



**UTI ASSET MANAGEMENT COMPANY LIMITED**

**EMPLOYEE ENGAGEMENT & COMMUNICATION POLICY**

(Updated up to 19<sup>th</sup> August, 2022)

## **Introduction**

UTI AMC aims to utilize the collective skills, capabilities and experience of all UTI AMC employees in pursuit of our business objectives. UTI AMC has a high calibre workforce comprising some of the best talent in our industry. Individuals of this quality expect to be able to work in a consultative work environment where their views are respected, sought out, and when merited, acted upon. Employee engagement has emerged as a critical driver of business success in today's competitive marketplace. High levels of engagement promote retention of talent, foster customer loyalty and improve organizational performance and stakeholder value. Employee engagement is based on trust, integrity, two-way commitment and communication between an organization and its members. We believe candid and constructive communication in an environment of mutual respect is essential to our collective success. Engaged employees look at the whole of the company and understand their purpose, where, and how they fit in.

## **Purpose**

This policy sets out the UTI AMC commitment to employee engagement in the workplace. Resulting in the right conditions for all members of an organization to give of their best each day, committed to their organization's goals and values, motivated to contribute to organizational success, with an enhanced sense of their own well-being.

We will also uphold and practice our **PEOPLE** values so that they are reflected in day to day behaviours.

## **Scope**

This policy applies to all UTI AMC employees and may be amended by UTI AMC from time to time.

## **Guiding Principles for UTI AMC**

### **▪ Engagement**

We seek to create an environment where there are shared agendas with common objectives where we can:

- a. bring together partial, differing and opposed views and feelings
- b. ensure common goals are developed and understood and staff have a clear sense of direction
- c. value individuals' contributions in generating ideas and creative solutions through direct involvement and participation

- d. Developing a competence for change will ensure that people (particularly managers) are able to handle change competently and confidently
- e. Our PEOPLE values shape our culture and guide the way our people act and make decisions
- f. Managers are expected to recognise exceptional contributions that are above and beyond commitment to the PEOPLE values. Spontaneous recognition and celebration is encouraged.
- g. Formally assess how we are doing in meeting our commitment to **PEOPLE** values by asking people to take part in our employee opinion survey, publishing the results and taking action based upon this and other staff feedback processes
- h. We will continue to work in partnership with the trade unions to find ways of increasing staff involvement and engagement.

▪ **Communication**

- a. Corporate publications can be used to distribute corporate messages to all staff and can be used by staff to communicate stories and important messages.
- b. Any information or articles which may be of interest to staff can be included in the news section of the intranet.
- c. For specific projects or staff engagement, web pages can be set up on the intranet.
- d. Information should also be disseminated by managers in ways that will best reach and engage their staff

▪ **Effective Working**

- a. Managers should call for individuals and teams to work more proactively to ensure that people stay in touch and can continue to participate in team and organisational activity.
- b. Managers will also ensure that effective and appropriate feedback channels can be maintained within any new working arrangements that arise and that people continue to be involved in team and organisational matters

▪ **Engagement with Trade Union**

- a. UTI has a formal commitment to working with recognised unions and will give recognised unions information in advance of meetings to assist in collective bargaining
- b. We will inform unions and positively engage them in developing options, consultation and negotiation about major changes in the workforce.

- c. Employees who belong to a trade union will not be discriminated against as a result of their membership

### **Policy Statement**

UTI AMC is committed is determined to bring a substantial change characterised by high levels of employee engagement, wherein we value worker feedback, and are committed to providing our employees with grievance mechanisms and remedial action, regardless of collective bargaining presence.

Few initiatives in this regard are listed as follows.

- a. Open door policy;
- b. Regular in-person meetings, while prioritizing continuous feedback
- c. Collaborate on the development of business and individual objectives;
- d. Recognize top performers and reward achievements
- e. Conducting employee engagement surveys at regular interval
- f. Provide mechanisms for the investigation and resolutions of grievances
- g. Provide visible, empowering leadership, giving a strong strategic narrative about the organisation at the same time as addressing day to day matters as they arise.
- h. Provide the means for employees to have a voice so that they continue to influence the organisation's direction.
- i. Encourage managers to focus their people, giving them scope, treating them as individuals, through appropriate and flexible learning and development. This means that we expect positive and engaging behaviours from everyone across the organisation.

### **Policy Objectives**

Employee engagement is important because engaged staff go above and beyond in their work and deliver exceptional and memorable results. And that extends to everything from customer service to business innovation and attention to detail.

1. Align employee goals with company goals and value, through crystal clear communications
2. Enhance employee productivity – includes being creative, innovative, and engaged at work
3. Reduce employee turnover by having solid employee on boarding procedure, boost engagement through professional development opportunities, etc.
4. Induce higher sense of belonging where employees feel heard, acknowledged, and appreciated for their hard work.

**Review**

The ESG Committee shall monitor and review the policy at least once in a financial year.

Any subsequent amendments, modification or supplementation to this Policy shall be effective from the date of approval of ESG Committee, unless specified otherwise.

**Effective Date**

The Policy has been amended as mentioned below:

<b>Number of times, policy amended</b>	<b>ESG Committee Meeting Date</b>