



PEOPLE'S HANDBOOK

Applicability of This Policy

This People's Handbook applies to True North employees, defined as individuals who:

- Are in full-time employment with True North; or
- Are on the payroll of True North, including where payroll administration is facilitated through an authorised third-party payroll service provider.

The policies, benefits, and guidelines outlined herein are applicable only to the above category of employees, unless explicitly stated otherwise.

Exclusions

This policy does not apply to the following categories of individuals:

1. Consultants, whether engaged on a full-time or part-time basis | 2. Third-party employees deputed to, or engaged on assignments with, True North | 3. Industrial Trainees and Fixed-Term Analysts
- Such individuals will be governed by the terms and conditions set out in their respective engagement letters, contracts, or agreements.



Document Release Notice

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Release no.	Release date
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The health of you
and your loved ones
is of utmost
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We all need a
break from work



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Congratulations!
You have become
a parent!



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We want your
journey to be safe
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Your security is
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ANNEXURE



WORKPLACE PHILOSOPHY

Our workplace is defined by you...

Our guidelines have been designed keeping you at the center.

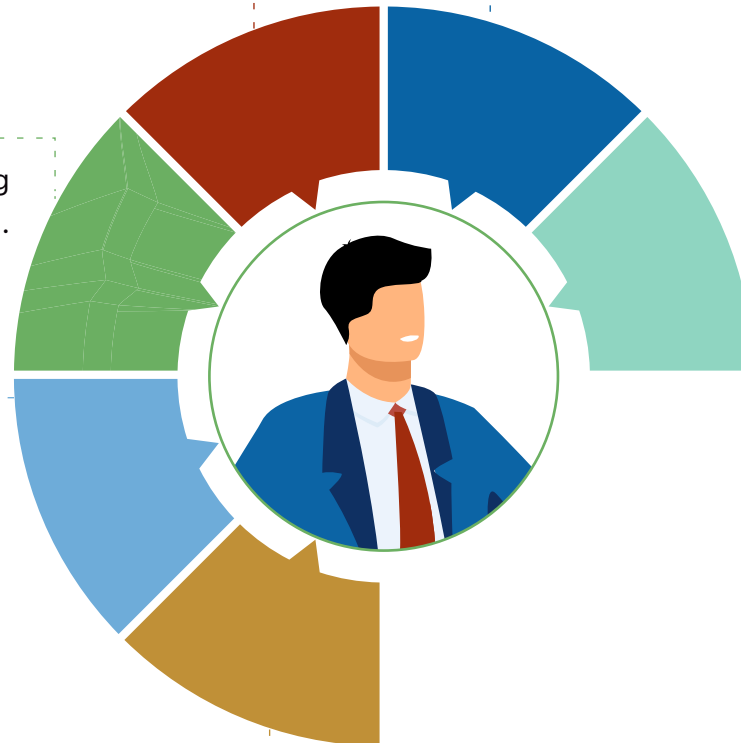
We are dedicated to the well-being of all our colleagues.

We are committed to creating a workplace where everyone feels valued.

Core principles that define our workplace philosophy are - mutual trust, respect, compassion, care, empowerment, collaboration and productivity.

Our culture fosters excellence in everything we do and allows everyone to reach their full potential.

We believe transparency is essential.



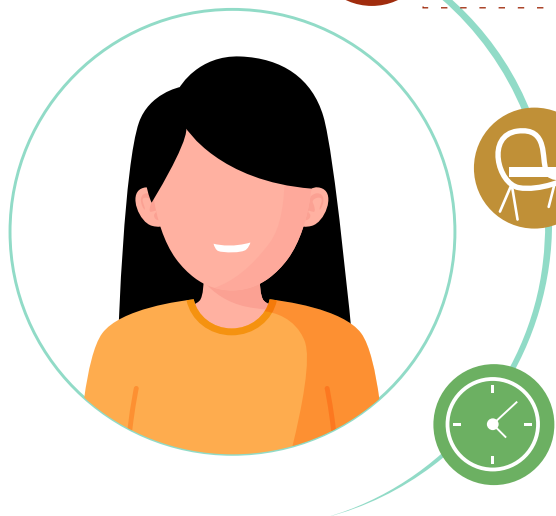


WORKPLACE GUIDELINES



Hot desking

You are free to choose any available work desk.



