

Volunteering Guidelines

ARPAN*Do your Bit*

1. Objective - To create a platform and encourage employees and their families to volunteer for community development programs and social cause.

2. Scope - The Volunteering guidelines are applicable to all current or retired employees irrespective of organisational hierarchy, social and economic background and indeed celebrates the unity of giving in the diversity of situation in which they exist. This would be applicable to all the Tata Power group companies in India. All the Volunteering activities should be secular and apolitical. While every volunteering brings in time, skills and other resources during the act of volunteering, the intent is also to demonstrate Tata Power's values of integrity, care respect and excellence in the process. The volunteering activity shall be aligned to the company principles of encouraging employees/families to give back to the society. It shall also keep in mind the company's interest and Reputation/Brand image. All volunteers should follow Tata code of conduct (TCoC) while carrying out volunteering activities. These guidelines would be reviewed periodically and learning incorporated.

3. Types of Volunteering

- Individual Volunteering - Employees are free to offer their services for public good according to their ability and interest at their individual level for which no company authorization is required nor can it be undertaken during office hours. It is purely up to employee at his/her personal interest. However employees may communicate such work to the respective CR (Community Relations) Team.
- Company Volunteering - Employees can voluntarily participate in company driven programs on themes, geographic areas and institutions/ organisations that are identified by the company and its authorised representatives which is part of Volunteering calendar. This would also include Tata Group Level Volunteering initiatives (e.g Tata Volunteering Week, Pro-Engage) for which employees can visit www.tataengage.com and explore various volunteering initiatives done across the group by keeping their respective CR Team in loop. It may be noted that the volunteers shall take the due approval from the reporting manager for participation in the volunteering program.

4. Process for Volunteering

The process for Volunteering at each location would comprise of various stages including preparation and communication of annual calendar by CR Team, registration of volunteers by employees to their respective volunteering SPOC, implementation followed by review and recognition of volunteers at the location and corporate level.

Through a consultative process at the beginning of the year, the common themes were evolved and incorporated in the Annual Volunteering Calendar for implementation across all locations. In addition, locations may also undertake activities in addition to corporate plan. These plans would be shared in advance to employees for inviting their registration and participation through advance communication from the CR Team. The common themes would be on promoting **education, health and sanitation, financial inclusivity** and **employability** aspects with focus on women, youth and children as target community. In case, other functions plan volunteering initiatives, this may be also done and respective CR team of the Locations may be kept in loop so that overall Social activities and volunteering data is tracked and captured collectively by the respective Volunteering SPOC at all locations.

4.1 Volunteer shall identify the area of the volunteering, based on his /her interest and inform the CR team. The CR team shall make efforts to provide an opportunity in line with the interest of the volunteer while ensuring that it is aligned to common themes identified for the company. As a practice, new joinees would also be facilitated and introduced to the volunteering aspects so that they can also participate.

4.2 The Volunteering initiatives can be carried out during regular working hours with prior permission from the Reporting Manager. However efforts may be done to plan the events during weekends to promote greater participation.

4.3 CR Team across all locations will keep track of the number of hours put in by each employee and kind of activity undertaken, during the year. It is envisaged that each employee may aspire to contribute at least 6 hours of personal time in a year towards company driven volunteering.

4.4 A certificate of appreciation shall be awarded to each individual who puts in specified hours of volunteering per year.

4.5 Employee/ family needs to register themselves with their respective Location Volunteering SPOC (Ref the names and email id at the end of the document). In future, Employee Online Volunteering Portal will be rolled out to help employees register themselves and access details about volunteering activities planned across the year for participation and sharing of experience and feedback.

Facilities for volunteers

Particulars	Company Volunteering
Decision taken by	Authorised Station/Location Chief
Activities	As per Annual Calendar
Place	Location and Corporate Level
Facilities	
Office time	Share personal time minimum 6 hours annually /person

Administrative Support	Eligible for agreed office support from Location Chief in consultation with Location CR Team
Training capacity building	Eligible
Tie - up with organisations to generate Volunteering opportunity	To be done through Corporate CR Head and Location CR Head
Rewards and recognition	The rewards will be given <ul style="list-style-type: none"> • At station/ location level for individual category • At Corporate level for locations

5. Reward and Recognition

Awards would be given to employee volunteers at station / location level where as Award would be given to best location at corporate level. A jury (comprising at least one external member from local NGO, Developmental organisation and Universities) will decide the awards based on performance, information provided by volunteers and station/ Locations and field visit to the site if required.

