



HR Policy Handbook 

Employment for Employee's Children

EMPLOYMENT FOR EMPLOYEE'S CHILDREN

A SYNOPSIS OF THE POLICY


ELIGIBILITY


REQUIREMENTS
AND PROCESS

EMPLOYMENT OPPORTUNITIES FOR EMPLOYEES' CHILDREN

OBJECTIVE:

- To provide employment opportunities based on the company's requirements to employees' children.

SCOPE & COVERAGE:

- This policy is applicable to Titan Company Limited, TEAL, and TCTL.
- This Policy would apply to the children of all confirmed employees in the Company who fall into the following two groups:
 - a. Children who have graduated in the current year and one year earlier
 - b. Children who have more than two years of experience

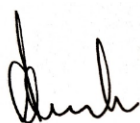
GUIDELINES OF THE POLICY:

1. Children who have graduated in the current and one year earlier:
 - 1.0. Employees' children would be eligible to apply for positions for which the Company is looking at hiring Fresh Post-Graduates / Graduates - as would be announced by the Company as per the eligibility criteria below.
 - 1.1. Candidate should have passed on the first attempt and have a minimum of 60% marks aggregate in the qualifying exam, including class 10 / SSLC, class 12 / HSC, Undergraduate Programme, and Postgraduate Programme. In cases where candidates pass with CGPA, the eligibility criteria would be decided by the Company.
 - 1.2. Only those who have passed the qualifying examination in the current academic year or one academic year earlier than the year in which recruitment happens would be eligible to apply for the positions called for.
 - 1.3. Candidates must have completed a regular course - duly recognized by UGC / AICTE / Medical Council of India / State Technical Education Board.
 - 1.4. Candidates who have been interviewed once and not considered would be eligible to re-apply on one more occasion within a period of two years from the year of the passing of the course. A candidate cannot appear for more than two occasions, subject to meeting clause 1.2.
 - 1.5. Those who have been selected under the Titan Sethu program and are currently undergoing training or have already completed the training are not eligible to apply for a job in Titan. However, those who completed the Titan Sethu program and are employed elsewhere can apply for a job in Titan after a minimum of two years of experience outside.
 - 1.6. Candidates selected through the above process would be considered as Trainees at the appropriate level, irrespective of their year of passing and previous experience if any.
 - 1.7. At a time, only one child of an employee can be employed with Titan.
 - 1.8. For employees' children desirous of seeking employment in the Organisation, the following guidelines shall apply in addition to the criteria above.
 - 1.8.0. GET positions:
 - 1.8.0.0. Applications shall be invited before the commencement of the

- Campus recruitment.
- 1.8.0.1. A selection round will be held for candidates who meet the minimum qualifying criteria.
 - 1.8.0.2. Candidates selected will be given a placement offer for GET.
 - 1.8.0.3. Candidates who appeared for selection under this clause will not be eligible to participate in the campus recruitment process again.
 - 1.8.1. MT/ET/Designer positions:
 - 1.8.1.0. Selection of these positions is only from specific Institutions to be published by Talent Acquisition Team.
 - 1.8.1.1. Children of the employee desirous of seeking employment at Titan can apply through the Campus Placement process.
 - 2. Children who have more than two years of experience:
 - 2.0.0. For employees who have children with more than two years of experience, employees will have visibility to open vacancies through the applicant tracking system. They can refer their children to these vacancies through the applicant tracking system.
 - 2.0.1. Applications will follow the same selection process as all other applicants.
 - 2.0.2. Candidates who meet the required eligibility and qualification will be taken forward for the selection process in line with the current hiring practices.
 - 3. Candidates selected through the above process would not be placed in any department/function where the parent or the child directly or indirectly influences their performance as an employee or as an individual.
 - 4. This policy does not include candidates with specific skills/competencies required by the Company and where the candidate appears for the recruitment process and is selected in the normal course of business of the Company. However, clause 1.7 continues to apply in this case as well.

EFFECTIVE DATE:

The Policy comes into force with immediate effect. Only the Chief People Officer can authorize exceptions to this policy. Management reserves the right to modify or terminate this policy without prior notice.



SWADESH BEHERA

EXECUTIVE VICE PRESIDENT & CPO