

CEAT Limited

Human Resources Policy

In line with the Company's values PACE 😊, CEAT aims for the best-in-class policies, processes and practices which help in creating conducive work environment enabling its workforce to perform at the optimum potential that leads to 'Happiness'.

Guiding Principles

- Provide a safe and respectful work environment for employees; both physically and mentally and instil a 'family like' culture contributing to a cordial and friendly workplace.
- Commitment to fostering and nurturing a culture of diversity and inclusion at the workplace and ensuring equal opportunities based on meritocracy to all its employees and potential employees.
- Aim to create an empowering and enabling work environment through a framework which puts employees' happiness first and serves as a guiding light for policies, processes, and workplace initiatives.
- Promote amongst the employees the Culture of work-life balance and personal well-being, as well rejuvenation.
- Ensure personal growth of employees through Constructive Feedback and Progressive Career Prospects.
- Provide Self-directed Learning and Development Opportunities to the employees through various initiatives.
- Encourage an environment of innovation and outperformance amongst employees.

Core Elements:

Happiness Framework

Happiness is inherent to life at CEAT. CEAT has 'Happiness Framework' for the management employees consisting of factors that drives their happiness and aims to create an empowering and enabling work environment. This framework puts CEAT's employees' Happiness first and serves as guiding light for policies, processes, and workplace initiatives.

Diversity and Inclusion

- CEAT is committed to promote diversity across all its management and non-management workforce, i.e. Employees and Workers. Diversity at Board is governed by the Nomination & Remuneration Policy.
- CEAT is committed to create people-centric culture by providing equal opportunities in all the aspects of association and employment regardless of gender, ethnic background, disabilities, age, transgender people, pregnancy, religion or other beliefs, sexual orientation or any other status protected by law.

CEAT's way of Hiring

- CEAT's Talent Acquisition process is aligned to the CEAT values - PACE 😊. The interview evaluation is pivoted on PACE 😊 anchors with regular interventions to improve managerial interviewing capability. The process is digitized to be efficient while capturing candidate and stakeholder experience for continuous improvement.

The Company has a wide gamut of policies for the benefits of employees such as Workplace Policies, Leave Policy, Travel Policy, Transfer & Relocation Policy, Rewards & Recognition Policies, Employee Benefit Policies, etc which are captured in detail under the "People Policies" Handbook as available on the intranet.

Grievance Redressal Mechanism

CEAT has an elaborate Grievance Redressal Mechanism for its employees and workers as part of the 'People Policies' Handbook.

For raising any grievances, click <https://www.ceat.com/corporate/sustainability.html> or write to sustainability@ceat.com.