



# MATERNITY BENEFIT POLICY

## 1. PURPOSE

This Maternity Benefit Policy (“Policy”) is framed in accordance with the **Maternity Benefit Act, 1961**, as amended from time to time, to regulate the grant of maternity benefits to eligible women employees of the Company and to promote a healthy work–life balance.

## 2. APPLICABILITY

This Policy shall apply to all eligible women employees of the Company, including permanent, probationary, temporary and contractual employees, as applicable under the provisions of the Maternity Benefit Act, 1961, working in any establishment of the Company in India.

## 3. DEFINITIONS

- **Act** means the Maternity Benefit Act, 1961 and rules made thereunder, as amended from time to time.
- **Company** means the Listed Entity to which this Policy applies.
- **Average Daily Wages** shall have the meaning assigned under the Act.
- **Expected Date of Delivery** shall have the meaning assigned under the Act.

## 4. ELIGIBILITY

A woman employee shall be eligible for maternity benefits if she has actually worked for the Company for a period of **not less than 80 days** in the twelve (12) months immediately preceding the expected date of delivery.

## 5. MATERNITY LEAVE ENTITLEMENT

### 5.1 For First Two Children

An eligible woman employee shall be entitled to **26 (twenty-six) weeks of paid maternity leave**, of which not more than **8 (eight) weeks** shall precede the expected date of delivery.

### 5.2 For Third Child and Thereafter

An eligible woman employee shall be entitled to **12 (twelve) weeks of paid maternity leave**, of which not more than **6 (six) weeks** shall precede the expected date of delivery.

## 6. LEAVE IN CASE OF MISCARRIAGE OR MEDICAL TERMINATION

In the event of miscarriage or medical termination of pregnancy, a woman employee shall be entitled to **6 (six) weeks of paid leave** immediately following the day of miscarriage or termination, subject to submission of medical proof.



## 7. LEAVE FOR TUBECTOMY OPERATION

A woman employee undergoing tubectomy operation shall be entitled to **2 (two) weeks of paid leave** immediately following the date of the operation.

## 8. LEAVE FOR ILLNESS ARISING OUT OF PREGNANCY

A woman employee shall be entitled to **additional paid leave up to 1 (one) month** in case of illness arising out of pregnancy, delivery, premature birth, miscarriage or medical termination of pregnancy, subject to medical certification.

## 9. ADOPTION AND SURROGACY

- A woman employee adopting a child below the age of **three (3) months** shall be entitled to **12 (twelve) weeks of maternity leave** from the date the child is handed over.
- A **commissioning mother** shall also be entitled to **12 (twelve) weeks of maternity leave** from the date the child is handed over to her.

## 10. PAYMENT OF MATERNITY BENEFIT

Maternity benefit shall be paid at the rate of the employee's **average daily wages** for the actual period of absence, in accordance with the Act.

## 11. WORK FROM HOME

Where the nature of work so permits, the Company may allow a woman employee to **work from home** after availing maternity leave for such period and on such terms as may be mutually agreed.

## 12. NURSING BREAKS

A woman employee shall be entitled to **two (2) paid nursing breaks** in addition to regular rest intervals until the child attains the age of **fifteen (15) months**.

## 13. CRECHE FACILITY

Where the Company employs **50 (fifty) or more employees**, it shall provide crèche facilities in accordance with the Act and applicable rules. Eligible women employees shall be allowed **four (4) visits per day** to the crèche, including rest intervals.

## 14. PROTECTION OF EMPLOYMENT

- No woman employee shall be discharged, dismissed or terminated during the period of maternity leave.
- Maternity leave shall not be treated as a break in service for any purpose.



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## 15. PROCEDURE FOR AVAILING MATERNITY LEAVE

- The employee shall submit a written application along with a medical certificate indicating the expected date of delivery.
- The application should ordinarily be submitted **at least 8 (eight) weeks in advance**, wherever possible.

## 16. RECORDS AND COMPLIANCE

The Human Resources Department shall maintain all records and registers as prescribed under the Act and ensure ongoing statutory compliance.

## 17. INTERPRETATION

In case of any inconsistency between this Policy and the provisions of the Act, the provisions of the Act shall prevail.

## 18. AMENDMENT

The Company reserves the right to amend, modify or replace this Policy in line with changes in applicable laws or business requirements, subject to approval of the competent authority.

*This Policy has been approved and came in force as on September 04, 2025.*