



MATERNITY POLICY

1. Purpose

This policy outlines the rights, benefits, and procedures relating to maternity leave and associated entitlements for female employees of GRG Polydynamics Pvt. Ltd., in accordance with the Maternity Benefit Act, 1961 (as amended in 2017).

2. Scope

Applies to all female employees (permanent, probationary, or contractual) who have completed at least 80 days of continuous service in the 12 months preceding the expected delivery date.

3. Policy Statement

GRG Polydynamics Pvt. Ltd. is committed to providing a safe, supportive, and inclusive environment for all employees. No female employee shall face discrimination or loss of employment due to pregnancy or related medical conditions.

4. Maternity Leave Entitlement

As per the Maternity Benefit (Amendment) Act, 2017:

- First or Second Child – 26 weeks (up to 8 weeks before delivery and balance post-delivery)
- Third Child Onwards – 12 weeks
- Miscarriage / MTP – 6 weeks
- Tubectomy Operation – 2 weeks
- Adoption of a Child (below 3 months) – 12 weeks
- Commissioning Mother (Surrogacy) – 12 weeks

5. Payment of Maternity Benefit

Female employees shall receive full wages during maternity leave, equivalent to the average daily wage in the three months preceding the leave. Payment shall be made in advance for the pre-delivery period and within 48 hours after submission of medical proof post-delivery.

6. Procedure for Availing Maternity Leave

1. Inform HR at least 8 weeks before the expected delivery date.
2. Submit a medical certificate confirming pregnancy and expected delivery date.
3. HR issues Maternity Leave Approval (Form MBP-01).
4. Submit a Fitness Certificate before resuming duty post-delivery.

7. Work from Home Provision

Where feasible, employees may request Work from Home after maternity leave for a mutually agreed period, subject to approval by HR and the Department Head.



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8. Protection from Termination

No female employee shall be dismissed or issued notice during maternity leave. Any such action is void under Section 12 of the Maternity Benefit Act.

9. Crèche Facility

GRG will ensure access to a crèche facility within a reasonable distance or via tie-up with an approved center. Employees may visit the crèche four times a day, including rest intervals.

10. Medical Bonus

Employees not provided with pre-natal and post-natal care by the company are entitled to a medical bonus of ₹3,500 or as per latest government notification.

11. Return to Work

GRG encourages flexible return-to-work options. HR will assist through counseling, adjusted duties, or flexible hours where necessary.

12. Record Keeping

HR shall maintain maternity leave records and payment details in Maternity Register (HR-MBP-REG-01) for at least 3 years.

13. Non-Compliance

Any department violating maternity entitlements shall face disciplinary action as per company HR and labor laws.

14. Review

This policy shall be reviewed every two years or earlier if statutory changes occur.

Authorized Signatory:

A handwritten signature in blue ink, appearing to be 'B. D. A.', is written over a horizontal line.