

Volunteering Guidelines

ARPANDo your Bit

About Volunteering

Tata Power's employee volunteering programme ARPAN aims to enhance the employee engagement, giving a sense of purpose, while impacting the communities we serve. Employee volunteering is an integral part of Tata Power ethos. In this journey, we acknowledge the efforts made by employees in contributing to various noble causes and respect the spirit demonstrated by each one of you and your family members in this journey. Employees get an opportunity to offer their skills, time and passion to contribute for social and environmental causes. The approach is to engage with key **stakeholders** on volunteering with a strong purpose led, collaborative effort and create a multiplier effect for our community initiatives.

Vision

Promote volunteering opportunities to positively impact the neighbouring communities by associating with employees and stakeholders in the themes of **Education, Financial Inclusivity, Health** and **Green Initiatives**.

"Aspiration to achieve World Class Level by volunteering 15 hours per employee per year"

Objective

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

Key Themes and Alignment to UN SDGs



Volunteering at Tata Power

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



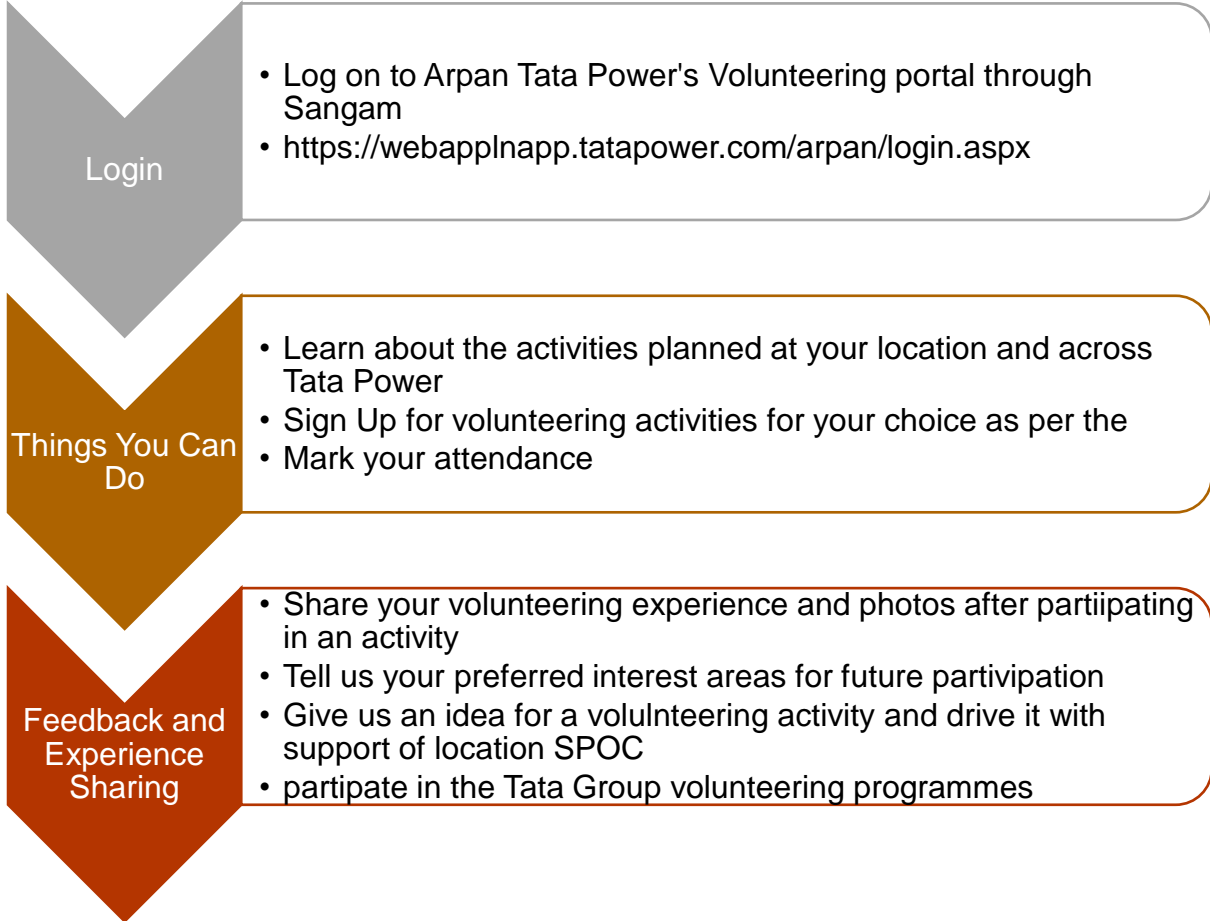
giving in the diversity of situation in which they exist. This would be applicable to all the Tata Power group companies in India. All the Volunteering activities should be secular and apolitical. While every volunteering brings in time, skills and other resources during the act of volunteering, the 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, family members, board of directors & senior leaders and other stakeholders 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.

