

Crèche facility usage guidelines

Valtech India



Revision History

| # | Version No. | Date | Sections | Prepared / Updated by | Reviewed / Approved by | Remarks |
|---|---------------|-----------|----------|-----------------------|------------------------|-----------------|
| 1 | 0.1 (Draft 1) | 31 Jul 24 | All | Vinay Sikharam | Ramachandra Kodi | Initial Version |
| 2 | 1.0 | 19 Aug 24 | All | Vinay Sikharam | Shiv Kumar MN | Approved |
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1. Purpose

Valtech India seeks to provide Crèche (day care) facility during working days to our associates with young children. This facility aims to support work-life balance of Valtech India associates. This guidelines document outlines the facility usage extended to employees.

2. Applicability

This guideline applies to all the associates who are on rolls and trainees at Valtech India, who have children in need of Crèche services while they work from office. This guideline is applicable to Valtech India locations where such day care facility is available.

Please see Appendix A below for Valtech India office locations where this facility is available, number of kids each facility can accommodate, etc.

3. Usage description

3.1 Key points

1. This facility is ideally suited for employee's child aged between 06 months to 06 years
2. Hours of Operations: Same as Valtech India regular working hours from 09:00 AM to 6:00 PM Monday through Friday excluding weekends and declared public holidays of the facility.
3. Capacity: Crèche can accommodate children as mentioned in the Appendix A for a given Crèche facility. Employees can book Crèche seat via MS-Outlook. Booking to be made on a daily basis. Recommended to book at least one day before. Booking will be on a first-come, first-served basis.
4. Parent-employee must be in the offices while availing the Crèche service for his/her child. Parent-employee unaccompanied kids are not allowed.

3.2 Enrollment & Fees

1. Employees availing Crèche facility for the first time must enroll for availing the facility by sending an email to IN.GeneralAdmin-team@valtech.com with the details (as in below table) and book in MS-Outlook from there on. Employees must update the changes, if any, to GenAdmin team as applicable. Requests will be reviewed and approved based on availability.



| Emp ID | Emp Name | Child Name | Child Gender | Child Age | Emp Mobile # | Name of Nanny | Nanny Gender |
|--------|----------|------------|--------------|-----------|--------------|---------------|--------------|
| | | | | | | | |

2. This facility will be complimentary for all associates, as specified in clause 2 of this document.

3.3 Crèche Staff and Safety

1. Employees must arrange for a nanny to take care of their child. Crèche will not be staffed by Valtech
2. Crèche facility will be regularly sanitized for hygiene
3. All are requested to avoid visiting Crèche unless one has a child using the facility that day
4. CCTV is installed within the Crèche as well as Crèche entry/exit door

3.4 Wellness

1. Food: Employees are recommended to bring required baby food and beverages. However, employees can make use of the available regular lunch facility and the beverages (milk, tea/coffee) for their baby in the Crèche. Availability of lunch and beverages will be as per regular facility operation hours.
2. Emergency: Crèche will have first-aid kit. Nanny must contact parent-employee and front-office for any emergency.
3. Employees are advised not to bring in baby/child in case they are unwell to avoid the spread of infection / allergies to other kids.

4. Additional information

1. Nanny (appointed by employee) is allowed to Crèche, terrace and front-office only if the required information is shared in advance to IN.generaladmin-team@valtech.com
2. Nanny is allowed to use the facilities: lunch, beverages (milk, tea / coffee) served in common cafeteria
3. Nannies are advised to ensure child under their care are not stepping outside Crèche area
4. There is no reservation in vehicle parking, it will be on first-come, first-served basis
5. Access to the washroom inside the Crèche area is restricted to the parent-employee, child and nanny using the Crèche facility



5. Guidelines review

This guideline is designed to provide a supportive and safe environment for employees' children while they are at work. By adhering to these guidelines we all can aim for a friendly workplace that supports the wellbeing of employees and their families.

This guideline will be reviewed and updated as necessary. Company reserves the right to amend, modify the entire guidelines or any part of it any time without advance notice.

Appendix A

List of Valtech India locations where crèche facility is available:

| City | Building Name | Floor | Capacity for # of kids |
|-----------|---|---------------|--|
| Bengaluru | Mass Unique, JP Nagar 3 rd Phase | Terrace floor | 3 children <u>Booking ID:</u> IN.BLR-JPN-Creche-Seat1 IN.BLR-JPN-Creche-Seat2 IN.BLR-JPN-Creche-Seat3 |
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