A. Station / Location level Award: Post participation in volunteering activity, Volunteers/Group of Volunteers may apply to the Station /Location CR Head giving details of the volunteering work done by them with testimonials and details of the work.

Types of Award	Presented by	Details
Location Volunteer participation	Station / Location Chief	Best Volunteer excluding CR team members, who has led company Volunteering agenda on site as defined by station. Receive certificate of participation. This entails at least 4 hours of volunteering. Includes both employee as well as their family member as applicable
Location Volunteering Champion	Jointly by Location Chief and CSO	Best among personal / group volunteers excluding CR team members, at locations who has actively participated and also encouraged other employees to support the cause. Best performance is acknowledged by the Location Chief and location CR team for resources brought in by the employee and its impact on the communities volunteered for, especially SC's/ST's and other marginalised sections. Receive Certificate of excellence in volunteering. At least 40 hours or more needs to undertake to be eligible in this category of individual or group (non-working hours)
Location Volunteering	Jointly by Location	Best among personal / group volunteers excluding CR team members, at locations who has actively

Champion (Family Member)	Chief and CSO	participated and also encouraged other employees to support the cause. Best performance is acknowledged by the Location Chief and location CR team for resources brought in by the employee and its impact on the communities volunteered for, especially SC's/ST's and other marginalised sections. Receive Certificate of excellence in volunteering. At least 40 hours or more needs to undertake to be eligible in this category of individual or group (non-working hours)
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These awards may be given during location-based event / occasion as decided by Location Chief prior to corporate level award. Location level committee and CR Head may decide upon the winner. Preferences to be given in case of Business Associate partners are also part of the volunteering initiatives.

B. Corporate Level Awards

A jury of members (at least one external people from reputed NGO's, Developmental organisation, and Universities) will decide all corporate level awards. It would be based on ARPAN Award application of stations and Locations and data provided to corporate CR. An event would be planned each year co- terminus with the International Volunteering Day/ Tata Power sustainability conclave to present the awards.

Types of Award	Presented by	Details
Best Location for volunteering	CEO and MD	Best Volunteering Location in Tata Power in terms of number of individual employees and Company Volunteers, Volunteering hours and Impact on communities. A unique requirement is the involvement of location leadership for venturing into the communities for volunteering their time and skills.
Best champion of each Location	CEO and MD	Best Volunteer of each location to be recognised at corporate level for outstanding work. In case of group based activity the initiator/ SPOC/ leader to be recognised. The identification of the best Volunteer would be done by Location Chief and Location CR Head. This may include Employee as well as Family Member as applicable

Volunteering Single Point of Contact(Locationwise)

Mundra- Pradeep Ghosal: pradeep.ghosal@tatapower.com

Trombay – Ganesh Sodaye: ganesh.sodaye@tatapower.com

Transmission – Maya Sathe: maya.sathe@tatapower.com

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Haldia- Amalesh Chatterjee: amaleshchatterjee@tatapower.com

(Any Office/Location not covered in above list of Locations may contact satya.naidu@tatapower.com who would identify and connect to the relevant SPOC for the concerned office/Location)

Annexure 1 -Annual Volunteering Calendar

This calendar may be followed across all locations. In addition to these initiatives, locations can also undertake volunteering activities as per their respective Location calendar

Annexure 1 –Volunteering Calendar

 Donate Story Books/old books and toys for a cause on Children's Day November 14	 Session on hygiene in schools Global Handwashing Day October 15	 Walkathon for spreading awareness about World AIDS Day December 1	 Tree Plantation on World Environment Day June 5th	 Distribution of Cloth Bags to Households for spreading awareness on Plastic Ban September 5
Awareness workshop on Social Schemes for women on International Women Day March 8 	Career guidance in Colleges and Schools on World Youth Skills Day July 15 	Beach Cleaning at Mumbai/Mundra and Awareness rally in slum/villages on Swachh Bharat Diwas October 2 	Jan Jagriti Abhiyan for household level electrical safety at Mumbai January 14-16 	Promoting Conservation of Environment through Biodiversity Session in Schools (February 3-Tata Volunteering Week) 

Issuing by: Chief - Corporate Communications and Sustainability

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**** Note – Any changes to the Volunteering Guidelines would require the approval of CEO & MD.**