



## **SPECTRON**

### **Employees' State Insurance (ESIC) Policy**

**Effective Date:** 05.01.2026

**Revision:** 01

**Approved By:** Management

**Applicability:** All eligible employees across functions and locations

#### **1. Purpose**

The purpose of this policy is to outline the Company's commitment to providing statutory social security benefits to eligible employees under the Employees' State Insurance (ESI) Scheme, ensuring medical care and income protection during sickness, maternity, disablement, or employment injury.

#### **2. Scope**

This policy applies to all employees who are covered under the Employees' State Insurance Scheme, as per applicable statutory wage limits and establishment coverage.

#### **3. Definition**

The Employees' State Insurance (ESI) Scheme is a statutory social security scheme that provides medical, sickness, maternity, disablement, and dependants' benefits to insured employees and their families.

#### **4. Coverage & Eligibility**

- ESI coverage is **mandatory** for:
  - Employees earning **gross wages up to ₹21,000 per month**.
- The Company is covered under ESI if:
  - It employs **10 or more employees**, as applicable under the Factories Act or State Shops & Establishments Act.
- Once covered, an employee shall continue to be governed by the ESI Scheme as per statutory provisions, even if wages exceed the threshold during the contribution period.

#### **5. Contributions**

### **SPECTRON ENGINEERS PRIVATE LIMITED**

*An ISO 9001 : 2015 Certified Company*

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ESI contributions are calculated on the employee's **gross wages** and are shared by the employer and employee as follows:

- **Employee Contribution:** 0.75% of gross wages
- **Employer Contribution:** 3.25% of gross wages

The Company shall deduct the employee's contribution from monthly wages and remit both contributions to the ESIC authorities within the prescribed timelines.

### 6. Benefits Under ESIC

Eligible employees and their dependants are entitled to the following benefits under the ESI Scheme:

- **Medical Benefit:** Full medical care for the insured employee and dependants
- **Sickness Benefit:** Cash compensation during certified sickness
- **Maternity Benefit:** Paid leave for confinement, miscarriage, or related conditions
- **Disablement Benefit:** Compensation for temporary or permanent disablement
- **Dependants' Benefit:** Financial support to dependants in case of employment-related death
- **Funeral Expenses:** Lump sum assistance for funeral expenses

### 7. ESIC Registration & Identity

- Eligible employees must complete ESIC registration formalities and submit required documents.
- Upon registration, employees shall receive an **ESIC Insurance Number** and **ESIC e-Pechan Card**.
- Employees must ensure personal and family details are accurate and updated in the ESIC system.

### 8. How to Avail ESIC Benefits

#### Procedure

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1. In case of illness or medical emergency, employees should visit an **ESIC dispensary or hospital**.
2. For sickness or leave-related benefits:
  - Obtain a **medical certificate** from an ESIC-authorized medical officer.
  - Inform the Reporting Manager and HR at the earliest.
3. Submit required ESIC documents/forms as advised by HR for benefit processing.
4. Cash benefits, if applicable, are disbursed directly by ESIC to the employee.

### 9. Employee Responsibilities

- Provide accurate personal and family information at the time of registration.
- Inform HR immediately of any changes in dependants or personal details.
- Use ESIC facilities responsibly and only for genuine medical needs.
- Submit medical certificates and documents promptly.

### 10. Employer Responsibilities

- Register eligible employees under ESIC.
- Deduct and remit contributions within statutory timelines.
- Facilitate employee awareness and assistance for availing ESIC benefits.
- Maintain statutory records and ensure compliance.

### 11. Non-Compliance & Misuse

- Misrepresentation of information or misuse of ESIC benefits may invite disciplinary action.
- Failure to submit required documents may result in denial or delay of benefits.

### 12. Statutory Compliance

This policy is framed in accordance with the **Employees' State Insurance Act, 1948**, read with applicable rules and notifications. The Company ensures full compliance with statutory requirements and amendments issued from time to time.

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### 13. Policy Review & Amendment

The Company reserves the right to amend, modify, or withdraw this policy to align with changes in statutory provisions or organizational requirements.

#### Employee–HR Communication on ESIC Policy

**Employee:** Who is eligible for ESIC coverage in the Company?

**HR Representative:** Employees earning gross wages up to ₹21,000 per month are mandatorily covered under the ESIC Scheme, provided the establishment falls under ESI applicability.

**Employee:** How much contribution is deducted from my salary?

**HR Representative:** A contribution of 0.75% of your gross wages is deducted from your salary. The Company additionally contributes 3.25% on your behalf.

**Employee:** What medical facilities can I use under ESIC?

**HR Representative:** You and your eligible dependants can avail medical treatment at ESIC dispensaries and hospitals, including consultations, medicines, and hospitalization.

**Employee:** What should I do if I fall sick and need leave?

**HR Representative:** You should visit an ESIC doctor, obtain a medical certificate, and inform your Reporting Manager and HR. This will help you claim sickness benefits, if applicable.

**Employee:** Thank you for explaining. It's reassuring to know these benefits are available.

**HR Representative:** You're welcome. ESIC is designed to support employees during medical and financial difficulties. HR is always available to help you with the process.

Yours Sincerely,

For Spectron Engineers Pvt. Ltd.



**Authorised Signatory**

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