



GIFT POLICY

Tata Power recognises that exchange of gifts with people having business dealings is not unusual and is considered acceptable as part of normal social exchange. However, the need is recognised for a stated policy setting caps on the value of such gifts and for defining circumstances under which the gifts could be accepted and retained. The cardinal principle would be that gifts should not be given or received either to obtain favours / preferential treatment or in return for favours / preferential treatment.

The policy will apply to all employees of Tata Power as well as its subsidiaries.

1. Gifts could be either solicited or unsolicited. The Company, regardless of the circumstances, does not permit the soliciting of gifts. This policy defines the circumstances under which unsolicited gifts received either in India or abroad can be accepted and retained.
2. The circumstances under which gifts might be received fall into various categories:
 - a. Gifts received on New Year and other festive occasions.
 - b. Gifts received on occasions of wedding of self or children.
 - c. Gift vouchers/ gift cheques received in recognition of a professional contribution made by the recipient, such as for making a presentation, conducting a training programme/ workshop for a professional and academic institution etc.
 - d. Gifts received on the occasion of a terminal event such as a transfer or on cessation of employment.



- e. Gifts received for any other reason, not stated in (a) to (d) above, which normally should include gifts received on Special Commemorative occasions such as completion of years after an event, product launch, financial closure etc.

3. Type of Gifts

An illustrative list of type of gifts that might be received is provided below:

- a. Articles of an edible nature for festive occasions
- b. Articles of use in an office such as table clocks, stationery, desk accessories etc.
- c. Gift vouchers / Gift cheques
- d. Artefacts

4. Circumstances under which gifts can be accepted:

- a. The value of the gift if up to Rs.3,000/- subject to the following sub-clauses wherever applicable.
- b. Receipt of Cash Gift: Only in the case of retirement or cessation of employment, cash gift of Rs.3,000/- and more can be retained by employees.
- c. However, in the case of transfers, collective gift in kind can be received. The value limit is not applicable in such cases.
- d. Gifts received in recognition of a professional contribution made by the recipient, such as for making a presentation, conducting a training programme/ workshop for a professional and academic institution etc.



- i. Where the receipt of gift is through gift voucher or a gift cheque amounting more than Rs.3,000/-, the recipient will be permitted to retain the full amount received, if prior permission is taken from the company. However, information to the Ethics Counsellor should be given. No cash shall be received.
 - ii. Where the Company has borne expenses, such as travel or lodging, related to the event and such expenses are reimbursed by the organisers, all such reimbursements will be surrendered to the Company.
- e. Receipt of gift from parties having business relationship with the Company including gifts from subordinates.
- i. Gifts received from a donor where the donor has a business relationship with the Company and could derive benefits from the recipient should only be of value up to Rs.3,000/-.
 - ii. Illustrative categories of parties with business relationships with the Company would be vendors, dealers, contractors, consultant and customers etc.
 - iii. No gift should be accepted from any person or party who has defaulted company in any manner.
 - 1. By way of illustration, parties in default would be parties from whom monies are overdue or parties with whom the Company is engaged in litigation and parties against whom disciplinary action has been taken.



2. It is desirable that the recipient should check the status of the parties from Head-Corporate Sourcing Group or Financial Controller to make sure that the provisions of the above clause are not contravened.
5. Where an employee receives gifts in excess of the caps contained in this policy, it would be advisable to return the gift to the donor with a standard covering letter as placed at Annexure A, thanking the donor for the same and quoting the relevant provision of this policy
6. However, it is recognised that at times gifts valued in excess of the caps contained in this policy are to be received, as the return of these gifts may cause embarrassment. This situation may occur specially during overseas visit of our officers where sometimes expensive gifts are given by the overseas hosts. In this situation the recipient should surrender the gift at the earliest to the ES&A (Corporate Administration Department).
7. The company considers it to be a good practice to share gifts of a nature, which an employee is permitted to receive, such as gifts of an edible nature, with fellow employees. The nature of the gift permitting, it would also be good practice to use the gifts in the office.
8. **Declaration regarding receipt of gift:**

In all instances, the recipient of a gift, will make a declaration stating the description of the gift that has been received, the estimated value of the gift and the circumstances under which the gift was received and particulars of the donor. Such declaration should be submitted to the office of the Chief Ethics Counsellor within 15 days of the receipt in the prescribed form placed at Annexure B.



9. Gifts over Rs. 3,000 (except of edible nature) should be returned to the ES&A (Corporate Administration Department) which would be used by the Company for official presents to be given on certain occasions like Reward & Recognition to employees, etc.
10. In case of any clarification / interpretation of this policy the employee should contact the office of the Chief Ethics Counsellor.
11. The policy will become effective with immediate effect.

Date: 24 October 2018

A handwritten signature in black ink, appearing to read 'Praveer Sinha', written over a horizontal line.

Praveer Sinha

CEO & Managing Director

(On Tata Power Letter Head)

Date:

Dear Mr. / Ms _____

Address:

My sincere thanks for your good wishes and the gift accompanied with it. I appreciate your kind gesture of sending the same.

However, as I am committed to the Tata Code of Conduct, I am not in a position to accept the gift as per the Company's Gift Policy. Hence, I am returning the gift along with this letter.

Thanks again for your good wishes.

With Warm Regards,

CC: Chief Ethics Counsellor

Declaration under the Gift Policy

To,
The Chief Ethics Counsellor
The Tata Power Company Ltd

As required under Clause 8 of the Gift Policy, I declare the gift/gifts received by me the details of which are as under:

Sl No.	Description of the Gift	Gift received from	#Circumstances / purpose of gift (Refer Clause 2 of the Gift Policy)	Estimated Value of the Gift in Rs

*I further declare that the gift/gifts received as stated above (Sl. No) valuing more than Rs.3000 has / have been sent to the Corporate Administration Department as per Clause 9.

*I further declare that the gift/gifts received as stated above (Sl. No) valuing more than Rs.3000 has/have been returned to the Donor as per Clause 7.

(* Please delete if not applicable)

Signature

Name of the Employee:

Employee Number:

Circumstances / Purpose

- 1 New Year or festive occasions
- 2 Wedding of self or children
- 3 Recognition of a professional contribution
- 4 Terminal event such as a transfer or on secession
- 5 Others – Please specify. This could include Special Commemorative occasions such as completion of years after an event, product launch, financial closure etc