This is not just a policy handbook; it is a collective promise to uphold our values at





AVAADA

This policy handbook covers how we are:

- Upholding Our Values, Ethics & Code of Conduct 03
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Upholding Our Values, Ethics & Code of Conduct



We stay true

TO TAKING THE RIGHT ACTIONS

Our Values

Integrity | **M**utual Respect | **P**assion | **A**ccountability | **C**ommitment | **T**rust

Integrity

WHAT IT MEANS	WHAT IS NOT OK
▪ Upholding honesty and transparency ▪ Avoiding deceptive communication ▪ Reporting mistakes promptly ▪ Ensuring consistency between words and actions ▪ Upholding confidentiality	▪ Deceptive Communication ▪ Withholding Information ▪ Delays in Sharing Information ▪ Lying/Cheating

Mutual Respect

WHAT IT MEANS	WHAT IS NOT OK
▪ Active Listening ▪ Validating Diverse Perspectives ▪ Asking Clarifying Questions ▪ Avoiding Interrupting ▪ Acknowledging and Appreciating Diversity	▪ Disregarding Diverse Perspectives: Ignoring or dismissing input from team members with different backgrounds. ▪ Interrupting or Disrespectful Behavior: Displaying disrespectful behavior during meetings.



We stay true

TO TAKING THE RIGHT ACTIONS

Our Values

Integrity | **M**utual Respect | **P**assion | **A**ccountability | **C**ommitment | **T**rust

Passion

WHAT IT MEANS	WHAT IS NOT OK
▪ Taking Initiative ▪ Identifying Innovative Solutions ▪ Volunteering for Projects ▪ Continuous Professional Development ▪ Sharing Enthusiasm for Company Mission	▪ Lack of Initiative: Avoiding opportunities to contribute beyond minimum job requirements. ▪ Expressing Apathy: Demonstrating disinterest in the company's mission and goals.

Accountability

WHAT IT MEANS	WHAT IS NOT OK
▪ Taking Responsibility for Successes and Failures ▪ Setting Clear Expectations ▪ Seeking Feedback for Improvement ▪ Prioritizing Tasks Effectively ▪ Supporting Team Members	▪ Blaming Others: Shifting blame onto colleagues when facing challenges. ▪ Ignoring Feedback: Dismissing constructive feedback without considering improvements.



We stay true

TO TAKING THE RIGHT ACTIONS

Our Values

Integrity | **M**utual Respect | **P**assion | **A**ccountability | **C**ommitment | **T**rust

Commitment

WHAT IT MEANS	WHAT IS NOT OK
▪ Working Together Towards a Common Goal ▪ Actively Contributing Ideas ▪ Offering Support to Team Members ▪ Fostering a Collaborative Environment ▪ Encouraging Diverse Perspectives ▪ Celebrating Team Achievements	▪ Hoarding Information: Withholding information or resources that could benefit the team ▪ Undermining Team Members: Criticizing or belittling the contributions of colleagues

Trust

WHAT IT MEANS	WHAT IS NOT OK
▪ Consistently Meeting Deadlines ▪ Proactive Communication about Delays ▪ Honoring Commitments ▪ Demonstrating Consistency Over Time ▪ Fostering an Environment of Dependability	▪ Breaking Commitments: Consistently failing to deliver on promises. ▪ Micromanaging: Undermining trust by excessively controlling team members' tasks.



We stay true

TO TAKING THE RIGHT ACTIONS

Our code of conduct and ethics

Ethical Behavior & Integrity
- Be a role model and uphold high ethical standards.
- Avoid any behavior (online or offline) that could harm Avaada Energy's reputation

Confidentiality & Information Sharing
- Share sensitive data only with authorized personnel.
- Comply with laws when disclosing information externally.

Conflict of Interest
- Avoid personal interests that clash with Avaada Energy's business interests.
- Outside activities must be approved and should be non-political.

Fair Dealing & Asset Protection
- Treat all partners, clients, and suppliers fairly.
- Use company assets only for official purposes and report any misuse.

Financial Transparency & Record-Keeping
- Maintain accurate financial records and follow legal requirements.

Reporting Violations
- Report unethical behavior through ethicshelpline@avaada.com.
- No retaliation for honest reporting; false claims will have consequences.



We stay true

TO TAKING THE RIGHT ACTIONS

Our IT & Data Security Policy

Acceptable Use
- Use the company network and email only for business purposes.
- Avoid disruptive, offensive, or illegal online activity.
- Do not use personal email for company work.

Data & Device Security
- Don’t share passwords; log out when stepping away.
- Store data only on approved systems.
- Use strong passwords and change them if they are compromised.

Confidentiality & Monitoring
- All communications via company systems may be monitored.
- Do not download unauthorized content or introduce viruses.
- Avoid using unknown USB devices.

Mobile & Remote Access
- Shield screens in public spaces.
- Report lost or stolen devices immediately.

Non-Compliance & Penalties
- Violations may lead to termination or legal action.
- Exceptions require prior IT approval.



Anti-Bribery, Anti-Corruption & Money Laundering Policy

ANTI-BRIBERY AND ANTI-CORRUPTION POLICY

At Avaada, we believe in doing business the right way. We have a clear policy against bribery and corruption, and we must follow the laws in every country where we operate. These rules are getting stricter, especially when it comes to working with public officials. It's very important that we all comply, as this reflects our strong commitment to integrity.

To help us stay on track, we have an Anti-Bribery and Anti-Corruption Policy. This policy includes key points like:

- No bribery allowed
- Guidelines for dealing with public officials
- Doing background checks on contractors
- Rules about giving and receiving gifts
- How we handle political and charitable contributions
- Keeping accurate records of transactions
- Other important topics

MONEY LAUNDERING POLICY

We also take the issue of money laundering very seriously. We are committed to preventing money laundering and terrorist financing. We follow anti-money laundering laws and have processes in place to check our investments and business sales. It's crucial that you follow these policies. Your support helps us maintain a trustworthy and ethical workplace.



No Gift Policy

No gifts of any value can be accepted from vendors, suppliers, customers, potential employees, or any organization. This applies anytime and anywhere.

This includes business courtesies like exclusive product discounts.

Exemptions: you may accept cards, thank-you notes, certificates, diaries and calendars.

What to do

If offered a gift, kindly inform the giver about our policy.

