

Wedding Gift Policy

Department Owner: Human Resources			Policy Effective From: 01st April 2024		
Policy Change Status					
Policy Version	Revision Dates	Prepared by	Reviewed by	Approved by	Changes type
3.0	1st April 2022 21st September 2023 1st April 2024	Kamesh Isame	Kishor Shelke Priya Mishra	Ganesh Jadhav	Eligibility Criteria

1. Objective

Marriage is a significant milestone in an individual's life, and when it involves a member of the Physicswallah (hereinafter "PW") family, it becomes an occasion of special significance to us. To honor and congratulate our members and their partners on this joyous occasion, PW family extends a tangible gesture in the form of a wedding gift.

2. Eligibility Criteria for availing the wedding gift

In order to qualify for the wedding gift provided by Physicswallah (PW), members must meet the following criteria:

- This Policy is applicable only to full-time members.
- Member(s) must be confirmed members who have successfully completed their probationary period and have been employed with PW for a minimum of six months from their date of joining, both on the day of the wedding and at the time of wedding gift disbursement.
- Member(s) with total compensation (CTC) below Five (5) Lakhs are eligible to receive the wedding gift.
- The wedding gift is payable only for the first marriage during a member's lifetime.
- Member(s) must not have previously availed themselves of this wedding gift.
- Member(s) should not be serving their notice period either on the wedding date or at the time of disbursement of the wedding gift amount.
- Claims for the wedding gift must be submitted within three months of the wedding date; otherwise, the benefit shall not be applicable and shall lapse.
- This policy shall be effective for all marriages occurring on or after the 1st of April 2024.

3. Process for availing the Wedding Gift

To facilitate the disbursement of the wedding gift in a systematic manner, the following process is to be observed:

- Members are mandated to furnish documentary evidence of their marriage, including the wedding invitation card, wedding photograph, and marriage registration certificate.
- The gift amount shall be subject to a maximum of Indian Rupees Ten thousand (₹10,000/-) only, with the final determination subject to the discretion of the Company and the management.
- Members are required to submit all necessary documentation within three (3) months of the wedding date to avail themselves of the wedding gift disbursement.
- The wedding gift amount shall be disbursed in the salary of the month following the

submission and approval of all relevant and mandatory documents.

- e) It is important to note that the wedding gift disbursement timing is contingent upon the timely submission and approval of the required documents by the HR department.

Any modifications to this policy will be at the sole discretion of the Company and the Management. This Policy was established to foster a positive work culture for our members. Any abuse or misuse of this policy will be considered a reflection of an individual's work ethics, and appropriate disciplinary action will be taken.

PW congratulates all members on their wedding and extends our warmest wishes for a blissful journey ahead.

For any queries or clarifications on this Policy, members may reach out to the HR Department.