



# HEXAGON

## **Adoption Support**

Policy for Reimbursement for Child Adoption Expenses

**Revision: 1.0**

**Last Reviewed: 18 Apr 2024**

**Next Revision Date: 17 Apr 2025**

# Contents

1. Introduction .....	3
2. Scope & Eligibility .....	3
3. Definitions .....	3
4. Guidelines.....	3
5. Procedure .....	3
6. Policy Administration & Exceptions .....	3
7. Revision History.....	4

# 1. Introduction

This policy defines the benefits extended to an employee when he/she chooses to adopt a child.

# 2. Scope & Eligibility

This policy applies to all confirmed Full-time employees. This policy and its benefits are applicable for the adoption of one(1) child, below the age of three months.

# 3. Definitions

Term	Definition
Legal fees reimbursement	All legitimate expenses related to adoption including, but not limited to legal fees, attorney charges, adoption charges, agency fees etc.
Adoption Leave	<p>As defined in the Leave Policy.</p> <ul style="list-style-type: none"> <li>❖ A woman employee who legally adopts a child, below the age of three (3) months shall be entitled to Twelve (12) weeks (including holidays) of Maternity leave. The 12 weeks of maternity benefit will be calculated from the date the child is handed over to the adoptive mother.</li> <li>❖ Under the same conditions, as stated above for a woman employee, a Male Employee can avail adoption Leave of Five (5) days, which should be taken as a continuous block. This can be taken anytime within six months of the date of adoption.</li> </ul>

# 4. Guidelines

Employees can avail of the following benefits for child adoption:

- ❖ Legal fees reimbursement of up to INR 50,000 (Rupees fifty thousand) subject to submission of relevant documents, such as proof of adoption, and the receipts towards such expenses made.
- ❖ Adoption Leave in line with Leave Policy.

# 5. Procedure

Such expenses are to be reimbursed through raising it in the Expensing Tool.

# 6. Policy Administration & Exceptions

The Human Resources Department shall be the responsible and final arbiter for this policy.

## 7. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	18-Apr-2024	New Policy launch. This policy is effective 1 <sup>st</sup> May 2024	Anant Gupta	Nousheen Khan