Hybrid work model

While we encourage a hybrid working model, working from the office remains the preferred mode; work-from-home may be availed under special circumstances with prior intimation to the reporting manager.



Working hours are 9.30 am to 6.30 pm

We trust everyone to manage their productivity. If you wish to stagger your work hours, please discuss it with your supervisor.





WELLNESS BENEFITS

YOUR HEALTH AND WELLBEING ARE OUR TOP PRIORITY



Fitness reimbursement

Enroll in a gym membership, zumba, yoga, or any other fitness class and claim reimbursement*.

Counselling

Avail free, confidential and personalised counselling services (for you and/or your family).

Annual health check-up

Get an annual preventive medical check-up done – fully paid for by the firm.



**As per the level and limits prescribed in the annexure (point 1) on page 25.*



GROUP MEDICLAIM

THIS POLICY COVERS YOU AND YOUR DEPENDENTS (FULL-TIME EMPLOYEES OF TRUE NORTH, SPOUSE, TWO DEPENDENT CHILDREN UP TO AGE 25, PARENTS AND PARENT IN-LAWS)



Sum insured for each colleague and family **INR 10 lakhs per year.**



Corporate Buffer **INR 35 lakhs per year.**



50% co-pay for specialised treatments.*



Pre & postal natal expenses covered for both IPD & OPD.



Organ donor expenses covered in the policy. Only hospitalisation expenses are covered, pre-post hospitalisation expenses & organ cost are not covered.



Non-Financial Features



Auto-immune diseases covered.



No cap on room rent.



No age limit for any disease, including COVID 19.



Pre-existing illness covered from Day 1.



Cashless hospitalisation in empanelled hospitals.



Newborn* Vaccination cover of INR 35000
*up to 1 year of age.



Maternity coverage at INR 3.5 lakhs.



Fertility treatment coverage at INR 3.5 lakhs.



Domiciliary hospitalisation covered.



*Refer annexure (point 2) on page 26 for specialised treatment details.

**Digital Healthcare Cards will be issued by the service provider.



GROUP TERM LIFE INSURANCE

THE POLICY AIMS TO ENSURE LONG-TERM FINANCIAL SECURITY FOR YOUR LOVED ONES



Partners	Fixed Sum Assured (SA) at INR 10 Cr.
MDs, Directors, Principals, AVPs, Sr Associates, Associates, Sr Managers, Analysts in Credit Team	INR 2 Cr or 3.5 times of Fixed CTC (whichever is higher) capped at INR 5 Cr.
Admin (EAs and Office Assistants)	10 times of Fixed CTC.



ELIGIBILITY CRITERIA:

Full-time True North employees.



TAX BENEFITS:

All claim payments are considered non-taxable receipts and tax exempt under Section 10 (10D) of the Income Tax Act, 1961 in the hands of the beneficiary or nominee.

ENROLLMENT PROCEDURE:

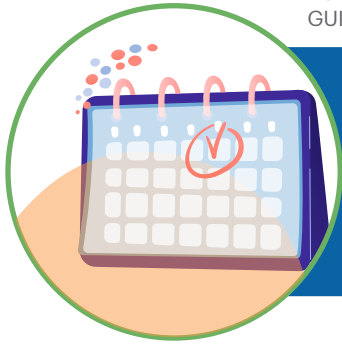
Employees above Free Cover Limit will need to go for medical examination.



NOMINEE:

In the event of death of a member covered under the policy, the sum assured will be paid to the nominee/legal heir.





LEAVE POLICY

WE ALL NEED A BREAK FROM WORK
ANNUAL LEAVES

3



Leaves are calculated as per calendar year, that is January to December. You are eligible for 25 working days of Annual Leave.



You may carry forward up to 50 days of Annual Leave to the next calendar year.

25 days/year



Post discussion with your supervisor, apply for leave on the HRMS.



