

Fempower Guidelines

(a) Telecommuting / e-Work / Work From Home (WFH) –Women Employees (especially mothers) can opt to telecommute from home – when they are pregnant or when they are required to provide special care to their Child, provided their nature of work assigned permits them to do so. Please note, work from home facility can only be availed based on the prior approval of the company. The terms, conditions and duration for the work from home arrangement would be as per the mutual agreement between the company and the woman employee.

(b) Day Care Centre: women employees with young children can avail the facility of the day care centre free of cost.

(c) Women Employees availing Maternity Leave benefit would receive a one-time payment of Rs.3,500/- as a medical bonus from the company.

(d) Transportation during Pregnancy – Prior to proceeding on Maternity Leave, in case a pregnant woman employee has a medical emergency while working at office during office hours, free transportation would be provided to her to reach the hospital / medical care centre.

(e) Late Hours Transportation – Any woman associate, due to business / official exigencies, having to leave office after 8.30 PM IST, will be dropped at their doorstep and an escort will be provided to ensure their safety.

(f) Working mothers may apply for time-off for special reasons (taking care of children, etc). Approval for the same is solely based on the company management discretion, based on the merits of each case.

(g) Doctor's consultation, free of cost – Periodical visits by Medical Doctors to attend to Medical issues of Employees, at office premises.

(h) Protection of Women Employees – In our internal Policies i.e. Work Place Behaviour, Disciplinary Procedure & Behaviour Protocol document, Code of Conduct policy and Prevention of Sexual Harassment of Women at Workplace Policy, we have mentioned clauses specifically against harassment & discrimination on the basis of gender, age, race, National Origin, Colour and disability. The same has been published in the Company intranet. This is an endeavour to protect the women employees, thereby ensuring a safe working environment for women.

(i) Maternity Leave Benefits: Please refer the Leave Policy to know more details on the Maternity Leave benefits, including benefits for Commissioning Mothers and Adopting Mothers.

Note: Maternity Leave will be sanctioned as per the Maternity Benefit Act, 1961 and any amendments to the same, from time to time.

(j) Fempower@valtech.co.in - Group e-mail Identification for all women employees to share information of Common Interest.

(k) The Fempower guidelines can be modified / amended from time to time, based on company management decision. Please contact HR department for any clarifications.