



Reliance Infrastructure Limited

Introduction

Prepared & Issued by	Date of Implementation	Version
Corporate HR Reliance Infrastructure Ltd.	01.06.2024	5.0

Introduction

1. Purpose and Scope

The Human Resource Policy is necessary to set consistent standards for Employee Governance and Procedures to ensure that the employee life cycle (Hire to Exit) is managed in a consistent, timely and fair way. This will help employees achieve and maintain high standards of conduct, engagement, morale and performance and minimize the risk of non-compliance.

1.1. Responsibility

HR has the primary responsibility for designing and monitoring the implementation of these Policies. Respective Business / Function Heads are jointly responsible to ensure that the policies are implemented in its true spirit.

2. Coverage

These Policies apply to all employees, OSDs, consultants, trainees and interns of Reliance Infrastructure Ltd. and its Group / Associate Companies, both existing as well as those which will be formed as per business requirements.

3. Confidentiality

This HR Policy Manual is the property of R-Infra and the details contained herein should be treated with the utmost confidentiality and the contents should not be reproduced in part or in full without the prior written permission the Chief Human Resource Officer (CHRO).

This Policy and its content should not be distributed to any person outside the company.

4. Guiding Principles of the Policy

The policy is designed keeping in mind the following principles:

- 4.1. Local Compliance and Law of the Land – The Company will comply with all the applicable labor laws and Regulations of the land and expects its employees to conduct business in accordance to the organizational values.
- 4.2. Equal Opportunity Employer – R-Infra is an equal opportunity employer and is committed to treating job applicants and employees equally irrespective of colour, creed caste, race, religion, nationality, ethnic origin, sex, marital status/ Relationship status disability or age.

5. Dispensation / Policy Revision

5.1. Dispensation

Dispensation cannot be granted for this policy unless there is a conflict with the regulator or statutory requirements or there is a genuine need for dispensation on humanitarian or other valid grounds to be approved by CEO R-Infra.

5.2. Policy Revision or Change in Policy

Annual review of the policy will be undertaken by the HR Department under the leadership of the CHRO, which will incorporate revisions and changes as appropriate with necessary approval of the CEO R-Infra.

6. Key Definitions

6.1. Company /Organization

Refers to Reliance Infrastructure and all its Group Companies and excludes any other associates / vendor partners.

6.2. Employee

Refers to the person who is employed in the Company/Organization and is on payroll of the Company.

6.3. Reporting Manager

This refers to the person the employee directly reports to.

6.4. Function Head (HOD).

This refers to the person who is leading the entire Department / Function in the Organization.

6.5. Employer

“Employer” refers to the company/organization’s authorized representative with respect to providing Employment, whether directly (on payroll) or indirectly (consultant/ advisor etc.) or provides training (Article / Trainee/ Intern etc.), on behalf of the company/ organization by way of a vacancy / need to carry out a specific or specialized work.

6.6. Consultant/ Advisor

A Consultant /Advisor is a person who provides professional and expert advice in a particular specialized Field of work to the Organization.

6.7. Chief Human Resource Officer

The Chief Human Resources Officer is an employee who oversees all aspects of human resource management, practices and operations for R-Infra excluding disciplinary issues which are handled by the Disciplinary Committee.

6.8. Role

The “Role” of employee explains the work an employee is expected to perform. It covers the activities and accountability of the person who fills the role, as well as the skills, knowledge and characteristics required.

6.9. Probationer

An employee, who is serving a probationary or trial period in the job or position to which they are appointed.

7. Exceptions

7.1. While policies will be the guiding principles, certain exceptions to any of these policies will be made in cases of unforeseen circumstances, on a case-to-case basis. In all such cases, the exceptions will be handled by HR, in consultation with Business / Function Heads and with due approval from CHRO / CEO.

7.2. Exceptions may be required where the policies are not consistent with certain local laws or regulatory requirements. In such an event, the latter will apply.

8. Interpretation

- 8.1. The Management reserves the right to add, delete, amend, modify, change or suspend the operation of any of these Policies and procedures, keeping in mind the business exigencies, without assigning any reason thereof. If any question arises as to the interpretation of these Policies, employees are requested to contact their respective HR Department for clarifications.
- 8.2. The Management reserves the right to interpret the meaning of these policies and procedures issued herein and such interpretation shall be final and binding upon all the employees.

This revised version of the HR Policy Manual will be deemed to have come into effect from 1st July 2024.