



HEXAGON

Creche Policy

Revision: 1.1

Last Reviewed: 23 May 2025

Next Revision Date: 30 May 2027

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1. Introduction

The purpose of this policy is to give usage guidelines to creche facility at HCCI Hyderabad office. Creche facility enables parents to leave their children when they are at work and where children are provided stimulating environment for their holistic development

2. Scope & Eligibility

The creche facility can be availed for the child from 6 months to 12 years of age. All Full-Time confirmed employees shall be eligible to avail of the creche facility. This facility is also extended to Contractors on a need basis.

The creche facility offers basic infrastructure such as cradles, quilts, toys, first aid equipment, etc, and has been established within the Hyderabad campus. The creche shall be managed by a professional Caretaker agency from outside.

3. Guidelines

- The creche facility can be used only when the employee is in the office.
- If the child is unwell, the creche in charge at her discretion can ask the parent to take the child home.
- The child should be neat and tidy along with proper eatables/food for the day.
- No medicines would be administered by the Creche caregivers.

4. Procedure

The creche facility is without any charges.

- Due to capacity constraints, requests will be accommodated on a first-come-first-serve basis.
- The employee should check two weeks in advance and get confirmation from the Administration In-charge regarding the availability of space, prior to availing the facility.

5. Policy Administration & Exceptions

The Administration Department shall be responsible for administering this policy. All rules and regulations of the creche are amended from time to time and shall be applicable to the beneficiary employees. Systems will be in place to ensure no child can leave the office premises unattended.

6. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	10-May-2023	Extension of the facility to contractors on a need basis	Hema Samir	Ballav Mundra
1.1	23-May-2025	Minimum age criteria added	Hema Samir	Ballav Mundra