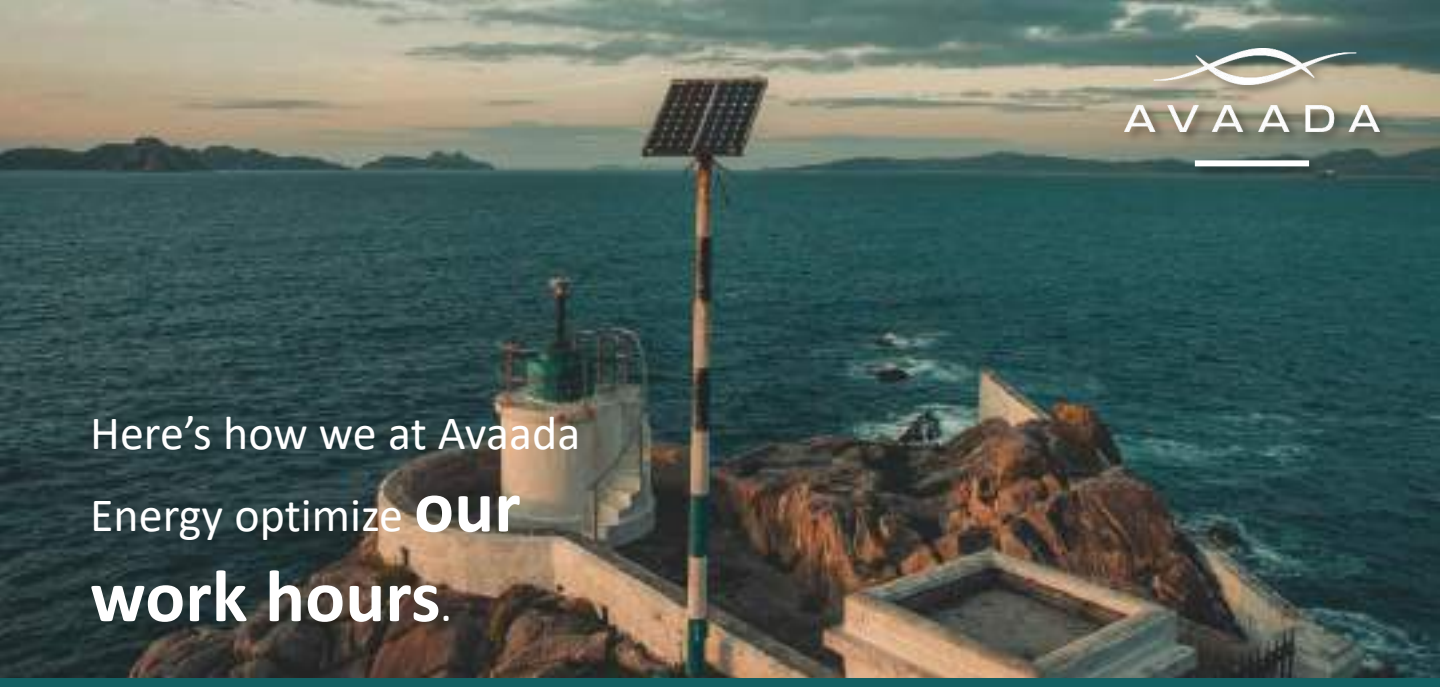
If you receive a gift:

- Decline and return it.
- Notify HR for assistance.
- If you can't refuse, inform HR about the gift and hand it to Corporate HR. It will be donated at year-end with CEO approval.
- Plants or flowers will be displayed for all.
- Holiday food gifts will be shared with everyone.

This policy supports our conduct values in the employee handbook.



Balancing Our Work Hours, Leave & Holiday Policy



Here's how we at Avaada Energy optimize **our work hours**.

We work Monday to Saturday

We clock in our attendance according to our location requirements.

For instance, at our office locations, we clock in **from 9:00 AM** onwards via biometrics.

We all love our 30-minute lunch break!

Before we clock out for the day, **we ensure we complete 8 hours** and our deliverables for the day before clocking out!

Requesting for leaves isn't hard

Requests via the HRIS require approval from the Reporting Manager (L1).

Flexi Reporting

Our office hours are from 9:30 AM to 5:30 PM; however, **we offer one hour of flexibility**, allowing for a minimum of eight hours of work, with the option to clock in from 9:00 to 10:00 AM and consequently clock out between 5:00 and 6:00 PM.

The offices are off on the 2nd and 4th Saturday, while sites follow a staggered weekly off pattern.

Sometimes we miss clocking in! …

You can regularize up to 4 missed clock-ins monthly via HRIS.

However, we need to submit our request for attendance regularization by the 20th of every month (subject to our reporting manager's approval).



Take a break.

HOLIDAY & LEAVE SUPPORT

Types of Leaves

Leave Period
Our leave period runs from April to March each year.

Annual Holidays
You can enjoy 10 days of holiday.

Privilege Leaves
You're entitled to 30 days of leave every year! Each month, you'll earn 2.5 days of leave. You can carry forward up to 15 days to the next year. The maximum accumulation is 90 days. If you decide to leave us, you can encash your unused leave, up to a maximum of 90 days calculated at the rate of your basic salary. Enjoy your time off!

Overdrawing of Leaves
If you take more than 5 days of leave balance in a month, we'll need to adjust that through a salary deduction. You can use up to 5 days of negative leave by drawing on your leave credit in advance. At the end of the financial year or at the time of your separation (whichever is before), any remaining negative balance will be settled through salary deductions.

Leave Policy for Professionals/Consultants
If you're on a retainer-based engagement, you'll earn 2.5 days of leave each month. Just a heads-up! Any unused leave cannot be encashed or carried over.



Take a break.

HOLIDAY & LEAVE SUPPORT

Special Leaves

Maternity Leave:

- Maternity leave is for our female employees. To qualify, you need to have worked with us for at least 90 continuous days before your leave.
- You are eligible for maternity leave with benefits for up to two deliveries. The maximum duration of this leave is 6 months, or 26 weeks.
- This is in line with the Maternity Benefit (Amendment) Act of 2016. If you experience a miscarriage, you'll receive 6 weeks of leave.
- Just a note: this leave cannot be exchanged for payment.

Paternity Leave:

- We also offer paternity leave for our male employees. To take paternity leave, you must have completed 90 days of continuous service.
- You are eligible to take leave for up to two children. This allows you 3 days off within the first six month after childbirth.
- Remember, you can't carry this leave forward, combine it with other leave, or cash it out.

Compensatory Off:

- If you need to work on your day off or a holiday, we've got you covered! You can take compensatory off, but it needs approval from your Head of Department.
- This option is available for all site employees and for office-based Deputy Managers & below for office-based employees.
- Be sure to use it within the same month or within 30 days.
- Unfortunately, it won't roll over or be eligible for cash in exchange.



Holiday Calendar 2025

Happy to report all of us get 10 days off every year!

Organizational Holidays

Holiday Name	Date*	Day*
New Year's Day	01-Jan-25	Wed
Holi	14-Mar-25	Fri
Good Friday	18-Apr-25	Fri
Independence Day	15-Aug-25	Fri
Ganesh Chaturthi/Vinayaka Chaturthi	27-Aug-25	Wed
Gandhi Jayanti / Dusshera	02-Oct-25	Thu
Diwali (Laxmi Poojan)	20-Oct-25	Mon
Diwali	21-Oct-25	Tue
Christmas	25-Dec-25	Thu

Regional / State Specific Holidays

Holiday Name	Date**	Day **	Region
Makar Sankranti / Pongal / Magha Bihu	14-Jan-25	Tue	AP + Telangana + TN + Karnataka
Maharashtra Day / Labor Day	01-May-25	Thu	Maharashtra + Manufacturing Plants
Bhai Dooj	23-Oct-25	Thu	Delhi – NCR + Har + Raj + Guj + MP + UP (except Manufacturing plants) + Chhattisgarh
Pratihar Sashthi / Surya Sashthi (Chhat Puja)	28-Oct-25	Tue	Bihar
Rath Yatra	27-Jun-25	Fri	Odisha



Providing Key Benefits for Avaada Energy Employees



Your wellbeing is important to us.

