

**Guidelines for reporting and considering of Working Outside Employment**

**Tata Code of Conduct: D. Our Employees, Working Outside Employment**

13. Taking employment, accepting a position of responsibility or running a business outside employment with our company, in your own time, with or without remuneration, could interfere with your ability to work effectively at our company or create conflicts of interest. Any such activity must not be with any customer, supplier, distributor or competitor of our company. Our employees must notify and seek prior approval for any such activity as per the 'Conflicts of Interest' clause of this Code and in accordance with applicable company policies and law.

**Procedures**

1. Employee shall make a disclosure with the determined form in writing to his/her immediate superior within 15 days counted from the date of concurrent employment.
2. The immediate superior gives the additional details and comments to Ethics Coordinator.
3. The Ethics Coordinator collects the information and preliminary screening in accordance with the criterion for proposing the Business Ethics Sub-Committee of each company for their opinions before submit to the Apex Business Ethics Committee for consideration.
4. The Apex Business Ethics Committee considers for approval or disapproval or provides further suggestions.
5. The Ethics Counselor informs the result to the Ethics Coordinator of each company.
6. The concerned Ethics Coordinator prepares the letter informing the consideration's results and proposed for Vice President of each company's signatures.
7. The concerned Ethics Coordinator together with the Department Manager give the letter informing the consideration's results to the employee and he/she signs in the copy document for acknowledgement.
8. The concerned Ethics Coordinator submits the signed document to HR for keeping in the employee profile.
9. The Ethics Counselor collects the data and information as a whole group.
10. In case of non-compliance with the criterion or any additional reasons, the Business Ethics Sub-Committee of each company can propose to the Apex Business Ethics Committee for consideration.



**Criteria for consideration and approval of any Working Outside Employment**

**1. Criteria in General**

- 1.1 Shall not do the outside job that uses his/her own position in the Company as a reference, except for social, cultural or educational work that are useful for the public.
- 1.2 Shall not derive any benefits from access to or possession of the insider information.
- 1.3 Shall not use any equipment, tools, materials or supplies of the Company.
- 1.4 Shall not affect the normal duty or operation of the employee to the Company.
- 1.5 Shall not create any adverse affect to the Company in any terms, including reputation and images.
- 1.6 In case the employee is invited to perform as an instructor related to the Company's general information; products, business etc., such employee has to report to his/her immediate superior on the topics for consideration in advance.

**2. Criteria of Working Hours and Place**

- 2.1 Shall be out of normal working hours of employee and not in the office or plant area.
- 2.2 Shall be flexible and ready to be called to work by the Company all the time.
- 2.3 The working hours of outside job shall not be more than regular working hours of the Company.
- 2.4 The outside job shall not affect his/her health that may reduce the efficiency of the employee in working for the Company.

**Effective date: June 1, 2018**

Approved by  ..... President and CEO

**Dated on May 22, 2018**

