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Alternicq Limited (“AL”) strives to take progressive steps to assist employees during significant life events such as childbirth and adoption through paid time off for maternity and related facilities. These benefits are intended to allow employees to nurture and bond with their child before returning to work and thereafter.

Eligibility

Every woman employee (as described below) shall be entitled to paid maternity and childcare leave and benefits, if they so qualify, in accordance with the provisions of the Maternity Benefit Act 1961 ("MB Act"). The maternity benefits discussed below always remain subject to the MB Act (and the rules framed thereunder) and may be amended from time to time for compliance with any changes or amendments to the applicable laws and regulations.

Maternity Leaves

- **Pregnancy-related leave:** An Eligible Woman Employee who has less than two (2) surviving children, shall be entitled to maternity leave for a maximum of twenty-six (26) weeks, out of which a maximum of eight (8) weeks of leave can be taken before the expected date of delivery. An Eligible Woman Employee who has two (2) or more surviving children, shall be entitled to maternity leave for a maximum of twelve (12) weeks, out of which a maximum of six (6) weeks can be availed before the expected date of delivery.
- **Adoption or surrogacy leave:** An Eligible Woman Employee who legally adopts a child below three (3) months of age or is a commissioning mother (a biological mother who uses her egg to create an embryo implanted in any other woman), shall be entitled to maternity leave during the maximum period of twelve (12) calendar weeks starting from the date the child is handed over to her.

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- **Leave for miscarriage and medical termination:** In the unfortunate case of miscarriage or medical termination of pregnancy, an Eligible Woman Employee shall, on production of such proof as may be required by AL (or under applicable law), be entitled to and must avail maternity leave with pay, for a period of six (6) calendar weeks immediately following the day of her miscarriage /medical termination of pregnancy.
- **Leave in case of tubectomy operation:** In such cases, on the production of required medical proof, an Eligible Woman Employee is entitled for leave with wages for a period of two (2) weeks from the date of her operation.
- **Illness related leave:** An Eligible Woman Employee who suffers from illness due to pregnancy, delivery, premature birth of child, miscarriage, medical pregnancy or tubectomy operation, shall be entitled to additional leave up to one (1) month, subject to providing valid proof of such illness. Such requests for leave should be handled sensitively and confidentially by the respective managers and Human Resources Department. The employee should contact the reporting manager / Human Resources Department as soon as possible to facilitate the same.

General

- In case of childbirth, it is mandatory by law for an Eligible Woman Employee to avail at least six (6) weeks (out of her total entitlement) of maternity leave immediately following the date of delivery of her child.
- Maternity leaves as set out above can be availed in combination with earned leaves / sick leaves available to the credit of the Eligible Woman Employee.
- Any weekends or national or public holidays falling within this period shall be counted for the purpose of calculating paid leave.
- Maternity leave cannot be deferred. Unutilized portions of maternity leave will lapse, and the Eligible Women Employee shall not be entitled to any compensatory leaves or encashment in lieu thereof.
- Besides the regular break allowed to all employees, female employees who have delivered a child and returned to work after the delivery, are entitled to avail 2 additional breaks of 15 minutes each in a working day until the child has attained 15 months of age.
- An Eligible Women Employee shall promptly produce such documents as reasonably required by AL (or under applicable law) to ascertain her benefits under this policy. Request for maternity leave must be communicated in advance to enable smooth administration of work during the leave period.
- In order to avail of maternity leaves, each Eligible Woman Employee must apply for leave by application to the Human Resources Department stating the date from which



she will be absent from work provided such date is not earlier than eight (8) calendar weeks from the date of her expected delivery.

Other Benefits

- **Creche facilities:** AL provides creche facilities to its employees in accordance with the MB Act. Any employees wishing to avail such facilities may contact the local human resources team.
- **Maternity Bonus:** AL has obtained a group medical benefits policy, which provides Eligible Female Employees with coverage for pregnancy-related medical expenses, including maternity hospitalization expenses.
- AL may, at its sole discretion, consider and formulate appropriate flexible working arrangements for any Eligible Woman Employee where such arrangement is feasible for the assigned duties and functions. AL shall assess the viability of such arrangements on a case-to-case basis after considering all relevant circumstances. The duration and conditions of such arrangements shall be agreed between AL and the concerned Eligible Woman Employee. Employees are not entitled to appropriate flexible working arrangements as a matter of right.