HEALTH BENEFITS

Annual Health Check up

At Avaada Energy & Associated Companies, we truly care about your well-being, which is why we've introduced our “Annual Health Check-Up Policy.”

This initiative helps you spot potential health risks and encourages ongoing wellness.

Here’s a quick breakdown:

Category I:

- Manager or above (below 50 years age) and have been with us for a year, you can get an annual health check-up once every two years.

Category II:

- Manager or above (over 50 years age) and have been with us for a year, you can get an annual health check-up every year.



Stay connected with us.

MOBILE ALLOWANCES

Special Allowances

We're focused on enhancing connections and helping you engage with the right people in our organization. This way, we can address our communication needs more effectively.

We've got cell phone options tailored for different roles, catering to various responsibilities across the organization.

Eligibility	Benefits
DGM level and above	You'll receive a handset (within the IT-approved models) along with a SIM card.
For Senior Managers and below	You'll get a SIM card, and a handset will be provided based on business requirements with prior approval.

Eligibility	Spending Limits
DGM to AVP	Up to INR 20,000
VP and above	Up to INR 40,000

A couple of important things to keep in mind: -

- You can only replace your mobile handset every three years. This decision is made by our leaders.
- Don't worry about repair and maintenance costs; the company has you covered for your phone!
- When you're leaving, please remember to return the SIM card to Admin, as your number can't be transferred to your name.



Protect yourself and your family.

INSURANCE BENEFITS

Employee Medical Insurance

If you or your family needs medical treatment, we're here to help.

When a doctor recommends hospitalization or at-home care, we offer the following support:

- Coverage is for you, your spouse, and up to two children aged 25 or younger.
- Our insurance provider is The New India Assurance Company Ltd.
- We work with Paramount Health Services & Insurance TPA Private Ltd. as our Third-Party Administrator (TPA).

For your convenience, we also have the IMT Care App.

You can also visit the website (www.paramounttpa.com) for more details on the policy.

The IMT Care App gives you access to various healthcare benefits.

- It provides an electronic card, hospital networks, and wellness services.
- Services include doctor consultations, dental care, medicine delivery, and health check-ups.

We want to make your healthcare experience as easy and accessible as possible!



Protect yourself and your family.

INSURANCE BENEFITS

Employee Mediclaim

Eligibility	Sum Insured (INR)
Engg/Exe/Officer	Two Lakhs
SE/AM/DM	Three Lakhs
Manager/SM/DGM	Four Lakhs
GM and above	Five Lakhs

Key Highlights:

Claim Payments

- You'll have a **10% co-pay** on each claim. This means you pay 10% of the total amount.

Special Case Coverage

- We cover claims related to **terrorism** and **epidemics**.
- **Congenital internal diseases** are also part of your coverage.

Cataract Treatment

- If you need cataract treatment, we'll cover up to Rs. 40,000 per eye.

Bereavement Coverage

- If employee passes away while hospitalized, we will pay **100% of the claimed amount** (excluding certain non-payable expenses). This applies to employees only.

Pre-existing Conditions

- All pre-existing diseases are covered.



Protect yourself and your family.

INSURANCE BENEFITS

Employee Mediclaim

Hospitalization Expenses

- We cover medical costs for **30 days** before your hospitalization.
- Post-hospitalization expenses are covered for **60 days** after you leave the hospital.

Ambulance Coverage

- You can claim ambulance charges up to **Rs. 5,000** a year for your family, which is capped at 1% of the sum insured.

Maternity Benefits

- We provide maternity coverage of **Rs. 75,000** for both normal and caesarean deliveries. This applies to the first two living children, within the sum insured.

Newborn Coverage

- Your newborn is covered from day one, if it's within the overall family sum insured (up to 90 days).

Dental Care

- Dental root canal treatments are covered up to **Rs. 3,000** per year for your family.

Ayurvedic Treatments

- We will cover Ayurvedic treatments in government hospitals up to **25% of the sum insured**.



Parents Mediclaim

Avaada Group Parent Mediclaim : 2023-24		
SUM INSURED	PREM. PER Employee Without Tax	PREM. PER Employee With Tax
100000	12176	14368
150000	18264	21552
200000	24352	28736
250000	30440	35920
300000	36528	43103
400000	48704	57471
500000	60881	71839

Key Highlights of health coverage for your dependent parents or parents-in-law:

Who can be covered
- You can include up to two parents, as long as they're 99 years old or younger.

Pre-existing Conditions
- Don't worry about any existing health issues; they're covered from day one for everyone.

Hospital Stay
- We will cover costs for up to 30 days before hospitalization and 60 days after.

Day Care Surgeries
- These are included too, and they are for surgeries that don't need a full-day hospital stay.

Coverage Limits
- For some specific illnesses, there might be limits on how much we can pay.

Co-payment
- You'll need to pay 10% of the costs for certain treatments.

Room Charges
- Room rent is 2% of your total coverage amount; if it's 4 or 5 lakh, it's 3%. ICU charges are 4%.

Ambulance Service
- This is covered at 1% of your coverage amount, up to a maximum of Rs. 1,000, but only if your parent is in ICU.

Ayurvedic Treatments
- We'll cover these too, but only at government hospitals.



Protect yourself and your family.

INSURANCE BENEFITS

Group Term Life Insurance (GTLI)

Our aim is to provide you with support during difficult moments.

If you are enrolled in this scheme and, unfortunately, pass away while on duty, your family will receive financial assistance to help alleviate their burden during such a challenging time.

We have partnered with ICICI Prudential Life Insurance and Paramount Healthcare Services to ensure this coverage extends to all employees and retainers.

Key Coverage Details (Group Term Life):

The sum insured is based on three times your CTC, with a minimum of ₹10 lakhs and a maximum of ₹1 crore, available until the age of 65.

We want you to feel assured that your family's financial needs will be taken care of, even in the most challenging situations.



Protect yourself and your family.

INSURANCE BENEFITS

Group Personal Accident (GPA)

We care about your well-being during emergencies. That's why we're extending medical benefits to all our employees.

We've partnered with Liberty Videocon General Insurance and Paramount Healthcare Services to provide these benefits:

Total Sum Insured

- You're covered for 48 times your salary.
- The minimum coverage is Rs. 25 lakhs, and the maximum is Rs. 2 crores.

Accidental Death

- God forbid, if an accident occurs, we have insurance for your nominated beneficiary

Funeral Ceremony Costs

- We'll reimburse up to Rs. 2,000 for funeral expenses.

