager of the resigned employee and the Big Bet Head of Talent Team.
- 3.7.5.** Any exceptions to this process may be made with approval from the head of Talent for Piramal Foundation.

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| Policy # | Finance/Travel/06/2023 |
| Total Pages | 05 |
| Effective Date | 1 st August 2023 |
| Originating Department | Finance |

Travel Policy

1. Objective of the Policy:

- 1.1. The objective of this policy is to serve as a guideline for procedures to be followed for official travel and claiming reimbursement of travel related expenses.
- 1.2. Travel provisions are created with the intent to ensure safety and comfort of members of the organization while traveling for work commitments.
- 1.3. These provisions are for employee wellbeing and must not be construed as a matter of right.
- 1.4. These provisions are also outlined with the belief that employees will apply reasonable discretion keeping in mind the guidelines of this policy while incurring expenses of making use of these provisions.
- 1.5. Certain provisions outlined in this policy may be refused or revoked in the event of any exigencies of work.

2. Scope of the Policy:

- 2.1. The provisions outlined in this policy apply to all employees of Piramal Foundation (replace with relevant legal entity) hereafter referred to as the 'Organization' through regular full-time, or fixed-term contracts or as Consultants.
- 2.2. The organization's office/routine place of work in the base location of the employee is defined as their workplace. Any travel from residence to the workplace or vice versa is excluded from this policy. The employee may not avail Travel Desk support for travel in such cases.
- 2.3. The terms of this policy may be updated from time to time based on organizational needs or changes in legal regulations.

3. Planning for Travel:

- 3.1. The organization's designated travel Desk team has been set up to support members with all travel arrangements, changes, or cancellations, including Air Travel, Train Travel, Vehicle Rentals and Lodging arrangements.
- 3.2. Employees are advised that all travel requests be shared with the organization's Travel Desk with relevant approvals 30 days in advance of the date of travel for smooth bookings as much as possible. A minimum of 3 days' notice from the date of request to the date of travel is strongly recommended.

- 3.3.** Employees making a request for travel must also share the Travel Request Form mentioning details of Travel.
- 3.4.** In case of an emergency, if employees need to make their own bookings for travel/stay, they may do so with the approval of the relevant Band 3 or 4. Expenses made on such bookings may be claimed as reimbursements.
- 3.5.** In case of cancellation it is advisable to notify the Travel Desk formally through an email at least 2 days in advance of the planned date of travel/hotel booking.
- 3.6.** In case of Group Travel Plans for a workshop or any other such event, the team planning the travel is requested to inform the travel desk at least 20 days in advance of the date of travel.
- 3.7.** In case the employee is traveling with family members, all expenses of family members would be borne by the employee. This would not apply to the expenses of family members covered by the relocation policy.

4. Modes of Travel:

- 4.1.** Annexure 1(A) outlines the eligibility across travel modes of members of Band 0 and Band 1.
- 4.2.** Annexure 1(B) outlines the eligibility across travel modes of members of Band 2, 3 and 4.
- 4.3.** Annexure 1(C) outlines the eligibility across travel modes of members of Band 5 and above.
- 4.4.** It is advisable that employees make their travel requests at least a month in advance of the projected date of travel as much as possible to maximize the probability of obtaining the cheapest fare available for the eligible mode of travel for the chosen itinerary.
 - 4.4.1.** Irrespective of eligibility, members across bands are advised to explore train travel for distances under 400 kms in options like Shatabdi/Vande Bharat.
 - 4.4.2.** Employees are advised to keep a window of at least 7 days from the date of request and planned date of travel by Air, especially during festivals/holidays.
 - 4.4.3.** In case of deviation of seat class for rail travel for any band-grade will be recommended by travel desk based on the availability, such decision can be taken by Admin Head.
 - 4.4.4.** In case travel time through recommended medium by Band 0 travel exceeds 8 hours they may request for travel arrangements to be made by 3rd AC

5. Accommodation:

- 5.1.** The organization intends to ensure that accommodation provided to all employees must be hygienic, safe, comfortable and of good quality.
- 5.2.** If under any circumstances, two or more employees are accommodated in one room:
 - 5.2.1.** Tariff applicable will be higher of the tariffs based on the Band of either employee.
 - 5.2.2.** Room-sharing will only be with people of the same gender.
- 5.3.** In case an employee has relatives or friends at a visiting location and wishes to make their own (non-commercial) arrangements for lodging, they are welcome to do so. No allowance/reimbursement will be applicable in such cases.

