

Document	IMS/Policy/Social/17
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HUMAN CAPITAL DEVELOPMENT POLICY

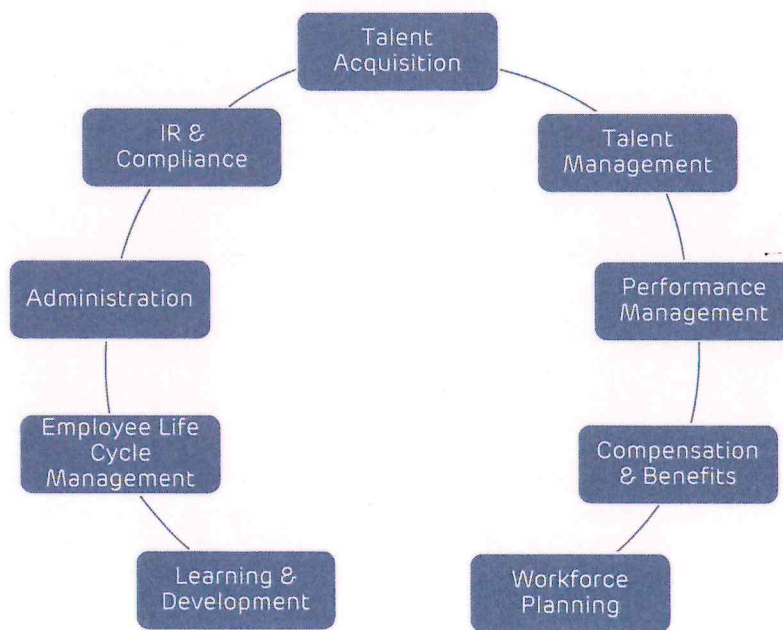
1.0 PURPOSE: This policy provides an overview of the life cycle of the departmental activities covering planning, execution, and monitoring.

2.0 SCOPE: This policy applies to all Permanent employees of Adani Green Energy Limited.

3.0 OBJECTIVES: The core objectives of human resource management are:

- To plan, deploy, monitor and govern all people related practices and processes
- To employ the skills and ability of the workforce efficiently
- To develop the human capital continuously through development initiatives
- To ensure constant availability of the right talent to meet organization objectives through capability development Programmes
- To help integrate individual and group goals within an organization.
- To create a sense and feeling of belongingness, team-spirit and encourage suggestions from employees through various employee engagement initiatives.
- To help maintain ethical policies and behavior inside and outside the organization.
- To comply to all requirements of the statutory bodies / agencies.

4.0 INTRODUCTION: Human Resource Management includes different activities starting Workforce Planning, Recruitment, Onboarding, Induction, Deploying Talent Management Programmes, Total Rewards, Employee Wellbeing, Performance Management, Training & Development, Employee Life Cycle Management, IR & Compliance, and Administration.



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5.0 TALENT ACQUISITION:

- Ensure hiring for the available positions as per plan / job requirements, enhance the quality of hires, leading to improved employee performance and reduced turnover
- Foster Equal Opportunity by ensuring fair, inclusive, and unbiased recruitment practice for all candidates
- Connect with Hiring Managers to capture Job requirements / job descriptions
- Drive cadre hiring by actively engaging with universities to recruit Top emerging talent.
- Meet business requirements of hiring role-fit talent.
- Provide Quality Assurance in TA Process by complying to all steps such as Tests, Assessments, Interviews, Compensation Parameters, Selection and Onboarding, etc.
- Ensure the selected candidates are engaged / handheld with the organisation by connecting on a regular basis from releasing the offer, resignation from previous organisation to joining Adani
- Ensure the Onboarding of new employees on their day of joining