Dependent Child Education Benefit

- In the event of accidental death, we'll pay 10% of the sum insured for educating your children, up to Rs. 1,00,000 per year, covering two children.

Permanent Disablement

- You can claim up to 10% of the accidental death sum or 50% of admitted claims.

Temporary Total Disablement

- 1% of Sum Insured subject to maximum of Rs. 15,000/- per week, whichever is lower for 104 weeks



Protect yourself and your family.

INSURANCE BENEFITS

Group Personal Accident (GPA)

Ambulance Costs

- You can claim up to Rs. 2,500 for ambulance services.

Emergency Medical Expenses

- You can claim 1% of the sum insured, with a maximum of Rs. 15,000 per week.

Hospital Cash

- Up to Rs. 500 per day for 30 days, subject to at least 48 hours of hospitalization.

Mobility Extension

- You may claim up to Rs. 25,000 for mobility needs.

Broken Bones/Fracture Indemnity

- You're covered for up to Rs. 1,00,000 related to fractures.

Animal and Snake Bite Coverage

- You're covered in cases of animal bites and snake bites.

Burn Coverage

- Burn injuries are covered up to 10% of the sum insured, with a maximum of Rs. 50,000. We want to ensure that you feel secure and supported.



Offering Financial Guidance and Tax Planning Support



Plan for your future.

COMPENSATION AND TAX PLANNING SUPPORT

Understand your CTC

Sr. No.	Particulars	Taxable / Non- Taxable	Documents to be submitted at the end of the year
1	Basic Salary	Taxable	-
2	HRA	Non-Taxable	Rent Receipts
3	Telephone	Non-Taxable	Prepaid/ Post paid mobile bills; Broadband bills
4	Child Education Allowance	Non-Taxable	School Invoices
5	Child Hostel Allowance	Non-Taxable	Hostel Invoices
6	Sodexo	Non-Taxable	-
7	Sodexo Gift Voucher	Non-Taxable	-
8	LTA	Non-Taxable	Domestic Travel bills (Twice in 4 year). Boarding pass mandatory for air travel
9	Special Allowance	Taxable	-
10	Bonus	Taxable	-
11	Car Allowance	Non-Taxable	Car Servicing Bills; Insurance Copy; Car Maintained Bills
12	Fuel Allowance	Non-Taxable	Fuel Bills
13	Car Lease	Non-Taxable	-
14	National Pension Scheme	Non-Taxable	Receipt of Voluntary contribution (if any)
15	Employer PF	Non-Taxable	Contribution deposited in PF account
16	Gratuity	Non-Taxable	-



Plan for your future.

COMPENSATION AND TAX PLANNING SUPPORT

Leave Travel Allowance (LTA)

Monthly LTA

- We include your Monthly LTA in your salary.
- This amount is taxed according to income tax rules.
- To make this amount non-taxable, you need to submit your domestic travel bills ton HRIS by January 31st.

Annual LTA

- You can claim your Annual LTA as non-taxable twice within a four-year block.
- The blocks are from 2022-2025 and 2026-2029.
- All travel must be within India.
- You can claim for the shortest route traveled.
- You'll need to take at least three days of paid leave for these trips.





Plan for your future.

COMPENSATION AND TAX PLANNING SUPPORT

Reimbursements

TELEPHONE REIMBURSEMENT

Level	Limit
Sr. Engg	Rs. 500
AM - SM	Rs. 750
DGM	Rs. 1000
GM - SGM	Rs. 1,250
AVP - SVP	Rs. 1,500
President and Above	Rs. 2,000

- You'll receive this as part of your monthly salary! To make it tax-free, just a friendly reminder to submit your bills or proofs via HRIS by January 31st. If you miss this date, the amount may be subject to taxes according to IT rules.

FUEL REIMBURSEMENT

Level	Limit
AM-SM	Rs. 2700 pm
DGM and Above	Rs. 3300 pm

- The amount will be included in your monthly salary. Please make sure to send your bills or proof via HRIS by January 31st. If you miss this deadline, the amount will be subject to taxes according to IT rules.

CAR ALLOWANCE

Car Allowance is available for our Deputy General Managers and higher! While this allowance is normally taxable, you can make it nontaxable by submitting your Car Servicing Bills, Insurance Copy, and Maintenance Bills at the end of the year.

Plan for your future.

COMPENSATION AND TAX PLANNING SUPPORT

Perks / Allowances

MEAL CARDS / GIFT PASSES

- Meal cards are prepaid cards personalized with your name and a secure PIN, valid for five years.
- During Diwali, enjoy gift passes—a tax-free gift worth Rs. 5,000 to celebrate together!

CAR LEASE RENTAL

- If you're an Assistant Manager or higher, check out the car lease policy with LeasePlan.
- A quick reminder: your benefits depend on the amount in the Special Allowance Component. If the amount is low, you'll still receive some tax benefits, but any difference will be deducted from your salary. This aligns with the new Labor Code regulations on wages. If you have any questions, please reach out!

Level	Limit for lease rental (pm)	Fuel and Driver Reimbursement
Assistant Manager / Deputy Manager	Rs. 17,000	Rs. 17,000
Manager / Senior Manager	Rs. 25,000	Rs. 17,000
Deputy General Manager	Rs. 30,000	Rs. 20,000
General Manager - Assistant Vice President	Rs. 50,000	Rs. 25,000
Vice President	Rs. 70,000	Rs. 25,000
Senior Vice President and above	Rs. 90,000	Rs. 25,000



Plan for your future.

COMPENSATION AND TAX PLANNING SUPPORT

Pension Scheme / Provident Fund

NATIONAL PENSION SCHEME (NPS)

- The National Pension Scheme (NPS) helps you save for retirement with various investment options for a steady income after you retire.
- You can invest up to 10% of your annual basic salary (old regime) or up to 14% of your basic salary (new regime), which is tax-deductible under section 80CCD (2) of the Income Tax Act, 1961, with no limit.
- You can also make voluntary investments of up to Rs. 50,000, which are tax-deductible under section 80CCD (1B).
- Remember, enrolling in the NPS is a one-time decision; changes can't be made while you are employed with us.

VOLUNTARY PROVIDENT FUND (VPF)

The Voluntary Provident Fund (VPF) helps you boost your savings by allowing contributions above the 12% minimum set by the EPFO.

- We will still contribute a maximum of 12% regardless of your extra contributions.
- You can contribute between 5% and 88% of your basic salary. Note that if you transfer or withdraw from your Provident Fund, your VPF contributions will also be transferred or withdrawn.
- Once you choose your VPF contribution, it can't be changed or stopped for at least 5 years.
- Your contributions to EPF, including VPF, qualify for tax deductions under Section 80C of the Income Tax Act, 1951, capped at Rs. 1,50,000 per year.

Finally, after starting your VPF deductions, please maintain that rate until the end of the financial year!



Plan for your future.

COMPENSATION AND TAX PLANNING SUPPORT

Business Attire Reimbursement

Who Can Claim?

