

EMPLOYEE VOLUNTEERING POLICY

PREAMBLE:

At Trent Limited, we are committed to the Tata Group's mission of integrating environmental, social, and ethical principles into core business, thereby improving the quality of life of the communities we serve and enhancing long-term stakeholder value. At Trent, we are sensitive and concerned about the communities and region in which we operate, and believe that through sustainable measures, we would actively contribute to their Social, Economic and Environmental Development. The Tata values and the ethos of "giving back" to society is embedded in the DNA of Trent employees and is channelized through its volunteering efforts. Volunteering is also enshrined in the Tata Code of Conduct: 'We encourage our workforce to volunteer on projects that benefit the communities in which we operate.'

OBJECTIVES OF THIS POLICY:

- To align to the 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 employees to contribute at least 4 hours annually towards volunteering
- Promote a unified approach towards volunteering across Trent and build a vibrant and enthusiastic volunteering culture within the company.

SCOPE:

This policy is applicable to all Trent employees, contract staff, family members, retired employees, and temporary staff. Volunteering activities will be available to all Trent employees, irrespective of years in the company or performance rating. Trent may choose to invite other Tata Group companies to participate in volunteering activities and actively collaborate with them to promote a One-Tata approach to volunteering.

SUPPORT FROM TRENT FOR VOLUNTEERING:

- Trent's Corporate Social Responsibility (CSR) team which will provide round the year opportunities for volunteering including ways to leverage group level programmes.
- Trent's CSR team will ensure that volunteering activities are curated such that they create meaningful impact for the most vulnerable sections of society.
- The volunteering activities will be designed to be engaging and impactful and will be effectively communicated to all employees without any discrimination by the CSR team in line with the CSR policy of the Company.
- All employees are advised to seek the prior approval from their respective reporting manager.
- The CSR team will maintain records of all volunteering activities and participation of employees for the Company.
- Employees who volunteers their time and skills will be suitably recognized by the Company.
- Employees are welcome to use their holidays to volunteer at their own discretion and record the number of hours volunteered.

TYPES OF VOLUNTEERING:

Employees are encouraged to proactively contribute their time and skills towards volunteering through any of the below mentioned avenues

- **Individual Volunteering:** Employees can explore volunteering opportunities over and above the activities provided by Trent and are encouraged to report back to the CSR team on such activities initiated by employees.
- **Company's Own Volunteering Programme (CVP):** Employees can participate in volunteering activities that will be planned by the CSR team of Trent round the calendar year. These activities will be planned by company volunteering SPOCs at different locations or the CSR team at the corporate center.
- **Group level volunteering opportunities** through the Tata Engage programme managed by the Tata Sustainability Group (TSG) including –
 - Tata Volunteering Week (TVW) held twice every year (September and March) for a duration of one month, is an event-based format that brings together Tata volunteers worldwide to participate in small acts of volunteering.
 - Pro Engage the skill based volunteering programme - Pro Engage seeks to leverage the employee's skill sets and domain competencies, to contribute to short-term projects, to enable NGOs reach their goals faster. Employees can suggest the projects or work on projects identified by the TSG. These projects can be 1-6 months long.
 - Disaster Response - Trent employees will be encouraged to leverage their capabilities and competencies to respond to communities in need during disasters. TSG, through the Tata Engage platform, will through the Company volunteering SPOCs invite employees to volunteer during such crises and lend support to the company / group level disaster response plan.
(Visit www.tataengage.com to know further).

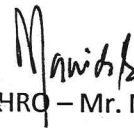
DO's AND DON'T'S

While this policy is created to encourage employees to participate actively in volunteering initiatives, it is essential to follow the code of conduct as listed below while carrying out/engaging in volunteering activities: -

- All employees must adhere to Tata Code of Conduct while engaging in volunteering.
 - Volunteers must act responsibly and sensibly towards the communities.
 - Volunteers must take responsibility for their own safety and that of their family members accompanying them for the volunteering activity. They must follow all safety requirements outlined by the volunteering partner organization.
 - Volunteers should treat every individual equally and not discriminate based on age, race, culture, disability, gender, or sexuality.
 - In case any sensitive / personal information is received during volunteering hours, it must be treated as confidential.
 - The volunteering activity should not be inconsistent with the company's present and future goals and / or adversely impact the company's reputation in any way.
 - No employee is authorized to make / give any statement to the media regarding any volunteering activities scheduled or carried out.
- Employees are encouraged to register themselves on the Tata Engage website and participate in activities. The website and link information will be published as and when TVW is launched. Immediate family members can also register through the employee's official mail and be a part of this program.
- Family members participating in volunteering activities will not be eligible to receive reimbursement from the company. However, decisions regarding reimbursement for procurement of materials etc. for a volunteering activity will be made on a case-to-case basis and is at the discretion of the Company.



CEO & Exec. Director – Mr. P Venkatesalu



CHRO – Mr. Manish Kumar