

Employee Welfare Policy for Team Sync (TS) CA and CA Associate Region Operations (ARO, TS, SG, SGIN, FG, ENCS, AM).

1. Introduction

Team Sync and its Associate-Regional Operations are committed to fostering a supportive and enriching work environment that promotes the well-being, health, and happiness of our employees.

This Employee Welfare Policy outlines the benefits* and services** we provide to ensure the physical, mental, and emotional welfare of our staff.

2. Health and Safety

- **Health Insurance:** Comprehensive health insurance plans covering medical, dental, and vision care.
- **Workplace Safety:** Regular safety training and inspections to maintain a safe working environment.
- **Ergonomic Workstations:** Provision of ergonomic furniture and equipment to prevent work-related injuries.

3. Mental Health and Well-being

- **Counselling Services:** Access to confidential counselling services for personal and work-related issues.
- **Mental Health Days:** Provision of mental health days to allow employees to take time off to recharge.
- **Stress Management Programs:** Workshops and resources to help employees manage stress effectively.

4. Work-Life Balance

- **Flexible Working Hours:** Options for flexible working hours and remote work to help employees balance personal and professional responsibilities.
- **Parental Leave:** Paid parental leave for new parents, including maternity, paternity, and adoption leave.
- **Vacation and Paid Time Off:** Generous vacation policies and paid time off to encourage employees to rest and recharge.

5. Professional Development

- **Training and Development:** Regular training programs, workshops, and courses to enhance employee skills and career growth.
- **Educational Assistance:** Financial support for employees pursuing further education or professional certifications.
- **Career Progression:** Clear pathways for career advancement and internal promotions.

6. Financial Wellness

- **Competitive Remunerations:** Regularly reviewed and competitive parity-based packages.
- **Financial Planning Services:** Workshops and resources to help employees with financial planning and management.

7. Community and Social Engagement

- **Volunteer Opportunities:** Encouragement and support for employees to participate in community service and volunteer work.
- **Social Events:** Regular company-sponsored social events and team-building activities to foster a sense of community and camaraderie.

8. Recognition and Rewards

- **Employee Recognition Programs:** Regular recognition of employee achievements and contributions through awards and bonuses.
- **Performance Bonuses:** Performance-based bonuses to reward employees for their hard work and dedication.

9. Feedback and Communication

- **Open-Door Policy:** Encouragement of open communication between employees and management.
- **Regular Surveys:** Regular employee surveys to gather feedback and suggestions for improving the workplace environment.

10. Implementation and Review

- **Policy Implementation:** Responsibility of the Human Resources department to implement and oversee the welfare programs.
- **Annual Review:** Regular review of the welfare policy to ensure it meets the evolving needs of employees.

This Employee Welfare Policy is a testament to our commitment to the well-being of our staff. We believe that by taking care of our employees, we not only enhance their quality of life but also foster a more productive, motivated, and loyal workforce.

*, **, Policy guidelines may vary region wise depending on capability and bandwidth of implementation of the above stated guidelines for each region. Refer and ask for to regional policy guidelines for regional HR teams for your specific benefits applicable for your region.

Policy/ HR/ TS/ SG/ CA/ AR/ IN/ 10762-56932-445 / 01032022-4

