

Maternity leave and Return to Work Policy



Revision History

Version No.	Date	Revised by	Comments	Reviewed by	Approved by
0.1	10 Jun 20	Vinay Sikharam	New document, Baseline	Vice President – P&C	Executive Vice President - India
0.2	12 Jun 20	Vinay Sikharam	Review comments	Vice President – P&C	Executive Vice President - India
0.3	09 Mar 23	Vinay Sikharam	Updated to P&C from HR		Vice President – P&C

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1. Objective

This document outlines Valtech India's (also referred as "Company") policy related to Maternity Leave (ML) and returning back to work as applicable to female associates of India offices.

2.Scope

All women employed on regular rolls of Valtech India entities.

3.Acronyms and Definitions

Acronym	Definition
EL	Earned Leave
ML	Maternity Leave
LOP	Loss of Pay
P&C BP	People&Culture Business Partner
RMG	Resource Management Group

4. Guidelines

All women who are on the rolls of Valtech India and have worked with the Company for a period not less than Eighty days in the Twelve months immediately preceding the date of her expected delivery is entitled to ML up to a maximum of 26 weeks, i.e., 182 days of paid leave (both pre-natal and post-natal combined) as per the Maternity Benefit Act, 1961.

- ML has to be availed as one block of leave
- For first 2 children – Up to a maximum of 26 weeks, of which not more than 8 weeks and less than 4 weeks can be availed prior to the expected date of delivery. Keeping in mind the best interests and welfare of the expectant mother and the unborn child.
- From 3rd child onwards – Up to a maximum of 12 weeks, (both pre-natal and post-natal combined) of which not more than 6 weeks can be availed prior to the expected date of delivery.

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- It is the sole responsibility of the employee to inform the P&C Team of Valtech India of her pregnancy, as soon as possible (on or before 5 months from expected date of delivery), so that the needful formalities can be done, and also the necessary administrative / official planning can be done in appropriate time.
- Maternity leave will be sanctioned as per the Maternity Benefit Act, 1961 and any amendments to the same, from time to time.
- Approval of Maternity Leave will be subject to the submission of Medical Certificate from a qualified Gynaecologist, specifying the expected date of delivery and the number of children prior to the current pregnancy.
- If mother has any health issues arising out of maternity (post childbirth and before ML ending), she is eligible to extend her ML for one month with pay upon producing Medical Certificate from a qualified Gynaecologist.
- If leave is extended beyond ML period, then employee can utilize her EL (if any) and further leaves will be marked as LOP. However, this extension of leave will require Executive Management's approval through Resource Management Department Manager (RMG).
- Women Employees availing Maternity Leave benefit would receive a one-time payment of Rs.3,500/- as a medical bonus from the company.

Additionally, female associates will be eligible for paid leave under the following circumstances:

Miscarriage and Medical Termination of Pregnancy:

- Up to 45 days of paid leave can be availed as one block of leave
- Female associate who has availed this leave cannot avail ML for the same instance
- Mandatory to apply for leave within 14 days of Miscarriage / Medical Termination
- Medical certificate issued due to miscarriage should specify the date of occurrence
- In case employee did not apply for paid leave eligible under this clause within 14 days of Miscarriage / Medical Termination and reports back to work, employee will not be eligible to avail this leave thereafter

Tubectomy:

- Up to 14 days of leave to be availed as one block of leave
- Mandatory to apply for leave within 14 days of Tubectomy operation
- Medical certificate issued due to Tubectomy operation should specify the date of occurrence

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Maternity Leave for a 'Commissioning mother' and 'Adopting mother'

- A female associate who legally adopts a child below the age of 3 months or who is a commissioning mother (a commissioning mother means a biological mother who uses another woman as surrogate to bear her child, definition of Commissioning Mother will be as per The Maternity Benefit Act, 1961) will be eligible for ML for a period of 12 weeks.
- The 12-week period of ML will be calculated from the date the child is handed over to the Adopting or Commissioning mother.
- Medical Certificate from a qualified Gynaecologist to be shared with P&C Team
- To be eligible for Child Adoption leave, the female employee should produce the legitimate Adoption Certificate to P&C Team.
- For Commissioning mother to be eligible to avail paid leave, relevant medical certificate and supporting documents to be submitted to P&C Team

Childbirth through Surrogacy

- A woman associate will be eligible for 12 weeks of leave from the date of taking responsibility of the child
- For the purpose of this benefit, child is defined as – child up to the age of 3 months

5. Applying and proceeding on ML

Steps to be followed for applying and proceeding on ML:

- Female employee availing ML to apply ML at least 4 weeks before proceeding on ML in case of normal maternity delivery
- Female employee to apply in writing (email) for ML to IN.PeopleCulture@valtech.com and in copy to reporting manager; ML application will be approved by P&C Team and reporting manager.
- ML availing female employee will be released from project and Practice to Resource Management Group (RMG) on the day of proceeding to ML
- Female employee proceeding on ML will hand over all the company provided assets (such as laptop, mobile devices etc) back to respective departments before going on ML
- During the period of ML, the female employee on ML will be mapped under RMG, and RMG manager will be the reporting manager. All official communication during this will be with or via RMG Manager.