Taking a step further, to enhance this experience of volunteering, we have launched of **Arpan – Tata Power's Volunteering portal**. This interactive portal has been developed to help actively engage and participate in various volunteering initiatives planned in locations across Tata Power. Volunteers can share their experience and suggest new ideas for volunteering, which could take our volunteering efforts to the next level. This would also enable each of us to achieve **1.25 lakh volunteering hours at Tata Power Company level**.

Types of Volunteering

- Individual Volunteering - Employees are free to offer their services under the 4 flagship themes of Tata Power 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 Volunteering SPOC of their location.
- Company Volunteering - Employees can voluntarily participate in company driven programs on themes, geographic areas and institutions/ organisations that are identified by the company volunteering SPOCs. 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.

Volunteering through Arpan



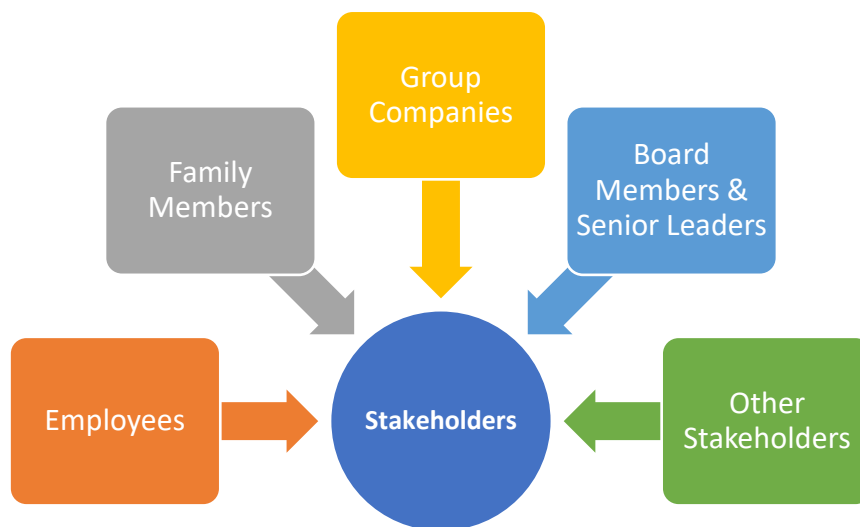
Volunteering Single Point of Contact (Location Wise)

| | |
|--|--|
| <p>Mundra- Pradeep Ghosal: pradeep.ghosal@tatapower.com</p> <p>Trombay – Ganesh Sodaye: ganesh.sodaye@tatapower.com</p> <p>Transmission & Distribution: Allwyn Abraham allwyn.abraham@tatapower.com</p> <p>Maval(Khopoli and Bhivpuri)- Atul Karwatkar: atul.karwatkar@tatapower.com</p> <p>Mulshi (Bhira)- Dilip Kawade: dilip.kawade@tatapower.com</p> <p>Maithon – Mrityunjai Ray: mrityunjairay@tatapower.com</p> <p>Carnac, Bombay House, Fort House – Satya Naidu: satya.naidu@tatapower.com</p> <p>Technopolis- Smitha Nair: smitha.nair@tatapower.com</p> <p>TPSSL- Bhavani Shankar : bhavanka@tatapower.com</p> | <p>WREL- Mikhil Gupta : mikhilkumar.gupta@tatapower.com</p> <p>TPREL – Vishwas Sonawale: vishwas.sonawale@tatapower.com</p> <p>TPDDL – Pankaj Singh: pankaj.singh@tatapower-ddl.com</p> <p>Powerlinks – Diksha Singh: diksha.singh@tatapower.com</p> <p>TPTCL- Neha Malik : neha.malik@tatapower.com</p> <p>Kalinganagar – Dillip Sahoo: dillip.sahoo@tatapower.com</p> <p>Jobobera – Barun Kumar: barun.kumar@tatapower.com</p> <p>Haldia- Amalesh Chatterjee: amaleshchatterjee@tatapower.com</p> <p>TPADL- Lakshmi Kant Tewari : lakshmi.tewary@tatapower.com</p> <p>Jawhar – Archana Lawande : archana.lawande@tatapower.com</p> |
|--|--|

