

HUMAN RESOURCE MANUAL	GUIDELINE ON SPECIAL LEAVE FOR EMPLOYEES	Guideline No
		HR/77

1. INTRODUCTION:

Our Company, that is Inox Wind Limited (IWL), Inox Green Energy Services Limited (IGESL), Resco Global Wind Service Private Ltd (RESCO) Inox Wind Energy Limited (IWEL) together referred to herein after as the Company, understands the importance of work life balance of the employees. It is in this direction that the company is announcing this policy.

2. SCOPE AND APPLICABILITY:

This policy shall be applicable to all confirmed employees on the permanent rolls of Inox Wind Limited (IWL), Inox Green Energy Services Limited (IGESL), Resco Global Wind Service Private Ltd (RESCO) Inox Wind Energy Limited (IWEL).

3. POLICY:

i. This policy shall provide an opportunity to the employees to avail special leave in the following events/situations:

- a) **Higher Education Leave** – Leave on examination days and/or campus interaction days in pursuance of higher education or professional certification, if the course has been pre-approved by the respective HOD and the Corporate HR. The leave is subject to pre-approval from the HOD.
- b) **Paternity Leave** – Male Employees may avail paternity leave, subject to pre-approval from the HOD, immediately on the birth of the child. This shall be applicable to first two children. The eligibility is as follows:
 - Normal Delivery – 3 days
 - Caesarean – 5 days
- c) **Time Off for Offices** – Employee may avail time off once a month for 2.5 hours i.e. an employee can come two and a half hours late or leave two and a half hours early.

ii. All applications shall have to be made prior availing the leaves with supporting documents to HOD.

iii. The special leave is not a matter of right, and shall be approved subject to work exigencies.

4. POWER TO AMEND:

- a) Any change of the guideline shall be approved by the Head – Group Corporate HR.
- b) The management shall have the overriding right to withdraw and/or amend the guideline at its own discretion as it deems fit from time to time. The decision of the management shall be final and binding.

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