



Reliance Infrastructure Limited

Long Service Award

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

<b>Title</b>	<b>Long Service Award</b>
Version	V 5.0
Creation Date	1 <sup>st</sup> June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

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

**Long Service Award****1. Objective:**

To recognise the continuous service rendered by an employee in the organisation.

**2. Applicability:**

To all employees who are on the rolls of R-Infra and its Associates.

**3. Recognition:**

- 3.1. A system generated mail congratulating the employee for the continuous service rendered by him / her and shall be issued by the respective Business HR and shall be given to the concerned employee by the Function/ Business/ Division/ Plant/ Project Head (preferably in a small gathering).
- 3.2. Also, Reward would be given to the employee based on the below table for successful completion of tenure with the organisation:

Tenure with Company (in yrs)	Reward
25	Rs 55,000/- one- time payment
30	Rs 70,000/- one- time payment
35	Rs 85,000/- one-time payment

**4. Process :**

- 4.1. A system generated mail shall be sent to the respective HR administrator on the date of completion of the stipulated tenure with the organisation.
- 4.2. The respective Business HR shall give intimation to the payroll.
- 4.3. In case if any of the above landmark of the Long Service Award is after separation of the employee on account of death or superannuation, but it is falling within less than six months period from the date of separation; the concerned employee shall be eligible for the corresponding one-time payment of Long Service Award.