

## **PREAMBLE**

At TATA Realty (“TR” or “the **Company**”), 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 TR, 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 TR 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.

The objective of this policy is to promote a unified, vibrant, and enthusiastic approach towards volunteering across TR.

## **VOLUNTEERING VISION**

The Company recognizes its responsibility towards the society and is committed to contribute towards the betterment of the local communities it serves. All CSR interventions at Tata Realty are aligned to CSR pillars - **Healthcare, Education and Environment Protection, Livelihood and Public Welfare (H.E.L.P)**. Volunteering at TR will align with these key themes to follow a more focused approach.

Through volunteering, TR will endeavor to promote a culture where employees contribute their time and skills to serve communities in need, and build empathy and compassion and a sense of purpose through the process.

TR is aligned to the Tata group's volunteering vision “To be one of the pre-eminent global Corporate Volunteering Programs in the world by 2025, both in terms of quality and scale” and towards realizing this encourage all employees to contribute a minimum of 4 hours per capita towards volunteering annually (i.e PCVH - 4 Per Capita Volunteering Hours).

## **SCOPE**

This policy applies to all TR employees, contract staff, family members, retired employees, and temporary staff. Volunteering activities will be available to all TR employees, irrespective of years in the company or performance rating. On certain occasions, TR will also invite other Tata Group companies to participate in volunteering activities to promote the spirit of collaboration.

## **SUPPORT FROM TR FOR VOLUNTEERING**

- i. TR’s Corporate Social Responsibility (CSR) team will ensure that volunteering activities are selected such that they create meaningful impact for the most vulnerable members of the society. These activities will be engaging and effectively communicated to all employees without any discrimination.
- ii. The company will provide up to 5 days paid working leaves / year for volunteers named as “volunteering leave”. The volunteering leave could be requested by employees as five consecutive days or days taken at different points in time, totaling to five working days. The volunteering leave will need the approval of the immediate reporting manager.
- iii. Volunteering opportunities will be communicated from time to time by the CSR team in line with the CSR policy of the Company. Participation for volunteering will require prior approval from the employees immediate reporting manager.
- iv. Employees are welcome to use their holidays to volunteer at their own discretion and record the number of hours volunteered.

## TYPES OF VOLUNTEERING

- i. Individual Volunteering: Employees can explore volunteering opportunities over and above the activities provided by TR .and are encouraged to report to back to the CSR team on such activities initiated by employees.
- ii. Corporate Volunteering: Employees can participate in volunteering activities that will be planned by TR through the calendar year. These activities will be planned by company volunteering SPOCs and will also include the Tata Sustainability Group (TSG) initiatives – Tata Volunteering Week (TVW) and Pro Engage (visit [www.tataengage.com](http://www.tataengage.com) to know further).
  - a. TATA Volunteering Week (TVW)
    - i. TVW is held twice every year (September and March) for a duration of one month.
    - ii. 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.
    - iii. Immediate family members can also register through the employee’s official mail and be a part of this program.
    - iv. The availability of programs and projects will be coordinated by the CSR team and informed to the volunteers who register themselves and will subsequently follow the process of volunteering. Further, if family members participate in volunteering, no reimbursement of money will be made. However, depending on a case-to-case basis any materials used may be reimbursed at the discretion of the Company.
  - b. Pro Engage Program - Pro Engage seeks to leverage the employee pool of skill sets and competencies, to contribute to short-term projects. Employees can suggest the projects or work on projects identified by the TSG. These projects can be 1-6 months long.
  - c. Disaster Response - TR 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 timely reaches out to employees who would like to volunteer during such crises and channelizes their efforts productively.

The participation in the Group level initiatives and approval for on-duty will be solely at the discretion of the Company. Announcements on these will be made by either CSR or HR Team and will be taken forward as per those individual requirements.

## CODE OF CONDUCT FOR VOLUNTEERS

- i. Employees participating in CSR volunteering are expected to conduct themselves as a responsible corporate citizen and in a manner to not bring disrepute to TR or the Tata Group in any manner.
  - ii. All communication related to volunteering should be directed to our Corporate Communications Department only.
  - iii. An employee should not show any kind of affiliation to any religious or political institution.
  - iv. Employees will continue to be governed by Tata Code of Conduct during the volunteering period.
-