



HUMAN RESOURCE POLICY

Tata Investment Corporation Limited

1. Policy Statement and Purpose

The **Human Resource Policy (Policy)** of **Tata Investment Corporation Limited (TICL)** and its subsidiary(ies) (henceforth referred to as Company) sets out mutual expectations for the Company and its employees. This Policy sets out the employee's expectations from Company and the responsibilities & qualities that are expected from them while performing their duties.

2. Scope & Applicability

This Policy applies to all employee TICL and its subsidiary(ies) across designations including interns and contractual employees.

This Policy will be reviewed and updated from time to time to ensure that it is current. All updates and revisions to the Policy will be approved by the Board of Directors (Board) of the Company and/or its delegated **Nomination and Remuneration Committee (NRC)** and/or the **Executive Director** and **Chief Financial Officer** of the Company.

All such amendments to the Policy shall be recorded in in the *"Document Change Control"* section.

3. Core Principles

3.1. Equal Opportunities Employer

The Tata Group is committed to providing equal opportunities in employment and creating an inclusive work environment. According to Section D of the Tata Code of Conduct (TCoC), The Company shall strive to provide:

- a) Equal opportunities to all employees and to all eligible & qualified applicants for employment in the Company.
- b) To not unfairly discriminate on any ground, including race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin, disability, or any other category protected by applicable law.
- c) When recruiting, developing, and promoting employees, the Company's decisions will be based solely on performance, merit, competence and potential.
- d) Shall have fair, transparent, and clear employee policies which promote diversity and equality, in accordance with applicable law and other provisions of this Code. These policies shall provide for clear terms of employment, training, development and performance management.

3.2. Dignity and Respect

- a) The Company's leadership is responsible for creating a conducive work environment built on tolerance, understanding, cooperation and respect for individual privacy.
- b) Everyone in the work environment shall be treated with dignity and respect.
- c) The Company does not tolerate any form of harassment, whether sexual, physical, verbal or psychological.
- d) The Company shall have a fair disciplinary procedure, which necessarily include an employee's right to be heard.
- e) The Company shall respect its employees' right to privacy and have no concern with their conduct outside our work environment, unless such conduct impairs their work performance, creates conflicts of interest, or adversely affects the reputation or business interests of the Company.
- f) Inform employees of certain behaviour that is unacceptable, and measures that the Company may take for deviant behaviour towards employees.

3.3. Non-Discrimination

The Company shall not discriminate directly or indirectly against any employee or job applicant on any grounds including on the grounds of age, colour, physical ability, ethnic origin, nationality, religion, gender, family status, marital status, pre-natal status, gender re-assignment, and/or sexual orientation or gender identities (LGBTQA+).

3.4. Bullying and Intimidation

The Company promotes a harmonious working environment in which all employees are treated with dignity and respect. The Company has a zero-tolerance policy towards bullying and harassment.

3.5. Commitment to Diversity, Equity, and Inclusion (DEI)

The Company is committed to strengthening diversity, equity, and inclusion at the workplace through an enabling environment, supportive work life policies for employees and a culture that welcomes differences and creates a sense of belonging. The Company shall strive to create a work environment where all employees can develop and grow to achieve their full potential.

3.6. Affirmative Action

The Group is a proponent of social equity. The Company recognizes that diversity in the workplace positively impacts business. The Company will ensure equal employment opportunities and provide training to develop the socially disadvantaged. The Company will volunteer its training resources to the extent possible to improve employability of disadvantaged sections of society. The Company will encourage business partners from socially disadvantaged communities through monitoring and inclusion on the basis of equal merit. The Company will assist in upward mobility of talented youth from marginalized communities by increasing their access to quality higher education.

3.7. Health & Safety

The Company is committed to providing a safe and healthy working environment and achieving an injury- and illness-free workplace. To meet the commitment, the Company will:

- a) Recognise safety and health as an integral part of operations.
- b) Comply with applicable regulatory safety and health requirements.
- c) Impart appropriate training and develop skills by engaging employees to help them work safely.
- d) Assess risks and provide controls for safety and health hazards in operations and activities.
- e) Influence our business partners in enhancing their Safety and Health standards.

3.8. Forced & Child Labour

The Company prohibits the use of all forms of forced labour including any form of human trafficking. Further, the Company strictly does not hire any individual who is under 18 years of age for any position.

3.9. Data Privacy

The Company has instituted adequate IT infrastructure and necessary procedures to ensure that the privacy rights of its employees (present & former), contractual employees, interns and potential job applicants are protected at all times and in accordance with applicable laws.

3.10. Training and Skill-development

The Company provides resources (both in-house and external) for training and development of employees through functional and leadership skill enhancements which will enable employees to multi-skill themselves from time to time.