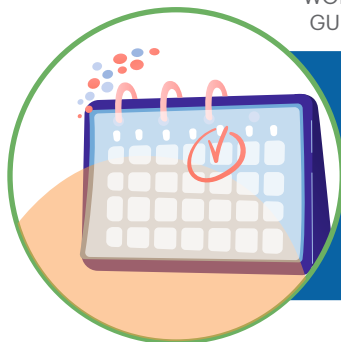
For all employees other than Partners, leave encashment will be paid over and above their Fixed CTC at the time of exit from the firm. For Partners, leave encashment will be included as part of their Fixed CTC at the time of exit from the firm.



Annual leave accrues on a calendar year basis (1 January to 31 December). An employee who joins mid-year shall be entitled to leave on a pro-rata basis for the remainder of the calendar year. Up to 50 days of balance leave will be encashable basis last drawn fixed salary at the time of exit. Leave Encashment does not apply to Partners.

**Accrued Annual Leave cannot be availed during your notice period.
Unutilised accumulated annual leave days over 50 days will lapse.*





LEAVE POLICY

OTHER LEAVES

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Floating leave: We have 2 Floating Leaves which can be used like Regular Leave for any festival or occasions. Floating Leave lapses if unutilised until 31st March.



Declared holidays: We have 10 days of declared (public) holidays which will be decided before the commencement of each calendar year.



Sick leave: Take as long as you need to recover. Keep your supervisor informed.

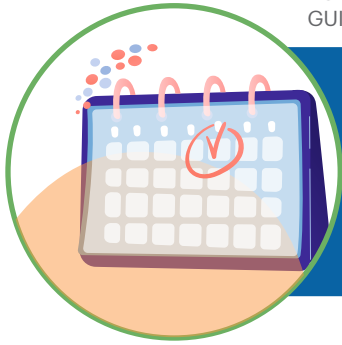


Bereavement leave: We have over 10 days leave in case of the loss of an immediate family member (parents, siblings, spouse, children and grand-parents). 5 working days for other close relatives.



Examination Leave: Anyone pursuing further studies and appearing for examinations may avail Examination Leave, subject to prior written approval from their reporting manager and keeping HR informed. The approval request must include details of the governing board or institution, course details, exam location, mode of examination, and the total duration of leave required.





LEAVE POLICY

SABBATICAL LEAVE

3



Anyone who has completed 5 years in the firm is eligible.



The sabbatical period shall not exceed six months. Any accrued leave balance will lapse upon availing a sabbatical. Sabbatical leave may be availed only with prior written approval from your Line Manager and with HR duly informed.**



Statutory contributions will continue during the sabbatical period on the basis of the fixed salary paid. The sabbatical period shall be counted towards continuous service for all statutory purposes. During your Sabbatical Leave, 100% of your Fixed Salary will be paid by the firm, 50% for VP and above.

** Variable compensation will be paid on a pro-rata basis





PARENTAL SUPPORT

CONGRATULATIONS! YOU HAVE BECOME A PARENT!

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- **Primary caregiver:** The person who is most responsible for the daily care and emotional wellbeing of a child.
- Entitled to 26 weeks of fully paid parental leave. Includes non-birthing parents.*
- Of the total 26-week parental leave entitlement, up to 8 weeks may be taken prior to the expected date of delivery. The remaining leave shall be taken after delivery. This pre-natal leave forms part of (and not in addition to) the total leave entitlement.

Non primary caregiver:

- Entitled to 12 weeks of fully paid parental leave.
- The person who provides additional support and care for a child, assisting the primary caregiver in ensuring the child's daily needs and emotional well-being are met.

Other Leaves

An employee who undergoes a tubectomy operation is entitled to 2 weeks of paid leave immediately following the date of the operation.

In the event of a miscarriage or medical termination of pregnancy, the employee is entitled to 6 weeks of paid leave with effect from the date of the event.

- All benefits under this policy will be extended to non-birthing parents. They may take leave in one or more tranches, within a year of birth/adoption/surrogacy of their child.

Rebound Program

- Post parental leave: 6 months fixed leave + upto 6 months of flexible leave, to be granted at the discretion of HR.

Adoption Expenses

Expenses related to Adoption will be reimbursed.