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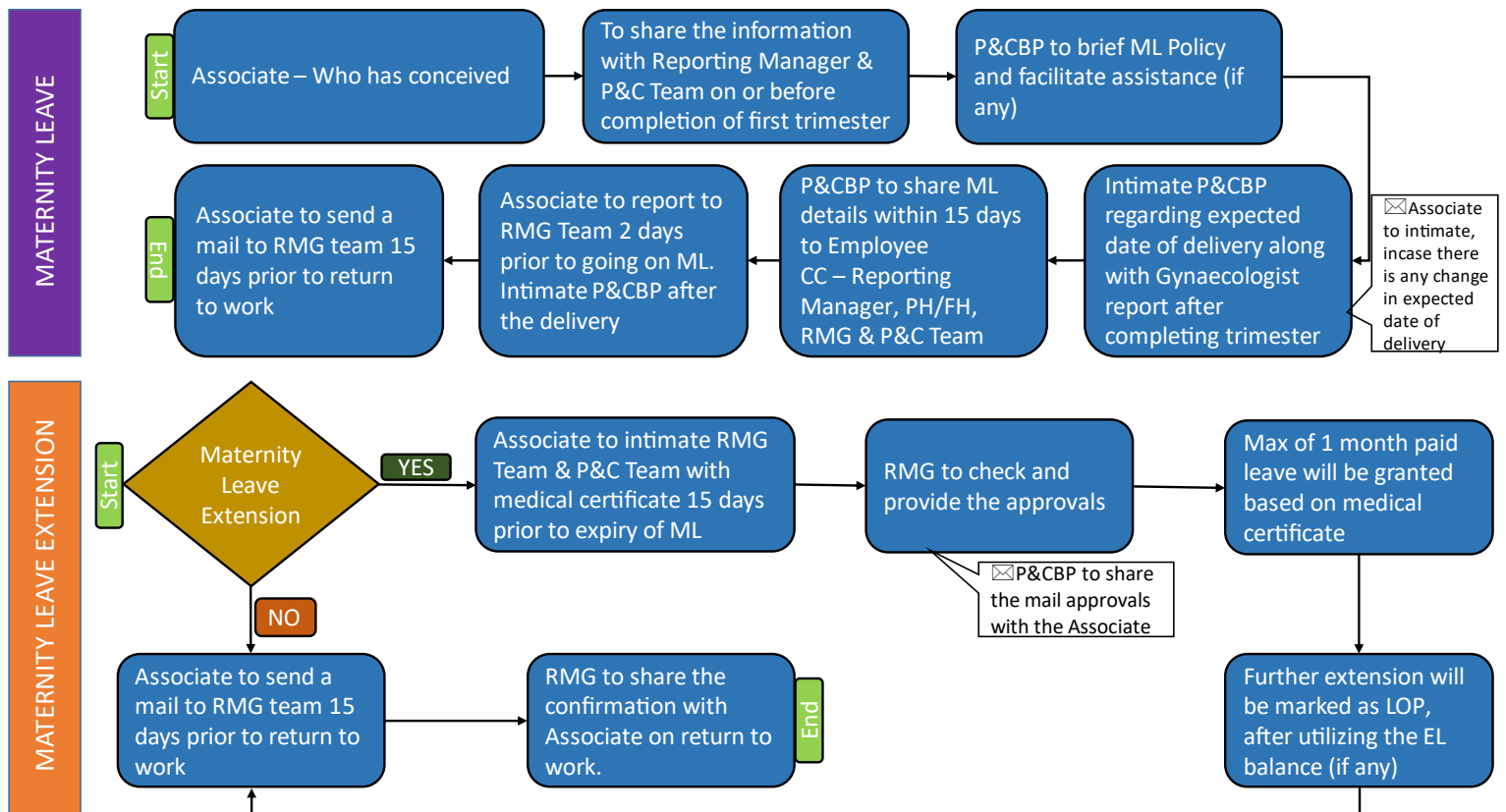
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6. Return to work

- A month prior to completion of ML and/or ML Extension (if any), woman associate should send a mail to RMG Team (IN.RMG-India@valtech.com) marking P&C Team (IN.PeopleCulture@valtech.com) mentioning her date of rejoin.
- On resuming the work after ML, the employee will report to RMG Manager on first day of return
- Allocation of Practice and project engagement for the female employee returning from ML will be subject to company business needs at that point in time. Return to same Practice or Project as before going on ML cannot be assured and may be assigned to any Practice and project as per business needs of the Company. The RMG Manager will notify the employee on next Practice and Project assignment.

7. Process





8. Exceptions

Any exceptions to the policy should have the approval of Executive Management. (To be duly followed by P&C).

9. Policy Review

This policy will continue to be in force unless superseded by a revised policy. The Company reserves the right to amend, modify the entire policy or any part of it at any time and adhering to the Maternity Benefit Act, 1961.

10. Whom to contact

For any clarifications on the Policy, you may contact respective P&CBP/P&C Team

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