6.0 TALENT MANAGEMENT:

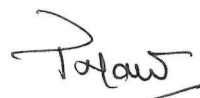
- Conduct Talent Review exercise and Identify the High-Performers, High-Potentials, Critical Roles and facilitate Succession Planning in the Organisation
- Design and roll-out Talent Management Programmes, i.e. PI Assessment, Feedback Sessions, Career Pathing, IDPs, Reward & Recognition Schemes, as applicable
- Roll-out Development Programs – Coaching and Mentoring for Leadership / select employees to bridge gaps in technical / behavioural competency
- Conduct Job Evaluation exercise for employees, as applicable

7.0 PERFORMANCE MANAGEMENT:

- Ensure Goal Setting for all existing employees and new joinees
- Conduct Mid-Year Review for all eligible employees
- Conduct Annual Appraisal and promotions for eligible employees
- Facilitate Assessments for Promotion, PI, Korn Ferry, as applicable
- Roll-Out Performance Improvement Plans for IP-Rated employees and ensure closures
- Facilitate Promotion Assessment Feedback Sessions by Korn Ferry Coach for eligible employees

8.0 COMPENSATION & BENEFITS:

- Define Compensation Philosophy for Annual Appraisals
- Ensure equitable pay structures & benefits across the organisation
- Support Diversity and Inclusion by creating competitive and unbiased compensation



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- Engage with external parties like EY, AON, Mercer etc. on various projects pertaining to Compensation & Benefits

9.0 WORKFORCE PLANNING

- Conduct strategic Workforce planning vis-à-vis business growth plans
- Design & Model Organisation Structures in alignment with the organisation goals

10.0 LEARNING AND DEVELOPMENT:

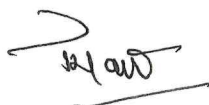
- Interact with Stakeholders to identify and define the training needs.
- Prepare annual Training Plan based on various sources of training needs and publish monthly Training Calendar.
- Draw a clear Training Infrastructure Budget & ensure availability of the same.
- Identify specialists/faculties and engage them for dissemination of appropriate learning interventions as desired.
- Design and roll-out Technical Competency Assessments for O&M employees.
- Induct and Train the GETs, and DETs at training center.
- Design relevant training programs for the Cadre Hires – AALPs, MTs, ETs, PGETs, etc.
- Prepare and publish Monthly Learning Reports.

11.0 EMPLOYEE LIFE CYCLE MANAGEMENT:

- Prepare annual HR Budget and upload, review and monitor the budget utilisation
- Ensure all actions related to Employee Life Cycle Management i.e. Onboarding, Confirmation, Job Rotations / Transfers, Payroll Management, PMS Outcome Deployment, HR Policy Deployment, Insurance Management, Separation, etc.
- Maintain all HR / Employees data in appropriate systems – SAP / ORACLE / ALLSEC etc. with accuracy
- Engage with all stakeholders for preparing annual Head Count Plans, Organisation Structures and obtain necessary approvals
- Ensure all Statutory Payments are done before the due date

11.0 ADMINISTRATION:

- Prepare capital and operational budgets for HO, Project Sites and O&M Sites
- Ensure the process of vendor / suppliers sourcing, empanelment, management & vendor / supplier performance evaluation at regular intervals
- Arrange for Guesthouse, Canteen Facility and Transportation as per requirement
- Monitor HO Seating arrangement
- Facilitate in arranging corporate events, seminars, meetings, Townhalls, etc.
- Visit to the sites and conduct audit of admin facilities and ensure continual improvements



Version: V.1

(This version supersedes all previous versions with a lesser version number)

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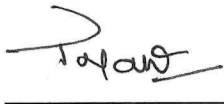
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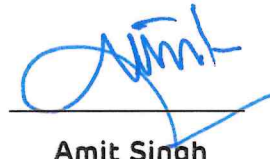
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12.0 IR & COMPLIANCE:

- Ensure Statutory Compliance at HO and Sites as per Labour Laws
- Ensure Factory Licenses, CLRA, BOCW and Other Statutory related reports are in place and maintained
- File annual Returns as per Factories Act and all the applicable labour legislations



Pramath Nath
Chief People Officer



Amit Singh
CEO