*Non-birthing parents can take the leave in one go, or two tranches each, within a year of birth/adoption/surrogacy of their child

*For flexibility or extension of leave, please obtain prior written approval from your Line Manager and inform HR.

Notice: Keep your supervisor and HR informed six months prior to taking parental leave





PARENTAL SUPPORT

CHILDCARE ASSISTANCE



Eligibility

- Employees with children up to 6 years of age can claim childcare assistance.

Daycare Reimbursement

• Daycare Reimbursement

- Can enroll your children in the above daycare/daycare of choice. Daycare reimbursement will apply.

• Childcare Reimbursement Per Family

- Can avail from the time of the child's birth **till they turn six years old.**

**In the same period, you can either opt for childcare allowance or avail the daycare reimbursement.*





TRAVEL POLICY

MAKING YOUR JOURNEY SAFE AND COMFORTABLE



The travel policy is designed for your safety and comfort. Do exercise prudence while travelling for work.

Flight

All flights will be booked by the company as below



Type and Duration	Category
International > 4 hours	Business Class
International < 4 hours	Economy*
Domestic Travel	Economy*

**Business class for a red eye flight (departure after 12am or arrival before 6am) for <4 hours international flight.*

For the company's annual offsite, flights for the entire team will be booked in economy class (except for Advisors).

Note: If you wish to upgrade to a higher category, you can do so at your own expense unless your supervisor under special circumstances approves it by email.



Hotel

We recommend booking the hotel closest to the meeting location.

Destination	Hotel Category
International	3 to 4 Star
Domestic	4 to 5 Star

**If there is a deviation from the above plan, kindly get approval from your supervisor. Prior intimation of minimum 48 hours is needed to avoid 100% cancellation fees.*



TRAVEL POLICY

MAKING YOUR JOURNEY SAFE AND COMFORTABLE



Car

We highly recommend the use of electric or hybrid vehicles wherever possible.

We encourage optimising the use of cars by giving adequate time for booking and sharing the list of travellers from True North.

Destination	Mode of transport	Category
International <ul style="list-style-type: none"> Airport transfers Travel for meetings, etc, within a city 	Please use any of the following options <ul style="list-style-type: none"> Trains/ metros Local taxis App-based providers <p><i>Due to challenges in coordinating in different time zones, we avoid making international car reservations through the Admin team in the office.</i></p>	Please use any of the following options <ul style="list-style-type: none"> Trains/ metros Local taxis App-based providers
Domestic travel within India <ul style="list-style-type: none"> Airport transfers Travel for meetings, etc, within a city 	Please use any of the following options <ul style="list-style-type: none"> Personal car App-based providers Local taxi/ auto Book through the Admin team in the office (need minimum 6 hours prior notification before travel) 	Premium Sedan Premium SUV* <i>* Group travel (2 or more) or special pre-approved requests for health reasons.</i>
Domestic travel for inter-city meetings	Please use any of the following options <ul style="list-style-type: none"> Personal car App-based providers Book through the Admin team in the office (need minimum 6 hours prior notification before travel) <p><i>If a car is booked for inter-city travel, it can be used for the entire duration of your visit.</i></p>	Premium SUV <i>No more than three persons per car</i>



TRAVEL POLICY

MAKING YOUR JOURNEY SAFE AND COMFORTABLE



Fare is reimbursed on the basis of bills provided.

If a personal car is used, you can claim approximate taxi fare from office to meeting place. Whichever is closer.

Any change in category would require prior **email approval** from your supervisor.

Do exercise prudence and use the firm's money like your own.

Please note:

We have partnered with two reputable vendors, **AVIS** and **PRIDE**, to provide you with car rental services. Both vendors offer reliable vehicles for your journey.

To make a booking with either of these vendors, please ensure that the booking is made at least 6 hours before your expected travel time. This ensures that there is ample time for the vendor to prepare the vehicle for your use.



Travel to work

Admin team can claim reimbursement of up to Rs. 5000/- per month for their travel to office.*

**To claim any reimbursement, bills supporting the claim needs to be provided.*



SAFETY FOR WOMEN

YOUR SECURITY IS OUR PRIORITY

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Women are encouraged to take flights departing post 7am (Post 8am during winter).

