

## Amazon India Employee Benefits

All full time regular employees of Amazon India are eligible to participate in our employee benefits program on the first of the month following their date of joining. This document captures a summary of the key benefits. The following is the summary of the benefits as per current company policies that you will be eligible to effective your joining date, subject to applicable company rules/schemes and terms/conditions from time to time.

This summary provides an overview of the main provisions of the benefits programs for employees in Amazon India unless otherwise stated. This summary is not a legally binding document. If there is discrepancy between this information and either applicable legislation or the plan or policy documents, the legislation or the plan or policy documents will prevail in all cases. Participation in Amazon's benefits does not constitute a contract of employment. Amazon reserves the right to modify or terminate any portion of the Amazon benefits program and/or any of its policies at any time with or without notice.

More details regarding benefits or related policies can be obtained on the internal portal Inside - <https://inside.amazon.com/> on joining.

### EMPLOYEE MEDICAL INSURANCE

Amazon offers medical insurance cover of INR 500,000 (family floater) for Employees and their dependents (Spouse and up to 2 Children). Employees can also cover either parents or parents-in-law (but not a combination) by paying additional premium. Covering parents or parents-in law will require a monthly employee contribution which will be through payroll deduction. Parental sum insured options range from INR 100,000 to INR 1,000,000 and premium details can be accessed on medical insurance page on Inside.

Employees can also opt for voluntary top-up plan (Employee, Spouse & 2 children) by paying an additional premium. This is an additional cover over and above the defined sum-insured. Employees can opt for any of the sum-insured options ranging from additional INR 100,000 to INR 500,000 per family and premium details can be accessed on medical insurance page on Inside.

The contributions for additional options will be deducted from the monthly salary as per Amazon's payroll practice. Employees who do not opt for any of the voluntary options towards covering dependent parents/parents-in-law and voluntary top-up plans are not required to make any contribution.

There is co-pay applicable on insurance claims which will have to be borne by employees.

### EMPLOYEE ACCIDENT INSURANCE

All Fixed-Term employees are covered under Accident Insurance up to a maximum of three times their Annual Base Pay. This benefit is only for Fixed Time Employees and NOT for his/her dependents.

### EMPLOYEE LIFE INSURANCE

Amazon employees are covered under Life Insurance up to a maximum of **four times** the Annual Base Pay. This benefit is only for Employees and NOT for their dependents.

**Important Note:** If an employee's life insurance cover (i.e.) 4 times the Annual Base Pay is in excess of the free cover limit (FCL), he/she will be required to undergo medical tests as prescribed by our insurer. If employee is beyond specified age limit, term life coverage will be NIL and they need to undergo medical tests as recommended by insurer to ensure coverage.

All insurance coverage is subject to any applicable medical underwriting and employees are liable for any taxes that may be due as a result of receiving these benefits, unless specified. For insured benefits, only the insurer and not Amazon is liable for benefits.

*Note: Please refer to the Insurance benefit pages on Amazon's internal portal – Inside Amazon upon joining for further details of medical, accident and life insurance coverage including exclusions and waiting periods that may apply before a benefit can be claimed.*

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

Whether your goal is to manage stress, achieve work-life balance, or just live healthier, our EAP program can provide the counseling and motivation you need to be more successful at home and at work.

Our partner provider is an independent, impartial, and confidential source of support available 24/7.

#### ANNUAL HEALTH CHECK

- Amazon India offers an [annual health check-up](#) for their employees only
- The annual health check-up is your opportunity to identify potential issues related to daily nutrition, fitness, and lifestyle habits.
- We have partnered with leading providers to extend the health check-up to employees annually during a fixed time period. The service includes an array of basic tests necessary to assess your health status.

Employees can also claim up to INR 1,000 towards annual health check for themselves in line with applicable insurance policy terms and conditions as detailed out on internal portal – Inside Amazon.

#### TRANSPORTATION FACILITY

Transportation facility is currently provided to employees in select Amazon offices/cities.

- L3 and below fixed-term employees can avail this facility **free of cost**.
- Fixed-term employees of **Amazon Transportation Services Private Limited** are not eligible to use the transport facility.
- *Fixed-term employees in **night-shift** can avail this facility **free-of-cost**.*
- *This policy is applicable to employees (including Fixed Term) except those at virtual sites.*

**Note:**

*L3 and below fixed-term employees who are **based out of Amazon offices/cities where the Transport facility is not available or choose not to avail the facility**, are eligible to receive a transport allowance as per the table below, over and above the Base Pay, subject to applicable tax withholding.*

*Fixed-term employees in night-shift are also eligible to receive this allowance if they opt out of the transport facility.*

Tier 1 Cities	INR 4,000 per month
Tier 2 Cities	INR 1,500 per month
<i>*Tier 1 cities are Bangalore, Hyderabad, Chennai, Mumbai, NCR, Kolkata and Pune</i>	
<i>*All other cities are categorized as Tier 2 cities</i>	
<i>The Company may at any time, at its sole discretion, alter, amend or delete the above definitions.</i>	

Please reach out to your recruiter or the Transport team for more information. For more details covering policy and process relating to transportation facility, access details on Amazon internal portal - Inside.

