

	Policy on Long Service Award		
	Please also see:	Version	HRLSA25
		Issue Date	1-Apr-25
		Effective Date	1-Apr-25
	This version supersedes all previous versions with a lesser version number		

1.0 OBJECTIVE: Long Service Awards are a means of expressing gratitude, appreciation, and respect to employees who have demonstrated commitment and loyalty and contributed to the growth of the group.

2.0 SCOPE: This policy is applicable to all regular on-roll employees of the Group

3.0 LONG SERVICE: is defined as continuous service within the Group and its companies. For acquired entities, the date will be determined per terms of integration. Milestones to be recognised will be the completion of 10, 15, 20 and 25 years of uninterrupted service.

4.0 RECOGNITION:

4.1 On the day of completion of the respective Long Service Tenure Business HR will action the following:

4.1.1 An Appreciation Mail will be sent to the incumbent employee from BU-HR, CEO or equivalent BU Head and Group Chief People Officer

4.1.2 The Business HR and Head of Department will present a bouquet of flowers and a copy of the book by Shri Gautam Adani

4.1.3 An interaction with the Site/ Location Head (or senior-most person of that site/ location in their absence)

4.1.4 BU Site Head will arrange a meeting with the Business Chief People Officer and the CEO with the concerned employee within a month of reaching the milestone

4.2 Business HR and GCC HR will organize a special function once a year to honour all employees who have completed the respective long service tenures during the intervening period between the date of the last annual function and the current one. The Long Service Awards Ceremony may be a stand-alone function or combined with a major business or social event at the discretion of the Business

4.2.1 For employees who superannuate or voluntarily separate post completion of the long service milestone but before the LSA function, the amount will be included as the part of the full and final settlement.

4.3 The case of LSA awardees who complete 25 years of service will be invited to meet Promoters /APEX Members and Group Chief People Officer either at an annual event or individually. This will be organised by Business HR

4.4 Employees crossing the significant milestones will also get the following:

Service in (Years)	Award Details
10	Will be awarded a 100 gm Silver Medal with Adani Logo
15	Will be awarded a sum of Rs. 1,50,000 and a 100 gm Silver Medal with Adani Logo
20	Will be awarded a sum of Rs. 2,50,000 and a 100 gm Silver Medal with Adani Logo
25	Will be awarded a sum of Rs. 5,00,000 and a 100 gm Silver Medal with Adani Logo

5.0 PROCEDURE:

5.1 GCCHR will prepare a list of all employees in their business who will be completing the respective long service award milestones during any calendar year with a cut-off date of 1st October of that year. These lists will be sent for consolidation to Group Admin, who will arrange for the medals/ mementos to be prepared.

5.2 Business HR will plan for the Annual Award Ceremonies and all actions as stated in the policy toward the awards