If you are eligible as per the table below, you can get up to INR 15,000 each month. The amount depends on your Grade or Level, as detailed in the table below:

Level	Max Limit (pm)
Assistant Manager / Deputy Manager	Rs. 2,000
Manager / Senior Manager	Rs. 5,000
Deputy General Manager	Rs. 8,000
General Manager - Assistant Vice President	Rs. 10,000
Vice President	Rs. 12,000
Senior Vice President and above	Rs. 15,000

Tax Benefits:

The good news is that this reimbursement is tax-exempt! Just remember to submit original receipts and stay within the allocated amount.

What Documents Do You Need?

To claim this benefit, submit supporting documents monthly, or request it be included in your non-taxable salary.

Important Notes:

- Submit original bills or attire receipts for each purchase annually.
- Credit card receipts alone are insufficient; an invoice is needed for Income Tax benefits.



Plan for your future.

COMPENSATION AND TAX PLANNING SUPPORT

Books and Periodicals Reimbursement

You can get tax-free reimbursement for books, newspapers, periodicals, and journals!

Who can claim?

Employees at Assistant Manager level and above as per table below.

Remember:

- To keep your claims tax-free, make sure to submit your documents every month.
- You can also add this amount to your monthly salary as non-taxable income.
- Submit original bills and receipts once a year to avoid tax issues.
- When claiming, attach original bills for books and magazines, plus receipts for distance learning.

Note: credit card receipts alone aren't acceptable; you need a proper invoice.

Level	Max Limit (pm)
Assistant Manager / Deputy Manager	Rs. 1,000
Manager / Senior Manager	Rs. 2,500
Deputy General Manager	Rs. 3,000
General Manager - Assistant Vice President	Rs. 4,000
Vice President and above	Rs. 5,000



Supporting Our Employees with Safe Workplace Policies



Creating a Safe Workplace

A POSITIVE WORK ENVIRONMENT

At Avaada Energy, we work together to create a positive atmosphere. We believe in open communication to help us achieve our goals. Team success is more important than individual accomplishments, and we value humility while respecting everyone's opinions. Being accountable is important to us. We appreciate when you take responsibility and produce results, as this strengthens our effectiveness as a team. We focus on safety, security, and caring for the environment, with the goal of preventing accidents. Remember, keeping our workplace safe is a responsibility we all share.

ZERO TOLERANCE FOR DISCRIMINATION AND HARASSMENT

We have a strict no-tolerance policy against violence, discrimination, harassment, and bullying. If you witness or experience any of these behaviors, please inform your reporting manager and escalate the matter to HR.

We do not allow retaliation against anyone who reports issues or helps with investigations.

We believe in ethical practices and human rights, which includes:

- Preventing job discrimination.
- Banning child and forced labor.
- Stopping workplace harassment and abuse.



Policy for Prevention, Prohibition and redressal of sexual harassment (POSH) of women at workplace & constitution of Internal Committee (IC)

Ensuring a safe workplace is our priority! Our policy prevents and addresses sexual harassment of women at work. We encourage you to understand and follow it. This policy applies to all employees, including permanent staff, consultants, and advisors across all locations. By following these guidelines, you help create a respectful environment.

Our policy clearly states that no female employee should experience any form of sexual harassment.

Sexual harassment is defined as:

- Unwanted physical contact or advances
- Requests for sexual favors
- Sexually explicit comments
- Displaying inappropriate materials
- Any unwelcome sexual behavior, whether physical, verbal, or non-verbal

Here are some behaviors that count as harassment:

- Promises of special treatment
- Threats of job consequences
- Interference with work duties
- Creating a hostile or offensive work environment
- Humiliating treatment that harms health or safety

Who it applies to :

- All employees, including you, our permanent staff, consultants, and advisors at Avaada Energy and its subsidiaries, must follow this policy.



Protect yourself and your team

Understand our POSH policy

Complaint, Inquiry, and Redressal Process

Filing a Complaint

- File a written complaint within 90 days of the incident.
- Please use the email id: **posh.ipp@avaada.com**
- Extensions may be granted for up to three months.

Confidentiality

- Complaints are confidential. Your identity will not be disclosed. If you can't file, your legal heir may do so.

Conciliation Process

- IC will recommend a conciliation before the inquiry. No monetary settlements are allowed. If terms are breached, you can ask for an inquiry.

Response from Respondent

- The IC will share your complaint with the respondent within 7 days. They are given 10 days to respond.

Inquiry Procedure

- The IC conducts a fair inquiry. Missing three hearings may result in termination after a 15-day notice. Legal representation is not allowed. The inquiry should be completed within 90 days.

Additional Points

- Serious misconduct may lead to removal. Processes adhere to relevant sections of the Act.



Protect yourself and your team

Understand our POSH policy

Internal Committee Members

Corporate Level

Name	Status
Ms. Radha M.S.	Chairperson & Presiding Officer
Ms. Roli Singh	Member, HR
Ms. Rajlaxmi Dubey	Member, HR
Ms. Komal Vijayvergia	Member, HR
Mr. Prashant Choubey	Member, Business Development
Ms. Navsirat Kaur	Member, Legal
Mr. Jagdish Agarwal	Member, Legal
Ms. Nivedita Puggal	Expert on Social issues and NGO nominated member

Rajasthan Madhya Pradesh

Name	Status
Ms. Radha M.S.	Chairperson & Presiding Officer
Ms. Jyoti Mistry	Member, Compliance
Ms. Rajlaxmi Dubey	Member, HR
Mr. Jagdish Agarwal	Member, Legal
Ms. Navsirat Kaur	Member, Legal
Mr. Ajay Singh	Member, Projects
Ms. Nivedita Puggal	Expert on Social issues and NGO nominated member

Maharashtra

Name	Status
Ms. Radha M.S.	Chairperson & Presiding Officer
Ms. Roli Singh	Member, HR
Ms. Rajlaxmi Dubey	Member, HR
Mr. Prashant Choubey	Member, Business Development
Ms. Navsirat Kaur	Member, Legal
Mr. Ajay Patil	Member, Projects
Ms. Nivedita Puggal	Expert on Social issues and NGO nominated member

Gujarat

Name	Status
Ms. Jyoti Mistry	Chairperson & Presiding Officer
Ms. Roli Singh	Member, HR
Ms. Rajlaxmi Dubey	Member, HR
Mr. Prashant Choubey	Member, Business Development
Ms. Komal Vijayvergia	Member, HR
Mr. Ajay Kaushik	Member, Projects
Ms. Nivedita Puggal	Expert on Social issues and NGO nominated member



Whistle Blower Policy & Vigil Mechanism

Avaada Energy values the highest ethical and legal standards. Our core values are professionalism, integrity, honesty, and transparency.

You are encouraged to report any issues. This includes violations, inaccuracies in financial statements, theft, fraud, or any concerns about retaliation. Remember, you can speak up without worrying about retribution.

This policy helps you raise important issues that could affect the Company's operations and reputation. When you speak up, you help the Audit Committee investigate these matters.

