

PATERNITY & ADOPTION LEAVE POLICY

1. Objective

The Company fully understands the importance of the father's role in the life of his child and the need for him to create a strong bond with the newborn. His presence during the first few weeks after childbirth is important to establish a connection and helps create a sense of attachment.

Paternity leave helps in the welfare of the child because it enables fathers to be more involved in the early stage of their child's life, which is crucial for the child's development and the father's presence can have a significant impact on the child's well-being.

2. Eligibility

- All male employees on the rolls of the Company will be eligible for Paternity Leave.
- The Paternity Leave will be allowed only for the first two surviving children.
- Paternity Leave should be availed within 6 months of the childbirth.
- Paternity Leave can be prefixed or suffixed with the eligible Earn Leave.
- Adoption Leave can be availed in case of adoption, restricted to maximum two children provided the child adopted is three months or less.
- Adoption Leave can be prefixed or suffixed with the eligible Earn Leave.

3. Quantum of leave

- Any eligible male employee of the Company will be allowed to take 15 running days as Paternity Leave either before or after delivery.
- In case of adoption, the male employee of the Company will be allowed to take 15 running days as Adoption Leave.

4. Effective date of the Policy

This Policy will come into effect from January 1, 2024.