6. Taxi Bookings:

- 6.1.** Employees are advised to use locally available taxi services for Airport Pick-Up and Drop Services to the extent possible.
- 6.2.** For flights scheduled before 6 am or after 8 pm, a Taxi could be booked using the Travel Desk.
- 6.3.** The type of car to be booked for travel will be identified by the Travel Desk keeping in mind the safety of the employees and economical use of finances.
 - 6.3.1.** Smaller cars may be preferred for the travel of 1 to 3 members.
 - 6.3.2.** SUV vehicles may be booked for travel of 4 or more people.
- 6.4.** Employees in Band 2 or above participating in meeting/events more than 80 kms (two ways) distance may request the local Admin Team for transportation arrangements to be made with at least one day notice.
 - 6.4.1.** Corporate Car Services for local travel may be availed by employees only if the meetings to be attended are in the city outskirts or within 80 kms (two ways). Local travel requests to be sent to the regional admin at least one day in advance.
 - 6.4.2.** It is advised that requests for Taxi services through Travel Desk for Intercity/Intracity travel be made only when there is no other mode of transport available. The travel desk would check train/bus service availability before booking in such cases.

7. Approval of Travel Requests:

7.1. Employees must seek approval for travel and stay arrangements from:

- 7.1.1.** Band 2 for Band 0, Band 1 members
- 7.1.2.** Band 3 for Band 2 members
- 7.1.3.** Band 4 for Band 3 members
- 7.1.4.** Self-approval for Band 4 and above members

7.2. Employees must seek approval for Air Travel from:

- 7.2.1.** Respective Heads of Department (PD or CTM, Band 3 or above) for Band 0 and Band 1 members in any of the following instances:
 - a) If train connectivity does not exist between the source and destination.
 - b) If travel time exceeds 08 hours by road or rail.
 - c) If train tickets are not available in Tatkal.
 - d) If (for urgent travel) the employee will not be able to reach a workshop/meeting via train or road on time.
 - e) If the employee has a health constraint not conducive to the eligible mode of travel
 - f) In emergency situations to ensure safety of employees
- 7.2.2.** Respective Band 3 for Band 2.
- 7.2.3.** Self-Approval basis for Band 4 and above members only

- 7.3.** In instances where a travel request may need to be budgeted in a cost-center that is different than the employee's cost-center, an approver of the appropriate Band mapped to the relevant cost-center may approve the travel request.
- 7.4.** Any exceptions to the booking of employee travel or stay as defined by this policy may only be made with the approval of the relevant head of Department (Band 4 or above).
- 7.5.** Employees are advised to seek re-approval of travel plans from the relevant approvers in case of any significant changes to travel plans post approval of the original plans.
- 7.6.** In case an employee needs to travel to a location outside of India while representing the organization, travel arrangements may be made only post approval from the head of Piramal Foundation.
- 7.7.** Employees relocating to another location may not avail/ claim personal travel expenses. They may avail of provisions mentioned in the relocation policy.

Travel Policy

Annexure 1: Modes of Travel

| Entities | Band 0 | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 |
|--------------------|----------------------------|---------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Air Travel | On exception | On exception | Economy | Economy | Economy | Economy | Economy | Economy |
| Rail Travel | Sleeper/3 rd AC | 3 rd AC/ AC CC | 2 nd AC/ AC CC | 2 nd AC/ Exec CC | 2 nd AC/ Exec CC | 2 nd AC/ Exec CC | 2 nd AC/ Exec CC | 2 nd AC/ Exec CC |
| Road Travel | Bus/ Shared Taxi/Auto | Bus/ Taxi/ Auto | Taxi/Own Car/Auto/ Bus/CCS | Taxi/Own Car/Auto/ Bus/CCS | Taxi/Own Car/Auto/ Bus/CCS | Taxi/Own Car/Auto/ Bus/CCS | Taxi/Own Car/Auto/ Bus/CCS | Taxi/Own Car/Auto/ Bus/CCS |