Following this policy is crucial for a safe and healthy work environment. Your voice is important in maintaining our ethical standards. By working together, we can create a better workplace for everyone!

Name of the Members	Designation
Mr. T. R. Kishor Nair	Chairman of Audit Committee
Mr. Vineet Mittal	Member
Ms. Sindoor Mittal	Member

For further details please refer to the complete policy available on our website:
www.avaadaenergy.com



Committing to Community and Environment



We stand by

THE COMMUNITY THAT SUPPORTS US

Environmental, Social, and Governance (ESG) Management

Environmental, Social, and Governance (ESG) management is vital for resilience and long-term value. Here are the key areas to focus on:

Environmental Impact:

Support net-zero greenhouse gas emissions by 2050. Help minimize environmental impact and improve resource efficiency.

Employee Well-Being:

Foster a respectful and diverse work environment. It's essential that you feel safe and free from discrimination and harassment. Strive for zero serious health and safety incidents.

Governance Standards:

Uphold high ethical standards according to our Code. Transparency and strong relationships with stakeholders are crucial.

Corporate Citizenship:

Prioritize community safety and well-being in business choices. Get involved in philanthropy and volunteerism.

Following these ESG principles is important. Your involvement makes a positive impact.



We stand by

THE COMMUNITY THAT SUPPORTS US

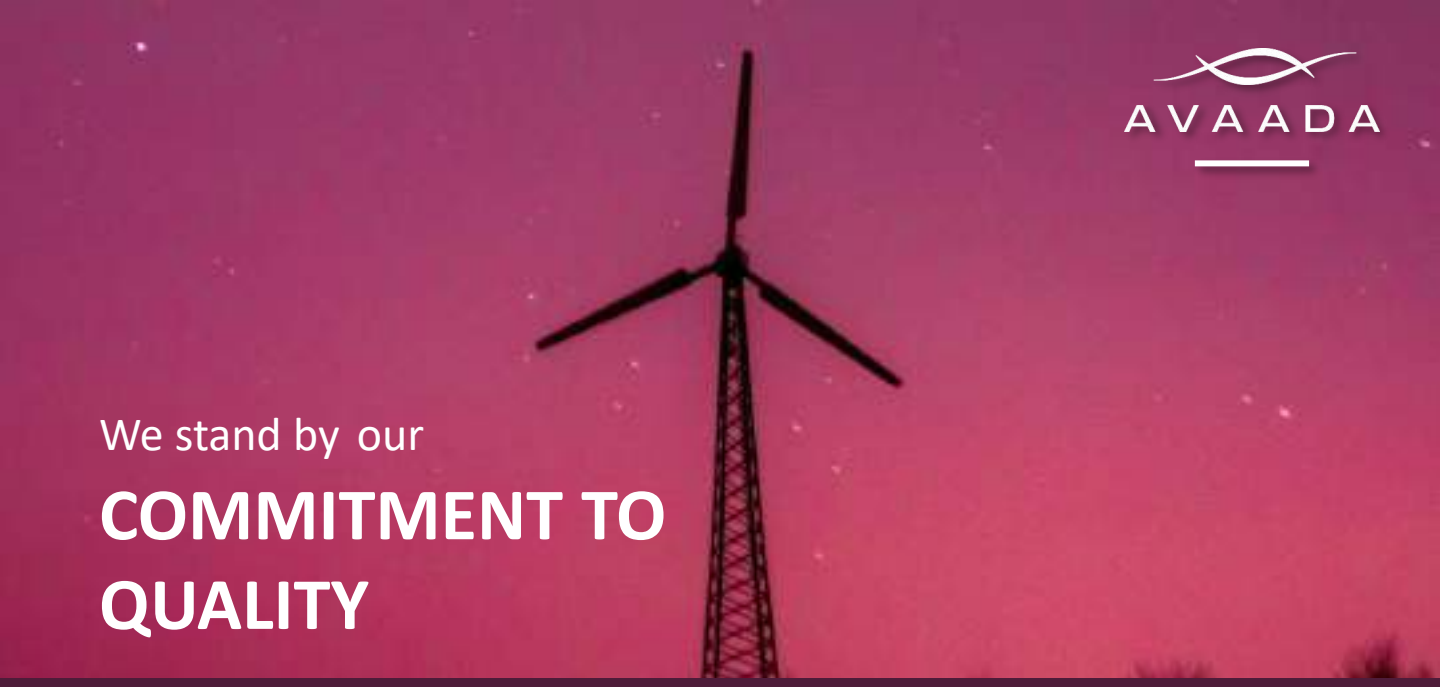
Environmental, Social, and Governance (ESG) Management

At Avaada Energy, sustainability is how we do business. Here's what it means to us:

We focus on protecting the natural systems in the areas where we operate while ensuring a high quality of life for communities now and in the future. We balance this with achieving our business targets. We are dedicated to following Environment, Health, Safety, and Sustainability (EHS&S) practices and constantly aim to improve.

Here's what we expect from you:

- Make environmental and social factors a part of our strategy and allocate resources to manage risks effectively.
- Foster a safe, clean, and healthy work environment. Aim to minimize negative environmental, health, safety, and sustainability impacts from our operations.
- Set up systems and processes to ensure compliance with laws and regulations related to the environment, health, safety, labor, and community welfare.
- Use energy and resources efficiently, minimize waste, and increase the use of sustainable products and services.
- Share the EHS&S policy with all employees and interested parties, including contract workers at sites.
- Involve your team and other members of the organization by providing proper training and awareness. Communicate effectively both inside and outside the organization.
- Engage with stakeholders throughout the project's lifecycle. Address all issues related to consultation, public disclosure, and grievance redressal to protect their social interests.
- Focus on improving processes and performance through regular monitoring, reporting, and review.



We stand by our

COMMITMENT TO QUALITY

Quality Policy

At Avaada Energy, we view quality as our way to outshine expectations, achieving not just success but sustainable growth. Hence, we encourage you to:

- Embrace your dedication to following and continuously improving your Quality Management System.
- Align your business strategy with the needs of key stakeholders while managing risks, enhancing performance, and ensuring customer satisfaction.
- Focus on offering sustainable energy solutions that benefit communities and the environment.
- Establish quality systems that adhere to relevant laws and regulations, ensuring our products and services meet high standards.
- Strive to enhance our business processes, aiming for better returns and outcomes for our investors and customers through regular monitoring.
- Share our quality policy with your team and partners through training and effective communication to foster a strong culture focused on quality.
- Set your sights on achieving zero defects by ensuring that you get it right the first time and continuously removing non-essential activities.



Simplifying Our Business Travel Processes



Travel with ease.

