



Reliance Infrastructure Limited

Employee Classification

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

| Title | Employee Classification |
|----------------|---|
| Version | V 5.0 |
| Creation Date | 1 st June 2024 |
| Business Scope | Reliance Infrastructure and Group / Associate Companies |
| Geographical | Across locations |

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| Responsibility | <ul style="list-style-type: none"> a. HR is responsible for the maintenance and advocacy of the Policy b. HR is responsible for compliance with local laws/ statutory requirements c. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR |
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| Assurance Check (Optional) | Head Audit |
| Policy Owner | HR Lead - Operations & Compliance |
| Final Approval | CHRO (Chief Human Resource Officer) |
| | |
| Topics | This document covers the policies and guidelines with respect to |
| | <ul style="list-style-type: none"> • Classification |
| | <ul style="list-style-type: none"> • Nature of Employment |
| | |
| Deviation | Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO |

Employee Classification

1. Classification

- 1.1. The employees of the Company shall be broadly classified as follows:
 - 1.1.1. Executives
 - 1.1.2. Management Trainees/ Graduate Engineer Trainees/ Diploma Engineer Trainees
 - 1.1.3. Trainees / Interns
 - 1.1.4. Officers on Special Duty (OSD)
- 1.2. "Executives" are those employees who are in of the Grade ranging from D-01 to A-11. Executives have been classified as follows:
 - 1.2.1. Top Management Cadre - Executives in Grade A-10 & above
 - 1.2.2. Senior Management Cadre - Executives in Grade A-07 to A-09 & M8 to M9
 - 1.2.3. Middle Management Cadre - Executives in Grade A-04 to A-06 & M6 to M7A
 - 1.2.4. Junior Management Cadre - Executives in Grade D-01 to A-03 & TR to M5
- 1.3. "Graduate / Diploma Engineer Trainees / Management Trainees" are employees with professional qualifications (such as Graduate Engineer or CA, ICWA, MBA etc.) who are provisionally appointed to undergo training in technical / managerial areas for a prescribed period of time and who may be confirmed as an Executive if found suitable on successful completion of training.
- 1.4. "Trainee / Intern" shall mean an Employee possessing qualifications as may be prescribed, who joins the company for a definite period for instruction and practical training with objective of qualifying for a professional career in the Company on completion of the training period.
- 1.5. "Officers on Special Duty" are those who officially appointed by the Company on special assignments on a full time contractual basis.

2. Nature of Employment

- 2.1. The Employees of the Company shall also be classified as follows based on the nature of employment:
 - 2.1.1. Permanent Employees
 - 2.1.2. Probationers
- 2.2. "Permanent employees" shall mean Employees who are on the the regular posts of the Company.
- 2.3. "Probationers" shall mean employees appointed provisionally and who have yet to complete the period of probation after which they may be appointed as Permanent Employees, if found suitable.

3. Amendments

- 3.1. The Company may, from time to time, amend employee classification. The Company may also appoint persons on special terms of contract whenever warranted by special requirements. These regulations shall not automatically apply to such persons except where the contract specifically provides otherwise.