



Wedding Benefit Policy

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FNF INDIA PRIVATE LIMITED
REGD. OFF.: UNIT-401 & 402, BRIGADE TECH GARDEN,
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Document Summary:

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Owner	HR	
Approved by	Name:	Varghese C O
	Designation:	CHRO- Vice President

Revision History:

Version	Revision	Issue Date	Changes
1	0	10/09/11	Initial Creation
1	1	1/1/2013	Format Change & process change as per Oracle implementation
1	2	12/06/2014	Format Change
1	3	10/09/2014	Document circulation - Country head removed, Approver changed, Changed FNFI to as mentioned above
1	4	30/08/2016	Author, Reviewer and Approval Authority Changed.
1	5	05/12/2016	Format Changed
1	6	12/01/2017	Approver changed
1	7	25/04/2017	Entity Name and Address changed
1	8	16/02/2018	Author changed
1	9	02/05/2018	Reviewer and designation of approver changed
1	10	26/05/2020	Process reviewed and no changes made
1	11	12/10/2020	Approver Changed, Document type updated to Policy
1	12	08/06/2021	Author name changed, Approver Designation updated
2	0	16/08/2021	Process guidelines updated for probation cases
2	1	07/02/2022	Process guidelines updated for marriage certificate submission
2	2	19/9/2022	Author name and reviewer name changed
2	3	05/05/2023	Approver Designation has been updated
2	4	18/08/2023	Author name & FNFI address has been changed

I. Purpose:

This policy defines the procedure to assist newlywed employees for availing the Wedding Benefit Allowance.

II. Scope:

This policy is applicable for all full time employees and the internal contract employees of “FNF INDIA PRIVATE LIMITED” (FNFI).

In the case of external contract employees, the terms of the contract shall govern the employees covered by that contract; such terms will take precedence over this policy.

III. Definitions:

Full time employee(s) refers to all the probationary and confirmed employees of FNFI.

Internal Contract employee(s) refers to the employee who are on the rolls of FNFI on a contractual basis (contract period for 6 months, but the contract period may vary basis the Department Head's approval).

External contract employee(s) refers to the employees who are on the rolls of third parties and providing services for FNFI.

IV. Policy Guidelines:

Eligibility

- All employees are eligible for this benefit post completion of probation period.
- For ex: If an employee is on probation when s/he gets married, s/he will receive the benefit post completion of the probation period.

Entitlement

This allowance is based on the level of the employee in the organization; the entitlement is as mentioned in the table below:

Wedding Benefit Amount	Applicability
Rs 5,000/-	Operations: ATLs and below, ADM: L1 level Business Enablers: Executive to Senior Executive Level.
Rs 8,000/-	Operations: Team Leaders and above, ADM: L2 and above Business Enablers: Leads and above

Process Guidelines

- Marriage certificate/ Wedding Invitation card/ equivalent and a photograph of the newlywed couple should be submitted as proof for verification to the HR team
- The employee should avail this benefit within three months from the date of marriage. If an employee gets married during probation, they can avail the benefit within 3 months of probation period completion
- If the couple is working in the organization, the allowance can be claimed by both the employees if eligible
- This benefit is a onetime monetary benefit rewarded to a newly married employee within the organization hence can be claimed only once during the tenure of the individual irrespective of rehires
- This allowance will be governed by the existing Income Tax laws and will be paid along with the months Payroll
- Any change in the allowance should be approved by the Business Head and Head - HR and this will be communicated timely to all the employees
- People serving notice period are not eligible

V. Interpretation:

- The interpretation of this policy rests exclusively with the Company. The decision of the Company shall be final and binding.
- The policy and procedures stated in this document will be interpreted, administered and amended by the Company within its sole discretion.
- The Company reserves an unconditional right to modify, amend or rescind the whole or part of this policy at any time it may deem fit without any notice.
- Any matter or exceptions not specifically covered under the above guidelines shall be referred for discussion to the Head-HR of FNF India and the Vertical heads for the necessary advice and approval.

VI. Effective Date:

The latest Wedding Benefit policy revision version supersedes all prior revision versions on the subject matter and shall come into force on the date of current version mentioned above.