

Employee Handbook: India Region

1. PROVIDENT FUND (PF) & GRATUITY

- EPF Contribution: 12% of Basic Pay + DA is deducted from the employee's salary and matched by the employer.

- Gratuity: Employees completing 5 continuous years of service are eligible for Gratuity calculated as: (Last Drawn Basic / 26) * 15 * Years of Service.

2. LEAVE POLICY

- Privilege Leave (PL): 18 days per year. Unused PL can be encashed upon separation.

- Casual Leave (CL): 8 days per year. Cannot be combined with PL.

- Sick Leave (SL): 8 days per year. Medical certificate required for >2 days.

- Maternity Benefit: 26 weeks of paid leave as per the Maternity Benefit Amendment Act.

3. PREVENTION OF SEXUAL HARASSMENT (POSH)

The Company complies with the POSH Act, 2013. An Internal Complaints Committee (ICC) has been constituted. Any grievance should be emailed to icc@company.com. Proceedings are confidential and time-bound (90 days).

4. WORKING HOURS & OVERTIME

- Standard Hours: 9:30 AM to 6:30 PM (Monday to Friday).

- Overtime: Not applicable for managerial roles.

5. NOTICE PERIOD

- Probation: During the 6-month probation, notice period is 15 days.

- Confirmed Employees: Notice period is 60 days. Buyout of notice period is at the discretion of management.