#### BUSINESS TRAVEL INSURANCE

- 24-hour emergency medical coverage and assistance for you and your accompanying family when traveling on company business.
- Cigna international : Travel medical insurance
- International SOS: 24/7 Emergency Assistance

For more details, see the Amazon International Travel Page on Amazon's internal portal – Inside Amazon

#### LEAVE

Annual Leave	15 working days in a financial year for all employees. For new hires who join after April 1 are eligible for a prorated number of Annual leave days.
Sick Leave	12 calendar days in a financial year for all employees. For new hires who join after April 1 are eligible for a prorated number of Sick leave days.
Casual Leave	12 calendar days in a financial year for all employees. For new hires who join after April 1 are eligible for a prorated number of Casual leave days. This leave also includes:

	<ul style="list-style-type: none"> <li>• Paternity leave: Up to 7 days calendar days (refer <a href="#">Parental leave</a> policy section for more details)</li> <li>• Bereavement leave: Up to 7 calendar days</li> <li>• Casual others: Up to 2 consecutive calendar days</li> </ul>
Paid parental program:	
Paid Maternity Leave policy	<ul style="list-style-type: none"> <li>• Birthmothers with less than 80 days of service: Up to 14 consecutive weeks around an employee's expected delivery date with a minimum of 6 weeks in the post-partum period</li> <li>• Birthmothers with more than 80 days of service: Up to 26 consecutive weeks around an employee's expected delivery date with a maximum of up to eight weeks preceding the expected date of birth</li> <li>• Loss of pregnancy: An employee experiencing loss of pregnancy or undergoing Medical termination of pregnancy (MTP) during the first trimester is entitled to 6 weeks of paid leave after the loss or MTP.</li> <li>• An employee experiencing a stillbirth, miscarriage, or undergoing Medical termination of pregnancy (MTP) after the first trimester of pregnancy will be eligible for up to 10 weeks of paid leave after the stillbirth or MTP.</li> <li>• A birth mother may be entitled to an additional 30 days of leave in case of illness arising out of pregnancy or miscarriage. Medical documentation is required.</li> </ul>
Adoptive or commissioning mothers	<ul style="list-style-type: none"> <li>• Up to 12 consecutive weeks following the child's birth, adoption or placement of adoption.</li> <li>• Eligibility: Should have completed 80 days of service as of expected date of delivery or actual date of delivery whichever is later, or adoption date</li> </ul>
Paid parental leave policy	<ul style="list-style-type: none"> <li>• Eligibility: All employees (except birthmothers and adoptive/commissioning mothers, interns, seasonal employees and temporary employees) who are considered full-time or reduced-time (30 to 39 hours), and have at least one (1) continuous year of blue badge service with Amazon prior to the child's date of birth or adoption placement, are eligible for the Paid Parental Leave benefit.</li> <li>• For birthmothers and adoptive/commissioning mothers refer relevant sections in this table</li> <li>• The Amazon employee must be a biological/legal adoptive father of the child to be eligible for this benefit. <ul style="list-style-type: none"> <li>○ Employee with 1 year of continuous service: Up to six weeks</li> <li>○ Employee with less than 1 year of continuous service: Paternity Leave for up to seven days under the Casual Leave Policy.</li> </ul> </li> </ul>
Ramp back program	The Ramp Back program is a short-term, modified work schedule for up to 8 consecutive weeks immediately following a qualifying pregnancy-related leave or adoptive/commissioning mother leave or parental leave, and employees can choose reduced hour options of 8 weeks at 50% or 4 weeks at 50% followed by 4 weeks at 75% or 8 weeks at 75%.
Leave share (optional)	If an employee does not use the Paid Parental Leave benefit (or only uses a portion of the benefit), the remainder of the benefit can be shared with a spouse. In that circumstance, the employee can elect to receive equivalent base pay for any unused Paid Parental Leave. To be eligible for Leave Share the employee must have a spouse who is employed, and that spouse should not be eligible for paid parental leave through their employer.
For more details	Refer Leave policy page on Amazon's internal portal – <a href="#">Inside Amazon</a>

#### MEAL CARD

Amazon India provides Meal Card worth **INR 1100/-** every month to all its employees which will be as per the terms and conditions prescribed in the company policy.

#### INDIA CHILDCARE POLICY

The benefit is to provide support to working parents. This is applicable to parents with children aged six (6) months to six (6) years, having work location mapped to Corporate, Customer Service (CS), Amazon Web Services (AWS) sites

including virtual employees also.

- This benefit provides:
  - Access to network of childcare providers such that employees can select a childcare center of their choice
  - Consultation service helping employees through the process of selecting a childcare facility
  - Preferred/ discounted rate from these childcare providers across the network
  - As per legal requirements, Amazon India will support basic childcare (daycare only) cost for eligible women employees for up to 2 children and this amount (city tier based limits) will be paid directly to childcare provider.

For more details, refer to India Childcare Policy page on Amazon's internal portal – Inside Amazon upon joining.

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Disclaimer: Please visit Amazon India Benefits Inside page for more information. The company may, as its discretion, from time to time provide you with other non-mandatory benefits and remuneration. The Company may replace, change or cease providing these benefits and remuneration and the terms on which they are provided at any time at its discretion. In such case, you will not have an entitlement to continue to receive these benefits and remuneration or to receive any other payment, compensation or benefit in lieu.

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