DOMESTIC TRAVEL SUPPORT

Travel Policy: Domestic

Level	Mode of Travel	Outdoor Conveyance at places being visited for official duties
VP and above	Economy Air / II AC Rail	Hired AC Taxi (Car make <= 1600 cc)
Sr. Manager – AVP	Economy Air / II AC Rail	Hired AC Taxi/ Point to point AC taxi. (Car make <= 1200 cc)
Officer – Mgr	II AC Rail / AC Bus	Point-to-point AC Taxi/Auto
Support Staff/ Office Staff	III AC Rail /Sleeper/ Bus	Auto/Public mode of Transport
Consultants	As per designation parity	As per designation parity

At Avaada Energy, we want to make your travel smooth and easy.

- You can use the office car when it's available. If it's already booked or not available, don't worry! You can book a ride through Ola, Uber, or any other cab service. Just remember to submit the actual invoice to get reimbursed. Alternatively, you can use Uber Corporate Wallet, if activated for you.

- If you prefer using your own vehicle for work-related travel within 500 km of your posted location, we have a reimbursement plan for you. You can claim Rs 15 per km for petrol and Rs 12 per km for diesel and Rs 8 per km for CNG, EV, Hybrid and alternate fuel.

- Just make sure to keep a logbook of your trips. Also, remember to get it approved by your Head of Department (HOD) and the HR head.



Travel with ease.

DOMESTIC TRAVEL SUPPORT

Travel Policy: Domestic

Boarding and Lodging Entitlement:

Cities	Level	**Max Lodging** (Based on actual subject to a maximum of the following amounts)	**Max DA/boarding/food/ Incidental** (Based on actuals subject to a maximum of the following amounts)
Delhi, Mumbai, Chennai, Bangalore, Hyderabad/Metros	Chairman/ Director/CEO	On Actual	On Actual
	VP – President	Rs. 8000/- per day	Rs. 2000/- per day
	DGM – AVP	Rs. 6,000/- per day	Rs. 1800/- per day
	AM –Sr Mgr	Rs. 4,000/- per day	Rs. 1500/- per day
	Officers & below /Staff	Rs. 3000/- per day	Rs 800/- per day
State Capitals /Other cities	Chairman/ Director/CEO	On Actual	On Actual
	VP – President	Rs. 7,000/- per day	Rs. 1800/- per day
	DGM – AVP	Rs. 5,000/- per day	Rs. 1500 per day
	AM –Sr Mgr	Rs. 3,000/- per day	Rs. 1200/- per day
	Officers & below /Staff	Rs. 2000/- per day	Rs 600 per day

- We understand that you may sometimes prefer to stay in your own accommodation during official tours. If you choose this option, you can easily claim 50% of above-mentioned Daily Allowance. The best part? You won't need to provide any supporting documents for the cities listed in the table.



Travel with ease.

INTERNATIONAL TRAVEL SUPPORT

Travel Policy: International

As a management team member, you may travel abroad for short-term assignments, training, exhibitions, conferences, or business meetings. Please follow these guidelines for seamless travel:

- **Foreign travel expense entitlements (per diem allowance) by category are as follows:**

Level	Per Diem entitlement without hotel booking arranged by the Company		Per Diem entitlement with hotel booking arranged by the Company.	
	US/UK/Europe/Japan All Inclusive	Africa/ SE Asia / Latin America / China / Russia All Inclusive	US/UK/Europe/ Japan All Inclusive	Africa/ SE Asia / Latin America / China / Russia All Inclusive
Chairman / Director / CEO / President	$300	$275	$175	$150
GM-SVP	$275	$250	$150	$125
DGM & below	$250	$225	$125	$100

- **Air Travel Class Entitlement:**

Level	Air Travel Class
Chairman / Director / CEO / President	Business Class (for journey more than 5 Hours) Premium Economy/Economy (for journey less than 5 hours)
SVP & Below	Economy / Premium Economy



Travel with ease.

INTERNATIONAL TRAVEL SUPPORT

Travel Policy: International

Key Process Guidelines:

- Obtain approval from the Chairman, CEO, or Director for your trip's duration and purpose.
- Submit your approved request to the Travel Desk at least two weeks before departure.
- The Travel Desk will arrange cost-effective travel routes and book flights from your current location or posting city.
- Provide all necessary visa documents; the company covers visa expenses. Ensure your passport is valid and has enough blank pages.
- The Per Diem Allowance covers expenses like accommodation, meals, and laundry. For higher allowances, please get prior approval.
- To minimize expenses, we request that you use public transport or taxis.
- You can claim up to $35 for travel from the airport to the hotel with receipts.
- You can claim up to $30 per day within your allowance without needing receipts.
- You will receive a Clay/Matrix handset with the appropriate call plan for your trip, or you can get a local SIM at your destination; senior staff may get roaming/data services.
- Obtain currency for the length of your trip plus one additional day at your daily allowance rate. For extra funds, get prior approval.
- The company doesn't cover excess personal baggage fees unless pre-approved. Airport taxes and travel document fees are covered by the company.
- Submit expenses with receipts within 7 days post-return. Include the approved travel email and any unused currency. Clear previous currency advances before requesting another.
- We won't handle customs clearance, except for company-purchased goods.
- Adhere to all laws, avoiding contraband and currency violations.
- Travel medical insurance is provided by the company.
- Send a post-trip report to your trip approver, marking those who need to act.
- Obtain prior permission for personal trip extensions; extra day expenses won't be covered. If you bring a family member, you'll pay for their ticket and expenses. Get approval first from the tour authority.
- Ensure expenses are within limits and have been approved. Overspending or trip extensions require prior approval.



Relocate efficiently

WORK RELOCATION AND TRANSFER SUPPORT

New Joiner Relocation, Transfer and Guest House Policy

A "transfer" refers to switching to a new position within the same company without any interruption in your service.

Types of Transfers:

Inter-Company Business Transfer: Imagine switching teams or departments, and it lasts over three months.
Intra-Business Transfer: This is more like moving roles or locations within the same business area, and it's also longer than three months.

Base Location:

Think of your "base location" as your main work hub—it doesn't have to be your hometown.

Relocation:

"Relocation" is when you pack up and move to a new city or place to pursue a new work opportunity. Exciting, right?

Family:

When we say "family," we're talking about your spouse, financially supported kids under 21, and non-earning dependent parents. This doesn't include married daughters or children who are earning an income

Policy Applicability:

So, this policy kicks in for you if you're a full-time employee or a trainee, no matter which location you're at.

Guidelines:

Vacancy Notification: Whenever there's an opening, it gets posted internally. The HR team, in tandem with the specific department's HOD where the vacancy is, handles the selection.
Transfer Request: If you're looking to transfer, you'll need to get an approval note from your HOD and pass it along to HR.

Role Description: It's essential to have a detailed job description ready!

The HOD in the department with the vacancy creates this so HR can share it with the transferring employee.

Transfer Date Communication: The HOD of the transferring employee notifies the relevant Business HR about the effective date of the transfer.

Relocation Assistance (based on distance from work location):

•1,500 km & above:

Reimbursement maximum up to INR 90,000/- basis one-month's basic salary.
(Subject to submission of actual invoices and a minimum of 3 comparative quotes.)