Annexure 2: Eligibility for Accommodation

| City Category | Band 0 | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|
| A+: Bangalore, Mumbai | 3500 | 5000 | 6000 | 7000 | 7000 | 7000 | 7000 | 7000 |
| A: Chennai, Hyderabad, Kolkata, Delhi, Pune, Ahmedabad, Cochin | 2500 | 3000 | 4500 | 5500 | 6500 | 6500 | 6500 | 6500 |
| B: Total 44 cities | 2200 | 3000 | 4000 | 4500 | 5500 | 5500 | 5500 | 5500 |
| C: 156 cities | 1500 | 2500 | 3000 | 3500 | 4700 | 4700 | 4700 | 4700 |

| | |
|-------------------------------|-------------------------------|
| Policy # | Finance/Reimbursement/02/2023 |
| Total Pages | 04 |
| Effective Date | 1 st August 2023 |
| Originating Department | Finance |

Reimbursement Policy

1. Objective of the Policy:

- 1.1. This policy establishes guidelines that would enable employees to avail reimbursement of various expenses made in the context of their work.
- 1.2. Re-imbursement provisions are designed as a provision for employees to manage their finances while ensuring effective discharge of their work responsibilities.
- 1.3. Certain categories of reimbursement may be refused or revoked in the event of lack of necessary approvals or lack of relevance to the employee’s work responsibilities.

2. Scope of the Policy:

- 2.1. The provisions outlined in this policy apply to all employees of Piramal Foundation (replace with relevant legal entity) hereafter referred to as the ‘Organization’ through regular, full-time, or fixed-term contracts or as consultants.
- 2.2. The organization’s office/routine place of work in the base location of the employee is defined as their workplace. Any travel from residence to the workplace or vice versa is excluded from this policy. The employee may not avail reimbursement for travel in such cases.
- 2.3. The terms of this policy may be updated from time to time based on organizational needs or changes in legal regulations.

3. Reimbursement of Expenses on Meals:

- 3.1. Table 1 below outlines the prescribed limits for reimbursement of expenses made on meals by employees.

| City Category | Band 0 | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 |
|---------------|--------|--------|--------|--------|--------|--------|--------|--------|
| A+/A/B | 1200 | 1200 | 1200 | 1800 | 1800 | 1800 | 1800 | 1800 |
| C | 900 | 900 | 900 | 1200 | 1200 | 1200 | 1200 | 1200 |

Table 1: Per Day Upper Limit for Reimbursement of Expenses on Meals

- 3.2. The employee cannot claim reimbursement of expenses made on alcoholic beverages.
- 3.3. Re-imbursement of expenses above the amounts mentioned may only be requested upon approval as exceptions by the head of department (Band 4) or the CFO for Piramal Foundation
- 3.4. Meal and laundry reimbursement amounts mentioned in this policy are maximum limits. Reimbursements (less than or equal to maximum limits) will be made to employees for actual amounts based on bills/invoice submitted by them.

3.5. The amounts mentioned for meals in this policy are inclusive of taxes while for laundry and accommodation are exclusive of taxes.

3.6. In case an employee makes expenses for self and other colleagues, the entire bill may be claimed for reimbursement by one person.

3.6.1. The names and bands of all employees who were part of the group must be mentioned in the bill description.

3.6.2. The limit of reimbursement for such a bill will be the total meal allowance applicable to all members of the group.

3.7. Expenses made on meals while traveling outside of the employee's base location may be claimed for re-imburement by the employee.

3.7.1. For expenses made on meals for travel under 7 days in duration, employees are encouraged to make out of pocket expenses for their meals, which could be claimed later through reimbursement process.

3.7.2. Expenses made on meals may be claimed only if meals are not already included in the price of the airfare or hotel or other arrangements made by the organization.

3.7.3. Employees are advised to attach the ticket for mode of travel used along with the expense report to enable verification of time of travel.

3.7.4. In instance where the employee's working day (including trave time) exceeds 12 hours, the employee may claim reimbursement for Breakfast, Lunch and Dinner.

3.7.5. Any expenses made while visiting family/relatives during travel for work may not be claimed for reimbursement.

3.8. Expenses made on meals within the employee's base location may be claimed for re-imburement by the employee.

3.8.1. Such claims may be made only if the working day extends beyond 8 hours.

3.8.2. Reimbursement of expenses may be claimed for expenses made in or outside the office premises while engaged in work assignments.

3.8.3. These claims would need to be approved by the reporting manager and supported by the submission of bills.

3.9. Expenses made on meals with external stakeholders may be claimed as reimbursement subject to submission of bills and approval of reporting manager.

3.9.1. In case an employee makes expenses for multiple team members participating, the entire bill may be claimed for reimbursement by only one person in the group. It is advisable that the employee claiming the reimbursement be the most senior employee in the group.

3.9.2. Employees must specify the names of attendees, titles, affiliations/business relationship, location, as well as the specific business purpose for the meal in the Expense Report.

