



IndusInd Bank

Employee Volunteering Policy

Version Control

Version	Date	Change Description	Change Author	Change Reviewer
1.0	17-Nov-2022	First Employee Volunteering Policy presented and approved by the CSR Committee	Akshay Bohra	Roopa Satish

Introduction

IndusInd Bank (IBL), is committed to running its business in a way that generates sustainable value for its customers, clients, shareholders and employees. The Bank continues to create value for all its stakeholders and emerge as a 'Best-in-Class' Bank that is committed to sustainable economic growth.

IBL supports and encourages sustainable programs, that actively contribute to Social, Economic and Environmental Development. Values of social upliftment are enshrined in our organizational DNA and the Bank endorses all activities that contribute towards upholding that. The employee volunteering team forms part of the Sustainable banking unit that encourages our workforce to volunteer on projects that benefit the communities in which we operate.

The objective of this policy is to promote a unified, vibrant, and enthusiastic approach towards volunteering across the organization.

Vision

IBL recognizes that its sphere of activity and influence extends beyond banking and is committed to contribute towards the betterment of the communities it serves.

Through employee volunteering, Bank endeavors to promote a culture where the bank staff and their families contribute their time and expertise towards communities in need and their surrounding environment, and build empathy, compassion and a sense of purpose through the process.

Scope

This policy applies to all IndusInd employees, contract staff, family members, retired employees, and temporary staff. Volunteering activities will be available to all IBL employees, irrespective of years in the company. IndusInd Bank recommends adoption of this Policy by Bank's subsidiaries.

Types of Volunteering

- I. Corporate Volunteering: Employees can participate in volunteering activities that will be planned by IBL through the calendar year. These activities will be planned by company volunteering SPOCs.
- II. Individual Volunteering: Employees for the purpose of this policy, can explore volunteering opportunities over and above the activities provided by IBL and are encouraged to report back to the employee volunteering team/ portal on such activities initiated by them. The Bank post evaluation might add the volunteering activity to corporate volunteering list and open it to the larger community.

Volunteering Hours (Corporate Volunteering)

The Bank encourages all its employees to participate in the maximum possible volunteering events. All participants are advised to record the number of hours volunteered on the portal within seven calendar days of the volunteering event. The event coordinator will have the right to approve or reject the reported number of hours by participants.

Upto two days of paid working leave will be provided to all regular employees in-line with the HR policy.

IBL Support for Corporate Volunteering

- I. IBL's employee volunteering team will ensure that volunteering activities create meaningful impact for the most vulnerable members of the society. These activities will be engaging and effectively communicated to all employees without any discrimination
- II. IBL's dedicated portal for volunteering activities will provide relevant information regarding details of events, registration, attendance, e-certificates of participation, photographs and experiences
- III. Volunteering opportunities will be communicated from time to time on the volunteering portal in line with the Employee Volunteering policy of the Company. Participation for volunteering will require prior approval from the employees immediate reporting manager if held on a working day
- IV. The Bank will provide up to 2 days of paid working leave in a year as "volunteering leave" to full time employees in line with the HR leave guidelines. The volunteering leave could be requested by employees as consecutive days or days taken at different points in time, totaling two working days
- V. Travel to and from the volunteering site and expenses reimbursement for the event will be as per the HR Travel Policy

Code of Conduct for Volunteers

- I. Participants engaged in the volunteering activities are expected to conduct themselves as responsible corporate citizens and in a manner to not bring disrepute to IBL or its affiliates in any manner
- II. No participant is authorised to give any statement to the media. Any queries from the media should be directed to our Marketing/ Corporate Communications Department
- III. In case any sensitive information is received during volunteering hours, it should be treated as confidential and should be brought to the notice of the Volunteering coordinator
- IV. No participant should show any kind of affiliation to any religious or political institution
- V. Employees will continue to be governed by the IBL Code of Conduct during the volunteering period

Review of the Policy

This Employee Volunteering Policy document will be reviewed annually and any changes, if necessary, will be approved by the CSR & Sustainability Committee of the Board.