



Reliance Infrastructure Limited

Employment of Employee Relatives

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

Title	Employment of Employee Relatives
Version	V 5.0
Creation Date	1 st June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none">a. HR is responsible for the maintenance and advocacy of the Policyb. HR is responsible for compliance with local laws/ statutory requirementsc. 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 – Talent Acquisition
Final Approval	CHRO (Chief Human Resource Officer)
Topics	<p>This document covers the policies and guidelines with respect to</p> <p>Implementation Guidelines</p>
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

Employment of Employee Relatives

1. Objective

- 1.1. To lay down clear guidelines on recruitment of Employee's relations in the Company and Reliance Group.
- 1.2. To institute fair, transparent and objective process for such recruitment and guidelines to be observed while in service.

2. Scope

- 2.1. This policy shall be applicable to Reliance Infrastructure Ltd. and its Associate / Group Companies.
- 2.2. This policy shall cover all levels of employees across all locations.

3. Definitions

- 3.1. Relative of Employee- means parents, direct siblings, spouse, children, in-laws: mother, father, brother, sister of the employee.
- 3.2. Related employee- means the employee whose relative is being considered for recruitment or is in service of the Company.

4. Policy

- 4.1. This policy aims to offer equal opportunities to relatives of employees on merit and put in place adequate checks and balances.
- 4.2. Any of employees relatives have the right to apply against a published vacancy in Reliance Group companies.
- 4.3. Employment for an employee's relative shall be considered purely on merit in all Reliance Group companies.
- 4.4. It shall be endeavored that such merit based recruitment of the relative is considered first in any of the Group Companies and then in the company to which the related employee belongs.

5. Implementation Guidelines

- 5.1. The end-to-end screening and recruitment process of the prospective candidate shall be in strictly in accordance with Recruitment Policy of the Company.
- 5.2. The necessary qualification, experience etc. required for the position for which the employee's relative is being considered and the assessment methodology shall not be compromised at any stage. Reference checks as may be applicable for the position shall be carried out without any deviation.
- 5.3. The related employee or employees directly reporting to him will not, in any way, be involved through out the selection process.
- 5.4. If selected for a suitable position, the recruitment shall be approved by:
 - 5.4.1. Business CEO & Head Business HR, for hiring upto VP level

- 5.4.2. Group CEO & Head Corporate HR, for hiring above VP level
- 5.5. Further, HR shall ensure that the employee and the recruited relative do not work:
- 5.5.1. in the same department at the same location.
 - 5.5.2. in positions wherein one of them may have the opportunity to supervise, check, process, approve or otherwise the work of the other employee
 - 5.5.3. in an "Auditor- Auditee" relation.
 - 5.5.4. in positions where there is potential of direct influence on salary, progress, promotion or terms and conditions of employment of either of them.
- 5.6. In case, an employee marries a co-employee during service, it shall be ensured that the two of them do not work in the same department at the same location. Also they shall not work in positions reporting to a common person. The employees should produce documentary evidence within 15 working days of such an event taking place; failing which disciplinary action may be taken.