3.9.3. Employees are advised to attach a justification note confirming that the meals were for business purposes.

4. Reimbursement of Expenses on Travel:

4.1. Expenses incurred during local travel and outstation travel may be claimed as reimbursement by employees based on the expense guidelines defined by the Travel policy.

4.1.1. Employees must submit relevant bills to support expenses claimed as reimbursement using the reimbursement form and with the approval of the relevant approver based on the nature of expenses claimed as reimbursement.

4.1.2. Employees are advised to get a bill/receipt for all local transport to the extent possible. In the absence of a bill/receipt, the employee could share a statement describing the start and end point, purpose, and expense of the trip to claim reimbursement.

4.1.3. Employees operating from base locations required to attend meetings with govt depts/other agencies may use metered taxi/personal vehicle. The expenses in such instances may be claimed as reimbursement in actual by producing bills in case of metered taxi and in case of personal vehicle per km rate as per the travel policy.

4.1.4. Employees are encouraged to utilize the mode of transport listed in the travel policy as per their band or below to the extent possible.

a) If the suggested mode of transport is not easily accessible, the employee may avail another mode of transport and claim reimbursement with the approval of their reporting manager along with justification note.

b) Employees are advised to consider pooling the mode of transport (especially taxis) with other colleagues from a safety and cost effectiveness perspective. Claim for reimbursement of employee use of Taxi by Band 1 and below may be made with the approval of the respective Head of Department (Band 4) along with justification note.

4.2. Employees may claim expenses incurred on Taxi services for the purpose of local meetings/short distance travel as reimbursements.

4.2.1. Expenses made using metered taxi/online taxi services may be claimed as reimbursement on actuals.

4.2.2. If public transportation is not accessible or safe to travel, employees are recommended to utilize Travel Desk or Local Admin support to make local travel arrangements based on the approval of their Band 3 or Band 4 as relevant.

4.3. Employees may claim expenses incurred for the purpose of local meetings/short distance travel using own vehicles as reimbursements.

- 4.3.1.** Travel by own vehicle would only be permitted when it is both economical and practical. Employees are advised to ensure this assessment is discussed and agreed with their reporting manager before embarking on travel.
- 4.3.2.** The use of own vehicle for travel on organization’s business, either on an occasional or continual basis, is at the owner's risk and organization would not reimburse expenses or losses incurred because of mechanical failure, road hazards, traffic or parking violations or accidents. Employees are advised to exercise all precautions and always follow road safety rules.
- 4.3.3.** In case a component of cost of fuel is already incorporated in the employee’s CTC, or the employee is using an organizational vehicle for which the fuel cost is already borne by the organization, they would not be eligible to claim reimbursement of expenses incurred while traveling with own vehicle.
- 4.3.4.** Expenses made while traveling in the employee’s own vehicle may be claimed as reimbursement as per the per km rate specified. The employee is advised to submit a logbook mentioning the purpose of travel, total run KM of day to support the reimbursement of this amount.

| If Own Vehicle Chosen | Band 0 | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 |
|-----------------------|----------------|----------------|----------|----------|----------|----------|----------|----------|
| Own 2-Wheeler | Rs.5/km | Rs.5/km | Rs.5/km | Rs.5/km | Rs.5/km | Rs.5/km | Rs.5/km | Rs.5/km |
| Own 4-Wheeler | Not Applicable | Not Applicable | Rs.15/km | Rs.15/km | Rs.15/km | Rs.15/km | Rs.15/km | Rs.15/km |

- 4.3.5.** Parking charges and Toll Tax will be reimbursed based on actuals upon provision of supporting bills and approval by reporting manager.

5. Reimbursement of Laundry and Dry-Cleaning Expenses:

- 5.1.** Employee traveling consecutively for 3 days or more may claim expenses incurred in Laundry and dry cleaning as reimbursement as per the following rates:

| Laundry | Band 0 | Band 1 | Band 2 | Band 3 | Band 4 | Band 5 | Band 6 | Band 7 |
|----------------------|--------|--------|--------|--------|---------|---------|---------|---------|
| Per Day Limit | Rs.150 | Rs.150 | Rs.150 | Rs.150 | Actuals | Actuals | Actuals | Actuals |

- 5.2.** Laundry charges may be reimbursed only in case of travel more then 3 days in duration.
- 5.3.** Reimbursement would be made upon submission of actual bills and approval of the respective reporting manager.