

MATERNITY BENEFITS POLICY

Oriental Trimex Limited

1. Purpose

The purpose of this Maternity Benefits Policy is to provide maternity-related benefits and support to eligible women employees of **Oriental Trimex Limited** ("the Company") in accordance with the **Maternity Benefit Act, 1961** and its amendments, ensuring a healthy work-life balance and dignity at the workplace.

2. Scope & Applicability

This policy applies to:

- All women employees of the Company
- Permanent, probationary, contractual and temporary employees
- Employees working at offices, factories, sites and any other workplace of the Company

3. Eligibility

A woman employee shall be eligible for maternity benefits if she has worked for the Company for **at least 80 days** in the **12 months immediately preceding** the expected date of delivery, as prescribed under the Act.

4. Maternity Leave Entitlement

4.1 For First and Second Child

- Eligible women employees shall be entitled to **26 weeks of paid maternity leave**
- Up to **8 weeks** of leave may be availed before the expected date of delivery
- The remaining leave may be availed after childbirth

4.2 For Third Child and Beyond

- Entitlement shall be **12 weeks of paid maternity leave**
- Up to **6 weeks** may be taken before delivery



5. Leave in Case of Miscarriage or Medical Termination

- In case of miscarriage or medical termination of pregnancy, a woman employee shall be entitled to **6 weeks of paid leave** immediately following the date of such event, upon submission of medical proof.

6. Leave for Tubectomy Operation

- A woman employee shall be entitled to **2 weeks of paid leave** following a tubectomy operation, on submission of medical certificate.

7. Leave for Illness Arising out of Pregnancy

- In case of illness arising out of pregnancy, delivery, premature birth, miscarriage or medical termination, an additional **1 month of paid leave** may be granted subject to medical certification.

8. Adoption and Surrogacy Benefits

- A woman employee adopting a child below the age of three months shall be entitled to **12 weeks of maternity leave** from the date the child is handed over
- A commissioning mother (surrogacy) shall also be entitled to **12 weeks of maternity leave**

9. Payment of Maternity Benefit

- Maternity benefit shall be paid at the rate of the employee's **average daily wages**
- Payment shall be made in accordance with payroll cycles and statutory provisions

10. Work from Home (Where Applicable)

- After completion of maternity leave, the Company may allow **Work From Home** for a mutually agreed period, depending on the nature of work and management discretion, in accordance with law.



11. Creche Facility

- Where applicable under law, the Company shall provide access to a **creche facility**
- Eligible women employees shall be allowed **four visits per day** to the creche, including rest intervals

12. Protection of Employment

- No woman employee shall be discharged, dismissed or subjected to adverse employment action during maternity leave
- The Company shall not reduce wages or benefits during the maternity benefit period

13. Procedure for Availing Maternity Leave

- The employee shall submit a written application along with medical certification
- HR shall process and communicate approval in writing
- Necessary handover of responsibilities shall be ensured before leave commencement

14. Confidentiality

All personal and medical information related to maternity benefits shall be treated as confidential.

15. Non-Discrimination

The Company strictly prohibits discrimination against women employees on the grounds of pregnancy, maternity leave or related conditions.

16. Compliance with Law

This policy shall be implemented in accordance with the **Maternity Benefit Act, 1961**, applicable rules, and any statutory amendments from time to time.



17. Policy Review & Amendment

- This policy shall be reviewed periodically by Management / HR
- Any amendment shall be subject to approval by the Board of Directors
- In case of conflict, statutory provisions shall prevail

For Oriental Trimex Limited