•1,000 – 1,499 km:

Reimbursement maximum up to INR 60,000/- basis one-month's basic salary.
(Subject to submission of actual invoices and a minimum of 3 comparative quotes.)

•Up to 999 km:

Reimbursement maximum up to INR 50,000/- basis one-month's basic salary.
(Subject to submission of actual invoices and a minimum of 3 comparative quotes.)

Any brokerage if paid for identifying house at new location shall be payable within overall ceiling of relocation reimbursement which is maximum of above-described limits.

If an employee leaves within 1 year the stated amount shall be paid back by employee along with the entire relocation expenses reimbursed.

Additional expenses for transfer of their four wheelers would be subjected to a maximum of Rs. 10,000/- based on actual

Leave for New Joiners & Inter Location Transferee Relocation:
A Special Leave of 3 days will be allowed for the purpose of packing and crating of household effects and for the period of journey from one location to another exclusive of transit period and Weekends/Holidays. This will only be applicable if the new joiner/ transferee is being relocated to another location and household is also being shifted along with family.

Note:

No relocation reimbursement will be applicable for moves within or up to 50 km from the work location.

Travel Reimbursement:

•Travel tickets will be reimbursed separately in case relocation expenses exceed the slab limit.

•One-time travel for the new joiner and eligible dependents (spouse and children) will be covered, as per the company's travel policy.

Approval Process: Reimbursement bills require approval from the HOD and Head-HR.

Exceptions: Relocation expenses for non-entitled categories like retainers or trainees are approved by the HR Head upon business need request by the concerned HOD.

Guest House/Accommodation Policy for New Joiners/Transferees:

Stay Duration: The guest house/accommodation is available for up to one week. Additional extension may be made for one more week basis HR head approval. Further extensions up to an additional two weeks require HR Head/CEO approval, with employees bearing 50% of the additional stay charges.

Accommodation Assistance: The local Administration Department assists employees in finding residential accommodation.

Please note:

Be cautious when settling your bills. The company holds a strict stance against any false presentation of expenses, bills, or tickets.



Streamlining travel for recruitment purposes.

TRAVEL REIMBURSEMENT

Reimbursement Policy for Outstation Candidates (Recruitment Purposes)

This policy is here to help you with the reimbursement process if you're an outstation candidate traveling to our Head Office, Regional Offices, or Plants for interviews or recruitment.

As an outstation candidate, you'll get your travel expenses reimbursed based on the eligibility level of the position you're interviewing for.

Eligibility:

Level	Eligibility
AVP and Above	▪ Eligible for Economy Class airfare or 2nd AC train fare return, or equivalent amount. ▪ Actual conveyance for round trips using point-to-point taxi from residence to the nearest railway station/airport and interview location. ▪ AC taxi receipt submission required for reimbursement.
Senior Manager to Senior General Manager	▪ Eligible for 2nd AC or chair car train fare return, or equivalent amount. ▪ Actual conveyance (rickshaw or point-to-point taxi) for round trips from residence to the nearest railway station and interview location. ▪ AC taxi receipt submission required for reimbursement.
Manager and Below	▪ Eligible for 3 tier AC or chair car train fare return, or equivalent amount. ▪ Actual conveyance (rickshaw or taxi) for round trips to the nearest railway station and interview location.
Long Travel: If travel time exceeds 12 hours by road or rail, air travel is permitted with Head-HR approval. Travel by Own Car for VP and Above: ▪ Reimbursement at ₹7 per km for a maximum one-way distance of 200 km. ▪ The shortest travel route must be used. ▪ Exceptions need HR Head approval. Local Candidates: ▪ No reimbursement for local conveyance.	

Responsibility:

Air Tickets	**Managed by the in-house Travel Desk Team.**
Train Tickets	Candidates arrange their own travel and must submit ticket copies to the interviewer for reimbursement.

Process for Ticket Booking:
For Air Travel:
•The HR representative initiates a request to the Travel Desk team for issuing travel tickets for the candidate. This request is based on the requirements and eligibility of the candidate, with approval from the HR Head.
•Upon receiving the request, the Travel Desk team processes the ticket issuance and sends a confirmation email to the HR representative.
•The HR representative forwards the tickets to the candidate via email.
Accommodation Arrangements:
If an overnight stay is necessary for the candidate, the HR department is responsible for arranging accommodations. Accommodation preferences are determined by the following level-based guidelines:

President and Above	**4-star hotels.**
AVP to GM	Guest House or 3-star hotels.
DGM & Below	Guest House or budget hotels.
Please prioritize using a Guest House whenever feasible.	

Reimbursement Process:
Payment will be released within seven working days.

For Air Travel	**The HR representative must provide billing details, including the position, designation, and company name, to the Travel Desk team before booking the tickets.**
For Train/Road Travel	The HR representative should claim an IOU and immediately reimburse the travel amount to the candidate. Alternatively, the HR representative may request you to fill out the Travel Reimbursement Form and submit it to the relevant business accounts team.



Connecting You with HR for Timely Assistance

Touch Points in HR, ADMIN, IT | Escalation Matrix

HR Support	Whom to contact	Mobile	Extn.	Escalation Matrix
Joining Formalities, Induction & Policies, Initial Settlement Queries	Meenu Khurana Anupma Kumari	9311866612 9560448846	57141 57101	Ms. Rajlaxmi Dubey
Employee Insurance - Medical Emergency, IMT Care App	Shweta Dutta (HR Support)	8468030349	57193	Ms. Jyoti Kumari
Payroll, Payslip, Investment declaration/ Proofs	Komal Vijayvergia	8744054247	57124	Ms. Roli Singh
PF, Compliance, Darwin Box	Sharvan Kumar	9599299183	5049	Ms. Roli Singh
Leave & Attendance	Jyoti Kumari	9560444780	57166	Ms. Rajlaxmi Dubey
Appointment Letters	Jyoti Kumari	9717110844	57166	Ms. Rajlaxmi Dubey
ADMINISTRATION & IT CONTACT DETAILS				
Travel Desk (Flights & Hotels) Train Travel	Ketaki Bhoir Vidushi Mattu	9717310014 8130702820	8032 57000	Mr. Prem Singh
Transport, Sim Card & Facility Noida-62	Tanmay Bhardwaj	9205020645	5069	Mr. Prem Singh
Facility –Noida-65 Facility- Mumbai	Akhilesh Tiwari Dipesh Tank	7042709858 9324985900	57216 8026	Mr. Prem Singh
IT Support – Noida-65	Kumud Gaur Nitesh Katiyar	9310534234 9711141134	57081 57132	Mr. Dheeraj Bhagat, Mr. Feroz Khan
IT Support – Noida-62	Ravendra Kumar Mohd Equbal	9667730271 9718768807	5011 5111	Mr. Dheeraj Bhagat, Mr. Feroz Khan
IT Support – Mumbai	Sanket Mhatre Feroz Khan	9667971808 7506246446	8033 8049	Mr. Dheeraj Bhagat

Be that energy
that can secure
the future.



Think Sustainable.
Think

AVAADA