

# **Employee Benefits Policy**

## **1. Health Insurance**

The company provides comprehensive group health insurance to all full-time employees and their immediate dependents (spouse and up to two children).

The annual insurance sum insured is INR 5,00,000 per family floater.

Premiums are fully covered by the company. Employees may opt for a top-up plan at their own cost during the annual enrolment window (November 1–15).

Pre-existing conditions are covered from Day 1 of employment.

## **2. Life & Accident Insurance**

All employees are covered under a Group Term Life Insurance policy with a sum assured of 3x the employee's annual CTC.

Personal Accident Insurance covers death and permanent disability up to 5x annual CTC.

## **3. Provident Fund (PF)**

Both the employee and the company contribute 12% of basic salary to the Employees' Provident Fund (EPF) each month.

Employees may voluntarily increase their contribution (VPF) up to 100% of basic salary.

PF accumulates interest as per EPFO-declared rates and is payable on resignation, retirement, or as permitted under EPF rules.

## **4. Gratuity**

Employees who have completed 5 or more years of continuous service are eligible for gratuity as per the Payment of Gratuity Act, 1972.

Gratuity =  $(15/26) \times \text{Last Drawn Basic Salary} \times \text{Years of Service}$ .

## **5. Meal & Transport Allowance**

Employees receive a monthly meal allowance of INR 2,200, paid as a non-taxable component of salary.

A monthly transport allowance of INR 1,600 is provided for commuting to the office.

## **6. Internet & Phone Allowance (Remote Employees)**

Remote and hybrid employees receive a monthly internet reimbursement of up to INR 1,500 against original bills.

Mobile phone reimbursement of up to INR 1,000/month is available for employees who use their personal phone for business calls.

## **7. Wellness Benefits**

The company provides an annual wellness allowance of INR 10,000 per employee, reimbursable for gym memberships, sports equipment, mental health apps, or yoga classes.

Employees have access to 6 free confidential counselling sessions per year through the Employee Assistance Programme (EAP).

## **8. Learning & Development**

Each employee is entitled to an annual Learning & Development budget of INR 20,000 for courses, certifications, books, or conferences.

L&D; spends must be pre-approved by the manager and submitted via the HR portal. Receipts are required for reimbursement.