Odd hours: Use high quality (or any other accredited rental car) for airport pick and drop for early morning/late evening flights.*

Returning flights should not preferably land post 9pm.

Late office hours

- You can take a cab from a reputed cab hailing app post 9am and claim it to the firm.
- A woman should not be the last person in office.
- All women should be escorted till their mode of transport by the office assistant.

In compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act), True North has constituted an Internal Committee (IC). Any woman who experiences or witnesses' sexual harassment at the workplace (including virtual/remote work settings) may file a complaint with the IC. All complaints will be treated as strictly confidential, in accordance with the Company's POSH Policy, as shared and updated from time to time.





RETIREMENT BENEFITS

PLANNING FOR YOUR FUTURE (FULL-TIME EMPLOYEES OF TRUE NORTH AND IN-LAWS)

Provident Fund

We are a Voluntary Provident Fund Organisation



• ELIGIBILITY

- The benefit of the Provident Fund is extended to everyone from the date of joining.
- If a member of EPF in the previous organisation, then it is mandatory to enroll.
- In any other case, PF is at the discretion of the employee.
- If you choose to not register for EPF, you need to fill out a declaration form.



• CONTRIBUTION

- Employee: Minimum INR 1,800 per month, up to a maximum of 12% of the wages (as per applicable law).
- Employer: Equal to the employee contribution. Capped at 12% of the wages (as per applicable law).
- Employee Voluntary Contribution: You can also opt for additional contribution via the Voluntary Provident Fund (VPF), up to 100% of your net taxable salary. (No matching employer contribution in this category)

**Taxability of the contribution to PF will be based on the prevailing Income Tax Law.*





RETIREMENT BENEFITS

GRATUITY AND NATIONAL PENSION SCHEME (NPS)

Gratuity



ELIGIBILITY

All employees, including fixed-term employees, shall be eligible upon completion of 5 (five) years of continuous service with the firm, provided that fixed-term employees shall be eligible for gratuity upon completion of 1 (one) year of continuous service, in accordance with applicable law.

**Taxability will be based on the prevailing Income Tax Law.*

National Pension Scheme (NPS)



ELIGIBILITY

Extended to everyone from the date of joining the firm.

- New subscriber: Contribution can commence post registration with True North NPS administration partner.
- Existing subscriber: Contribution can commence after porting your PRAN to True North.
- NPS contribution is a monthly deduction from your fixed compensation.

**The taxability of the contribution to NPS will be based on the prevailing Income Tax Law.*



OTHER BENEFITS

CAR LEASE



Car Lease



ELIGIBILITY: Car lease can be availed by all full-time members

- A tripartite agreement between True North, leasing company and you. Fixed monthly rental (as per entitlement) adjusted from your salary and paid to the leasing company monthly.
- Car lease rental plus other fixed compensation benefits cannot exceed total fixed compensation.
- Expenses on the leased car such as – fuel, driver salary, car maintenance, and car insurance may be claimed as reimbursements.
- The vehicle must be delivered back to the leasing partner at the end of the lease period.

**User has the first right of vehicle purchase at least one (1) month before the end of the lease period at the agreed residual value.*

**The taxability of car lease benefit will be based on the prevailing Income Tax Law.*



OTHER BENEFITS

COMPANY ASSET ALLOTMENT



Company Asset Allotment



- You will be assigned a pre-configured laptop.
- Entitled for replacement after three years of usage. If usage exceeds three years, you will have an option of retaining the laptop, post IT clearance.
- If you leave the firm, then the asset should be returned to the firm at the time of exit.





OTHER BENEFITS

MOBILE/IPAD PROCUREMENT AND BROADBAND & MOBILE BILL REIMBURSEMENT



Broadband & Mobile Bill Reimbursement



- Under the hybrid work model, you may claim reimbursement for broadband bills up to a maximum of INR 1,000 per month.
- Reimbursement up to INR 1,500 per month may be claimed where the mobile phone is used for business needs.