(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)

Approach and Process

The approach is to engage with key **stakeholders** on volunteering with a strong purpose led, collaborative effort and create a multiplier effect for our community initiatives. The stakeholders to be covered as given below: -



| Methodology | | | | | |
|---|--|---|---------------------------------------|---------------------------------|---------------------|
| Brainstorming session with Volunteers on Volunteering Initiatives | Communication of Volunteering Initiatives through ARPAN/Internal campaigns | Mapping of Volunteers for the Interventions | Training and Deployment of Volunteers | Tracking beneficiaries coverage | Volunteers Feedback |

The common themes would be on promoting **Education, Good health, Financial Inclusivity and Green Initiatives**. 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.

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.

CR Team across all locations will keep track of the volunteering parameters including volunteers hours, no of volunteers and community benefitted under the initiative.

Four Flagship Initiatives identified are:-

1. SHIKSHA SAARTHI- (Mentor-Mentee)

Shiksha Saarthi is a flagship initiative under the theme of Education with a mentor -mentee model of employee- students engagement. The purpose is to provide academic coaching support and career counselling to address the doubts, thoughts and nurture ideas of the students. This is an ongoing initiative in which volunteers would be identifying and engaging with a **nearby School/ITI/TPSDI** Centres to help students in subjects and motivate them to decide their career by offering them with knowledge of various career choices. The Volunteer would be named as SHIKSHA SAARTHI

Plan of Action

1. Target of reaching 250 local Schools/ITI/TPSDI centre across Tata Power
2. Training of Volunteers on School/ITI/TPSDI Centres engagement
3. Monthly Plan and Schedule for Volunteer Visit to Community (could be at school or nearby ITI/TPSDI centre)
4. 6-8 Employee volunteers to identify 1 school or ITI or TPSDI centre and engage with the 7 students per employee throughout the year
5. Organize Sessions like Quiz/Other Extra Curricular activities as part
6. Share Experiences/Stories of how the student was impacted and Photo with the Student (Volunteer Student Bonding) in Tata Power Arpan Portal

| Total No of Schools/Colleges/Institute | Target Community | No of Volunteers | No of Beneficiaries FY 20 | Aspiration Beneficiary Target by FY 25 |
|--|------------------|------------------|---------------------------|--|
| 250 | Students | 2000 | 14000 | 28000 |
| FY 25 Aspiration Target is based on 20% new enrolments of student's YoY basis | | | | |

2. ADHIKAAR CHAMPION (Inclusivity)

Adhikaar Champion is a flagship volunteering initiative under the theme of Financial Inclusivity in which volunteers would be involved in reaching out to disadvantaged and marginalized sections in the society in the vicinity of Tata Power Locations to sensitize them about various Government Schemes and help them to link to those Schemes by coordinating with relevant Govt Departments. This will enable communities' access to the Govt Schemes to which they are entitled and get the financial and non – financial benefits. Ranging from Aadhar Card, Ration Card, PAN Card, Caste Certificate/ Birth certificate etc, application submission to various Govt. schemes including Health, Disability, Food, Sanitation and

Livelihood related aspects, the end community will be linked as a prime objective of this initiative. **This program conducted last year won “Out of Box” Thinking award in volunteering program by Tata Group.**

Plan of Action

1. Training of Volunteers on relevant Government Schemes
2. Identification of Communities without proper document availability
3. Supporting Community in getting their documents prior to application of entitlements
4. Camps organized for Application Form filling for community by volunteers in coordination with Govt Department
5. Volunteers ensuring submission of Forms to Govt Departments
6. Focus on Right to Food, Sanitation, Agricultural Subsidy, Educational Scholarship, Widow Pension, Old Age Pension, Disability, Ayushman Scheme and other state specific Schemes as applicable
7. Role clarity of Volunteers that they are enablers with the Government Machinery.
8. Volunteers tracking the community members in terms of benefit received on an ongoing basis including follow-up with concerned Govt Depts
9. Sharing of Story/experience with the community and how was community impacted by Volunteers with photos in ARPAN portal

| Target Community | No of Volunteers | No of Beneficiaries FY 20 | Aspiration Beneficiary Target byFY 25 |
|---------------------------------------|------------------|---------------------------|---------------------------------------|
| Household Level Family members | 500 | 0.5 Lakh | 3 lakhs |



3. **Good Health**

Good Health is a flagship volunteering initiative under the theme of Health and Sanitation in which volunteers would be involved in spreading the message of cleanliness and sanitation. Globally, it has been observed that handwashing habits and usage of toilets has led to reduction of waterborne diseases by 80%. Hence the volunteers will undertake connecting with community in the vicinity of Tata Power Locations to sensitize them about the positives of handwashing practices, usage of toilets with focus at household level and schools.

