Steel Strips Wheels Limited

MATERNITY LEAVE & BENEFIT POLICY

Document Number: SSWL/P&A/25

Classification: Internal

Address:

Steel Strips Wheels Ltd

S.C.O 49-50, Sector 26, Madhya Marg,

Chandigarh-160019, India

CONTROLLED COPY

Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be

Document Control

Document Name	Maternity Leave & Benefit Policy
Document Number	SSWL/P&A/25
Effective Date	1st April, 2025
Issue No.	01
Revision No.	01
Next Review Date	01.04.027
Classification	Internal
Custodian Department	P&A Department
Prepared By	Lead PM & Strategy
Approved By	General Manager-P&A

Revision History

Revision	Requested By	Revision Date	Sections modified/ Summary of Changes	Approved By

Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be

1. Purpose & Policy Jurisdiction

a) This Policy shall be referred to as "Steel Strips Wheels Limited" and will remain in force till superseded or amended

b) These Rules shall apply to all employees who are in regular service of the Company.

c) The Company reserves the right to interpret the rules and/or supplementary rules and its decision in regard there to shall be final.

d) Unless there is anything repugnant to the subject, the following terms shall have the meaning assigned to them as noted against each.

i. Company or Organization means 'Steel Strips Wheels Limited'.

ii. Employee means any person appointed by the company to any post in connection with the affairs of the Company.

2. Scope & Objective:

The Maternity Leave and Benefit policy intends to:

a) Regulate the employment of women in the company for certain period before and after child-birth

b) Provide maternity benefit

c) Ensure that the organization meets all obligations as mandated by the statutes of the state.

3. Effective:

The Policy will be in force with effect from 1st Nov 2018.

4. Applicability:

The female employees (Regular) of the organization.

4.1. Leave Benefit

4.1.1 Eligibility

- All female employees on confirmed employment who are not covered under the ESI Act, 1948 and have completed at least 80 days in the 12 months immediately preceding the date of expected delivery, is entitled to receive maternity benefit.
- The maximum period for which any employee be entitled to maternity benefit shall be twenty-six weeks of which not more than eight weeks shall precede the date of her ex delivery.
- For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).

Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be

4.1.2 Regulations

- The employee should inform about her pregnancy to the HR department minimum 1 month in advance before proceeding on leave.
- Employees who are planning their motherhood through adoption, surrogacy or as commissioning mothers should inform HR and their reporting managers 3 months in advance.
- The application should be supported by a medical certificate confirming the pregnancy, expected date of child birth or other medical documents supporting their case.
- Maternity leave may be combined with accrued Earned leave with prior approval.
- ALL Leaves have to be applied through Employee Self Service portal.
- The maximum leave benefit under normal circumstances will be twenty-six weeks.
    - Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth. For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).
    - Maternity leave for adoptive, commissioning mothers and surrogate mothers.
    - Maternity leave of 12 weeks to be available to mothers adopting a child below the age of three months from the date of adoption.
    - Where as in case of commissioning mother. The "commissioning mother" has been defined as biological mother who uses her egg to create an embryo planted in any other woman. They can also get paid maternity leave of 26 weeks (about 180 days) but based upon the circumstances, the organization would decide on the timings and the period for which maternity leave ought to be granted to a commissioning mother who adopts the surrogacy route. In a situation where both the commissioning mother and the surrogate mother are employees, who are otherwise eligible for leave (one on the ground that she is a commissioning mother and the other on the ground that she is the pregnant women), suitable adjustment would be made by the organization. Whereas in case of surrogate mothers, she is eligible for 26-week maternity leave for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth.
- All woman employees delivered of a child who returns to duty after such delivery shall, in addition to the interval for rest allowed to her, be allowed in the course of her daily work two breaks of the prescribed duration for nursing the child until the child attains the age of fifteen months.

Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be

- Un-availed Maternity Leave is non-encashable.
- The weekly offs and holidays falling during this period will be part of the leaves availed.

4.1.3 Leave for Illness arising out of Pregnancy

- Any women employee suffering from illness arising out of pregnancy, delivery, and premature birth of child (Miscarriage, medical termination of pregnancy or tubectomy operation) is entitled, in addition to the period of absence allowed to her leave with wages at the rate of maternity benefit for a maximum period of one month (4 weeks).
- Leave for Miscarriage or medical termination of pregnancy, an employee shall, on production of such proof - entitlement for a period of 6 weeks immediately following the day of her miscarriage; Similarly, a woman undergoing tubectomy operation is eligible for 2 weeks of leave from the date of such operation
- The employee shall produce a valid medical certificate from a registered medical practitioner along with her leave application and forward it to the HR department minimum 2 weeks in advance.
- Any mishappening such as death of an employee during this period, before delivering the child, the maternity benefit shall be payable only for the days up to and including the day of her death.
- The leave benefit under this clause is permissible only for the purpose it is intended for.

4.1.4. Leave without pay or Earned Leaves

- Leave without Pay or Earned Leaves are approved leaves which can be sanctioned only when employee is medically un-fit and unable to resume her duties and also has availed leave under clause 4.1.3 (leave for illness arising out of Pregnancy).
- In such cases, the employee shall produce a medical certificate stating the valid reason for such leaves.

5. Procedures & General Rules

- The leave application for availing "Earner Leave" accrued by the employee shall be produced minimum 2 weeks in advance.
- The leave application for availing "Leave without Pay" shall be submitted minimum 2 weeks in advance. The sanctioning of leave under this clause is at the sole discretion of the sanctioning authority of the Company and should not be perceived as a right for entitlement.
- In normal circumstances, the employee should resume her duties post maternity benefit stipulated above; failing which the leave period will be treated as unauthorized leave. Consequently, disciplinary action will be initiated and no salary will be paid for these days.

Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be

- Leave deductions (Leave without pay and Notice Period) shall be calculated at the rate of gross payroll salary.

NOTE:

I. The onus of timely submission of approved leave application forms through ESS to the HR department lies completely on the person and while processing the payroll no prior intimation will be sent to the defaulting individuals. Information regarding number of paid days will be mentioned in the pay slip of the month.

II. Any exceptions would have to be approved by the Head of P&A Department

Prepared By:	**Approved By:**
Lead PM & Strategy	**General Manager-P&A**

STEEL STRIPS WHEELS LTD. Chandigarh

** End of Document**

CONTROLLED COPY

Attention: The information is intended for the internal use of "Steel Strips Wheels Limited". By viewing this document, you agree to keep the contents in confidence and not copy, disclose, or distribute this without written request to and written confirmation from " Steel Strips Wheels Limited ". If you are not the intended recipient, be