

# Gratuity Compliance Policy

*In accordance with the Payment of Gratuity Act, 1972*

### 1. Introduction

This policy outlines the company’s compliance with the **Payment of Gratuity Act, 1972**, ensuring fair and lawful compensation to employees who have completed a minimum period of service with the organization. The gratuity benefit is a token of appreciation and financial security provided to employees for their dedicated service.

### 2. Eligibility Criteria

Employees shall be eligible for gratuity payment under the following conditions:

* The employee has completed **a minimum of five years of continuous service** with the company.
* Gratuity becomes payable in the following cases:  
  + Upon **superannuation (retirement)**
  + Upon **resignation or voluntary retirement**
  + Upon **termination of employment (excluding cases of forfeiture)**
  + **Death** or **permanent disability** due to an accident or disease  
     *(Note: In cases of death or disablement, the five-year service requirement is waived.)*

### 3. Gratuity Fund Contribution

* The company contributes **4.81% of the employee’s basic salary** towards the Gratuity Fund every month.
* This contribution is included in the employee’s **Cost to Company (CTC)**.
* The same amount is deducted from the employee’s monthly salary as their share of the contribution.
* This fund is maintained in compliance with the statutory requirements under the Act.

### 4. Calculation of Gratuity

* Gratuity is calculated at the rate of **fifteen (15) days’ wages** for each **completed year of service** (or part thereof in excess of six months), based on the **last drawn basic salary**.
* The **maximum gratuity amount payable** is **₹10,00,000** (Ten Lakhs), or as may be revised by government notifications from time to time.

### 5. Forfeiture of Gratuity

Gratuity may be partially or fully **forfeited** in the following situations:

* If the employee's services are terminated due to:  
  + **Willful misconduct**, negligence, or an act/omission causing **damage or loss to company property**.
  + **Riotous or disorderly conduct** or any act of **violence**.
  + An **offence involving moral turpitude**, committed during employment.

### 6. Nomination for Gratuity

* Employees who have completed **one year of service** are required to **submit a nomination** for gratuity.
* The nomination should be made:  
  + In favour of **one or more family members**, if the employee has a family.
  + If there is no family at the time of nomination, it may be made in favour of **any individual**, but it becomes **invalid** upon the acquisition of a family and must be updated accordingly.
* Nominations can be **updated or modified at any time** by submitting a written request.
* Employees can declare or update their nominee by sending an email to [hroperations@antiersolutions.com](mailto:hroperations@antiersolutions.com)
* The following details are required of the nominees

1. **Name of the Nominee**
2. **Relation**
3. **Date of Birth**
4. **Contact Number**
5. **One ID proof with address**

In case if you haven’t declared your Nominee, the company may reach out to the person who you mentioned in the HRIS as your relation or an emergency contact.

### 7. Payment Process and Timeline

* The company will release the gratuity amount **within 30 days** from the date it becomes payable (i.e., employee’s exit or qualifying event).
* In case of the employee’s **death**, gratuity will be paid to the **nominee**, or in the absence of a nominee, to the **legal heir**.  
  + If the beneficiary is a **minor**, the amount will be deposited with the **Controlling Authority**, which will invest it on behalf of the minor until they attain majority.

### 8. Mode of Payment

Gratuity shall be paid through one of the following modes:

* **Bank Transfer**
* **Cheque**
* **Demand Draft** No cash payment shall be made, ensuring all transactions are traceable and compliant with financial regulations.

### 9. Employee Satisfaction and Retention

The company believes that implementing the Gratuity Compliance Policy enhances **employee retention**, supports **long-term financial well-being**, and fosters a culture of **trust and recognition**. By offering fair end-of-service benefits, the organization upholds its commitment to a just and rewarding workplace.

### 10. Conclusion

This Gratuity Compliance Policy reaffirms the organization’s dedication to ensuring that all employees are treated with fairness and dignity at the end of their service. By aligning with the **Payment of Gratuity Act, 1972**, the company aims to provide a transparent, lawful, and efficient process for gratuity disbursement, contributing to a positive work environment.

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