Plan of Action

1. Development of Training Module with messages on Health, Handwashing and Sanitation Practices for household and schools

2. Training of Volunteers on Basic Cleanliness and Immunization Practices
3. Identification of village and schools for intervention.
4. 6-8 employees to adopt a village/slum/school and spread awareness on handwashing, sanitation habits and basic hygiene
5. Volunteers tracking the community members in terms of handwashing and cleanliness behaviours practices sustainably at community level through ongoing visits through the year

Sharing of Story/experience with the community and how was community impacted by Volunteers with photos in ARPAN portal

| Target Community | No of Volunteers | No of Beneficiaries FY 20 | Aspiration Beneficiary Target by FY 25 |
|---------------------------|------------------|---------------------------|--|
| 100 Schools | 800 | 10000 | 20000 |
| 100 Villages/Slums | 800 | 10000 | 50000 |



4. AFFORESTATION DRIVE

Tree Mittra is a Flagship Volunteering initiative of Tata Power under the Green theme which aims at encouraging employees and their families to adopt a tree, plant and nurture its survival. The initiative will be launched at Hydros and rolled out across locations in Tata Power.

Plan of Action

1. Target of 5 Lakhs Plantation Drive across Tata Power
2. Identification of Local Species suitable for Plantation
3. Training of Volunteers on the Local Species and importance by Bio-diversity team
4. Plantation drive launch at Hydros
5. Month wise Plan for Plantation Drive for Volunteers.
6. Engagement with Local School Eco-Clubs for spreading awareness about local flora and fauna.
7. Follow-up Visit by Volunteers to Plantation Sites for Tracking Survival
8. Photo and Story Sharing by Volunteer with the Tree (Describe the Human Tree Bonding Story) in Arpan Portal

Each Volunteer to target plantation of 50 plants/saplings across the year

| No of Volunteers | Intended benefit FY 20 | Intended Benefit target by FY 25 |
|------------------|------------------------|----------------------------------|
| 1000 | 5 Lakh plantations | 10 lakhs plantation |



Be a part of Organizational Volunteering Target FY-20 (1.25 Lakhs Hours)!

Aspiration to achieve World Class level by volunteering 15 hours per employee per year.



| Biodiversity Conservation | Education | Financial Inclusivity | Health |
|---|---|--|---|
| <p>Join us in achieving 5 lakhs plantation this year... Adopt a tree, plant and nurture its survival</p>  | <p>Become a Shiksha Saarthi & engage with 14,000 students Providing academic coaching & career counselling</p>  | <p>Become a Adhikaar Champion Help & sensitize 50,000 marginalised community access their financial & non-financial benefits.</p>  | <p>Connect with community in the vicinity of Tata Power and sensitize 20,000 beneficiaries about handwashing practices</p>  |
|  <p>REE MITTRA <i>Adopt a tree</i></p> <p>AFFORESTATION DRIVE</p> |  <p>SHIKSHA SAARTHII (Mentor-Mentee)</p> |  <p>ADHIKAAR CHAMPION (Inclusivity)</p> |  <p>Good Health</p> |

For more details : Please connect to Location Volunteering SPOC <https://webapplnapp.tatapower.com/arpan/>

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) will decide the awards based on performance, information provided by volunteers and station/ Locations and field visit to the site if required.

A. . Corporate Level Awards

A jury of members 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 CSR/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 Volunteers, |

| | | |
|---|--|---|
| | | Volunteering hours and community benefitted. 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 |
| Most Innovative Volunteering Initiative | Chief- Corp Communication and Sustainability | This will be given to the most innovative (out of the box) volunteering initiative which demonstrates scale or uniqueness and non-repetitive in nature against previous year |

B. 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 | Location Head/SPOC of Volunteering Initiative | Appreciation in Xpressions, Emailers, Arpan Portal, Internal Communication Platform of Corp Communications – Volunteer Testimonials |
| Location Volunteering Champion | Location Head | Best among personal / group volunteers excluding CR team members, at locations who has actively participated and 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. |
| Location Volunteering Champion (Family Member) | Location Chief | 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. |

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.

Issuing by: Chief - Corporate Communications and Sustainability

August 2019 (version 2)

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