



# ***VOLUNTEERING POLICY***

Tata Investment Corporation Limited

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**Document Change Control**

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11-Oct-23	1.0	Ankan Mondal	Amit Dalal	19-Oct-23	Approved by ED.

## 1. Policy Statement and Purpose

**Tata Investment Corporation Limited** (the “Company”) is guided by the Tata Group’s mission *“To improve the quality of life of the communities we serve globally, through long-term stakeholder value creation based on leadership with trust.”*

The Tata Group’s values and ethos of “contributing back” to society is embedded in the DNA of employees of the Company and is channelised through its volunteering initiatives. The spirit of volunteering is also enshrined in the Tata Code of Conduct (TCoC): *“We encourage our workforce to volunteer on projects that benefit the communities in which we operate.”*

This **Volunteering Policy** (Policy) is an invite to all TICL employees (current & past) and their families to participate and be a part of the several social projects that the Company engages in through its Corporate Social Responsibility initiatives and further the spirit of volunteerism in the Company.

The objective of this Policy is to align with Tata Group’s Volunteering Vision –

*“To be one of the pre-eminent global Corporate Volunteering Programmes in the world by 2025, both in terms of quality and scale”* and towards realizing this, encourage all employees to contribute at least **4 hours annually** towards volunteering.

## 2. Volunteering Essentials

A unified, vibrant, and enthusiastic approach towards volunteering across the Company will be –

- All employees & retirees, their family members and associates are encouraged to enrol and participate in the volunteering opportunities curated by the CSR team.
- Volunteers shall volunteer their time and skills towards opportunities identified and communicated by the Company/CSR team.
- Outstanding volunteers will be suitably recognised.
- Volunteering is not a part of employees’ goal sheet (i.e., it is not mandatory).
- Employees working in the CSR team are also encouraged to volunteer.
- All volunteers must adhere to the Tata Code of Conduct while engaging in volunteering activities of the Company.
- Conveyance and miscellaneous expenditures, if any, will be borne by the Company (as approved from time to time) and reimbursed on actuals to the employee.
- Employees are encouraged to list their volunteering activities as part of their developmental areas under the annual Performance Appraisal process.

## 3. Participation in Tata Group level Initiatives

The Company encourages Volunteers to not only participate in the Company’s CSR initiatives, but also engage in opportunities offered by the Tata Sustainability Group. These are as follows:

### a) Tata Volunteering Week (TVW)

- Held twice every year for duration of 01 week on pre-approved theme/s. Employees are encouraged to register themselves on the Tata Engage website (<https://www.tataengage.com/>) and participate in activities. The link information on the website is published as and when the Project is launched.

- Immediate family members can also register through the employee's official mail and be a part of this programme.
- Availability of programmes and projects will be coordinated by the CSR team and informed to the volunteers. Any cost incurred for buying give-aways such as food/essentials, gift boxes, stationery, drawing books etc. shall be borne by the Company.

**b) Tata Pro-Engage Programme (Pro-Engage)**

Pro-Engage seeks to leverage the employee skill-sets and competencies and contribute to short-term projects. Employees can suggest the projects or work on projects identified by Tata Sustainability Group (TSG).

**c) Leadership Exchange Action Programme (LEAP)**

LEAP seeks to leverage group expertise and encourage employees to take up such projects which are mutually rewarding for both employees and community at large.

The participation in the Tata group level initiatives and approval for on-duty (OD) will be solely at the discretion of the Company. These programs are announced as and when they are released by the TSG or Group.

#### **4. Code of Conduct for Volunteers**

- Employees participating in CSR volunteering are expected to conduct themselves as a responsible corporate citizen and in a manner so as to not bring disrepute to the Company or the Tata Group in any manner.
- No employee is authorized to make/give any statement to the media during the event. Any queries from the media should be directed to the Group Corporate Communications Department.
- An employee should not show any kind of affiliation to any religious or political institution.
- In case of receiving any sensitive or personal information during volunteering hours, it should be treated as confidential and should be brought to the notice of the HR Head.
- Employees will continue to be governed by Tata Code of Conduct during the Volunteering period. Employee volunteers are expected to act responsibly and in accordance with the safety norms laid down by the company or the project as the case may be.

#### **5. Annexure – Guide to Effective Volunteering**

- a) **Be selective:** Volunteers should think about what matters most and be selective about where they spend volunteering time. Projects should be chosen in a way that helps build stronger communities and enriches life at the same time.
- b) **Consider the skills that have to offer:** Find something that you enjoy doing and enhance your skills through volunteering.
- c) **Don't over-commit your schedule:** Stick to a volunteering schedule that makes sense for you and leaves you time to enjoy the activity.
- d) **Consider volunteering in a group:** Group volunteering is a wonderful way to bond with co-workers. Not only will you create lasting memories, but you will help someone in need.

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