



MATERNITY LEAVE POLICY
(Under the Maternity Benefit Act, 1961 as amended)

OBJECTIVE

Ajcon Global Services Limited ("AGSL" or "the Company") aims to reinforce the organization's commitment towards the wellbeing of all its employees. In line with that vision, the Maternity Leave Policy is introduced to support the needs of its women employees who are expecting a child and/or require time to care and establish bond with their new-born.

SCOPE & APPLICABILITY

This policy applies to all women employees of the Company. The Company acknowledges the fact that both pre-post-natal care is vital for the health and recuperation of the employee. The policy covers time off required for adoption of a child. Accordingly, the policy is set to provide guidelines and eligibility to employees as well as administrators for smooth execution and support. It is also in line with the statutory obligations as required by the labour laws of India.

DEFINITION OF MATERNITY LEAVE

Maternity leave is a temporary absence from work and applies to expectant or new mothers who require time off for medical care during pregnancy, childbirth and child care. Maternity leave can also be availed in the event of adoption of a child.

DURATION OF MATERNITY LEAVE

The minimum amount of maternity leave an employee is entitled to be defined by the law and may include compulsory or extended leave. The company may choose to provide employees with more time off for maternity reasons than the legal minimum, depending on the situation and medical advice from the employee's doctor along with proper documentary evidence.

Maternity leave can be availed for 26 weeks, of which the pre-natal leave is eight weeks. However, the employee with already two or more children is entitled to 12 weeks' maternity leave.

The policy also provides for adoption leave of 12 weeks for an employee who adopts a child under the age of three months. A commissioning mother is also entitled to a 12-week leave from the date the child is handed over to her. A commissioning mother is defined as "biological mother who uses her egg to create an embryo implanted in any other woman". The woman who gives birth to the child is called a host or surrogate mother.

AJCON GLOBAL SERVICES LIMITED

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COMPENSATION & ELIGIBILITIES DURING MATERNITY LEAVE

The maternity leave is a fully paid leave. Employees will be eligible for full pay on completion of at least 80 days in AGSL in the last 12 months, prior to the expected date of delivery.

PROCEDURE TO AVAIL MATERNITY LEAVE

An employee who desires to avail maternity leave and its benefits either for childbirth or child adoption must adhere to the following procedure:

- She must give formal written notice to her reporting manager with a copy to HR requesting for maternity leaves at least 12 weeks prior to the date of delivery or adoption.
- She must complete the prescribed forms stating the date of the expected childbirth and the desired beginning date of maternity leave.
- If a certificate of pregnancy or proof of adoption is requested, she must provide one signed by a physician, registered midwife or another appropriate source
- The employee will be officially notified by the HR of the approval of her request. The notification will clearly state the length of the maternity leave the employee can avail with the beginning and end dates. Additional benefits such as pay / maternity bonus will also be explicitly explained.
- If labor occurs earlier than estimated, the beginning and ending dates of maternity leave can be modified accordingly through an official document.
- Employees can contact the HR for any additional information concerning the procedures or other queries.

ANY DEVIATION FROM MATERNITY LEAVE POLICY

Any deviation or subsequent changes from this policy has to be approved by Board of Directors in tune with amendments proposed by Government of India.

NON-COMPLIANCE & CONSEQUENCE

Any kind of non-compliance with this policy, like misuse of benefits or falsification of documents for leaves / compensation, will be construed as a violation of the policy and strict action, including termination of employment with immediate effect will be taken by the Company without show cause notice.

DISCLOSURES

The Policy shall be uploaded on the Company's website for public information.

REVIEW OF THE POLICY

The Board will review the Policy and make suitable amendment as may be required from time to time.



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