Diversity & Inclusion Policy

TATA POWER-DDL

OBJECTIVES

GENDER DIVERSITY
Enhancing female diversity & opportunities

SPECIALLY -ABLED
Providing Equal Opportunities

SOCIAL INCLUSION
Supporting Affirmative Action

APPLICABLE
Regular Employees of Tata Power-DDL

RESPONSIBILITY
Diversity & Inclusion Council

KEY GUIDELINES OF THE POLICY

-SUPPORT-

SPECIALIZED LEAVES*
- **26 Weeks Maternity Leave**
- **2 Weeks Paternity Leave**
- **Child Adoption Leave**
- **4 Special Casual Leaves** for specially-abled employees

CHILD-CARE FACILITIES
- **Tie-up with Crèches & Day care** facilities and Reimbursement across Delhi/ NCR
- Reimbursement for **Nanny at Home for Max. Rs.6000/- per month per child** (T&C apply)

HEALTH BENEFITS
- **Annual women-health awareness sessions**
- **Breast or Cervical Cancer** Awareness Days

FLEXI- SUPPORT
- **Cab Reimbursement through Local Conveyance** for Women / specially-abled working **after 8.00 PM**
- **Flexible Work Hours****
- **8.30 AM- 7.00 PM** for women/ specially-abled employees
- **For women employees re-joining after maternity**, this option will be given as per the preferred slot in discussion with RO (till child attains age of 1 year)

-NURTURE-

CAREER DEVELOPMENT & ENABLEMENT
- **Exclusive Women in Leadership League (WILL)** Training Programs
- **Customized Development Programs & External Exposures**
- **Professional Certification Reimbursement*** up to Rs. 10,000/- for women employees
- **Focused Job Rotation** Plan
- **Annual Breaking the Barriers Award** for Women in Core-Technical jobs and specially-abled employees
- **Specialized Mentoring Programs**

FACILITATION
- **Half-Yearly Dialogue** with Senior Leadership
- Awareness Sessions on 'Prevention of Sexual Harassment **(POSH)***
- Protecting impact on **performance appraisal & career progression** due to maternity leave*
- **Reorientation Program** for employees returning Post Maternity/ Break-in Service
- **Barrier-free access** to common facilities for specially-abled
- **Special parking** for specially-abled and expecting women employees

-RECRUIT-

HIRING
- **Campus Recruitment** - 30% of the selected candidates to be women
- 15% Recruitment through **Affirmative Action Program**
- **5% of the New Hires to be from specially-abled category**
- Hiring through **Tata SCIP** (Second Careers Inspiring Possibilities)

ENCOURAGING EQUALITY
- **Equal Opportunity Employer Policy***
- **Gender diversity targets** for Functional Heads
- **Rewards for employee referrals*** on selection

*For details, refer associated Policy

**T&C apply

Responsibility: Diversity & Inclusion Council

Chairman-D&I Council: Chief HR, IR & HS