**Reimbursement will be processed on actuals. Bills may not be clubbed.*





GUIDELINES FOR EMPLOYEES ON NOTICE PERIOD

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	To another investment firm	Different track
Deal Pipeline Meeting	No attendance	Only physical attendance; no virtual attendance
Deal Team Meeting	No attendance	Default yes - if expected to work in notice period. Call by sector lead
Access to Kelp and Sharepoint	<ul style="list-style-type: none"> To be stopped Selective access if sector lead requires continued working 	Default yes - if expected to work in notice period.
Access to third party databases that TN pays for	Discouraged	Default yes - if expected to work in notice period.
Meeting with bankers, consultants	Discouraged. Or be transparent on current status.	Jointly with another TN member
Meeting with portfolio companies	Discouraged. Or be transparent on current status.	Jointly with another TN member

Note: Please refer to Exit guidelines from HR.



ANNEXURE

10

S. No.	Policy Element	Eligibility/Reimbursement/Assistance in INR
1	Fitness reimbursement	Only up to Manager level – 50% reimbursement of the annual fee or INR 40,000 per year, whichever is lower.
2	Daycare reimbursement (based on submission of relevant receipts from Daycare to claim the reimbursement)	For women colleagues only, reimbursement up to INR 22,000 per month, on actuals.
3	Childcare allowance	For women colleagues only, who are not claiming Daycare reimbursement – childcare allowance up to INR 12,000 per month, on submission of bills from a recognised childcare agency.
4	Adoption assistance	For colleagues reimbursement on actuals, capped at INR 50,000 per event.
5	Asset allotment	Will be determined by IT basis the role.
6	For 1to1 Help Pvt Ltd	log on to www.1to1help.net or dial 1800 258 8999/1800 258 8121 (Toll-free)
7	For Childcare Support	KLAY, Kalina, 101 1st Floor, Manek Plaza, Village Kolkalyan, Opp. Central Plaza, CST Road, Kalina, Santacruz East.



ANNEXURE

10

S. No.	Policy Element	Eligibility/Reimbursement/Assistance in INR
8	<p>For Vehicle Hire</p> <p>Avis Reservations Team Avis 24X7 Support</p> <p>Escalation Manager Sales</p> <p>Pride Travels Reservations Team Avis 24X7 Support</p> <p>Escalation Manager Sales</p>	<p>crs@avis.co.in +91 124 – 4724850</p> <p>Ranajit Roy 9205552467 Ranajitroy@avis.co.in</p> <p>reservations@pridetravels.in +91 22 68810000</p> <p>Vijay Mengane 80820006316 sales@pridetravels.in</p>
8	<p>For Air Travel - XPLORZ.COM PRIVATE LIMITED Reservations</p> <p>Head Operations</p>	<p>Sneha Srinivasan sneha@xplorz.com +91 22 66121002</p> <p>Narayan Iyer narayan@xplorz.com +91 9324050995, Direct: +91 22 66121004</p>

Where True North does not have tie-ups in specific states to provide or facilitate access to crèche facilities for employees with children up to the age of 6 (six) years, True North shall reimburse crèche fees incurred by employees at a crèche of their choice. Employees shall be permitted to visit the crèche up to 4 (four) times in a day



ANNEXURE

10

S. No.	Special Conditions
1	New-born baby would be covered from the date of delivery provided we receive the endorsement within 90 days of delivery.
2	50% co-pay for Cyberknife treatment/Robotic Surgery/Bio-absorbable Stent /FAMETO Laser Surgery/Toric lens/KT Laser Prostate.
3	Ayurveda hospitalisation expenses covered, if treatment is for not less than 24 hours, in an Ayurveda hospital which is Govt. Hospital or in any institute recognised by Govt. and/or accredited by Quality Council of India/National Accreditation Board on Health on the advice of a Doctor because of illness or accidental bodily injury sustained or contracted during the policy period up to 20% of Base Sum Insured maximum of INR 3 lacs.

truenorth^Q

True North Managers LLP, Suite F9C, Grand Hyatt Plaza,
Santacruz (East), Mumbai - 400 055, Maharashtra, India.

🌐 www.truenorth.co.in