

## **TeamLease Services Private Limited (the "Company")**

- a. List of laws and regulations impacting directly or indirectly to the Company and management control & process to comply with laws and regulation

TeamLease is subject to a variety of labour laws including compliance with Minimum Wages, ESIC, PF, Employee Compensation, Professional Tax, Statutory Bonus and CLRA. A compliance audit team headed by General Manager-Legal performs a monthly review of all applicable acts as per the following process:

- Spool AMR (for MW) and PSR (other acts) on 12<sup>th</sup> of each month and store in the shared drive.
- Forward the link to Ops team as notification on the same date. No response required from Ops team;
- Audit AMR and prepare NC report in the agreed format within 4 working days;
- Publish NC Report to stakeholders on the 5<sup>th</sup> working day;
- Management Meeting to discuss resolution for each NC on 4<sup>th</sup> Tuesday of every month;
- MoM of meeting showing resolved items/Expected Closure Date for unresolved items received from Ops to be shared immediately after the meeting.
- Follow up email sent to Ops for unresolved NCs on ECD.
- Legal Support for resolving any NC with Client to be provided as per Ops SLA.
- Publish unresolved NCs on Friday of every week.
- Ops will follow up with client and close the NCs with client's approval.
- A chaser from VP Legal will be sent after 60 days in case of no response from the client.

All other compliances with Companies Act, Income Tax Act and other financial reporting requirements are reviewed by CFO, VP Finance and General Manager Finance on a monthly basis. It is further included in the scope of Internal Auditors to validate the same. General Manager- Admin performs a monthly review of compliance with all municipal laws and other admin related laws. Risk Management team also publishes a monthly report to the management on the compliance with labour laws and other corporate laws.

- b. Management's Process and control for "identification of litigation and claims , disposal of litigations and compliance with laws and regulations"

As and when a notice or claim is received by the corporate office or any location, the details of notice/claims/litigations are entered into respective trackers. Ramarathna, Manager-Legal, maintains the track of all notices, inspections and client audits. Sankar, Manager-Legal maintains the listing of all litigations and cases filed against the Company. Shihabuddin, VP-Legal monitors the status of notices/claims and works towards their closure. Corrective actions will be taken immediately with SBU head's approval. A weekly presentation is made to Management on the status of all open litigations/ notices.

- c. List of Litigation by or against the Company as of now  
Attached the litigation tracker.

- d. Major litigation against the Company if any  
Attached the litigation tracker.

- e. Challenges faced by Compliance team and company's action for the same  
Challenge is in ensuring that applicable notifications and guidelines are obtained on time. Legal team works with locations and third party consultant to ensure completeness of all notifications received during a month and updates them in the legal reckoner. Central team- Operations reviews the notifications and identifies the impacted clients and associates. Communication will be made to the client if any changes are required to be made in the associate's CTC or other terms, and accordingly compliances are ensured.

- f. Risk associated and management's control to mitigate the said risk  
Attached the PPT file.