Per my conversation with Preeti, due to compliance permissions, we cannot share the actual policy documents hence sharing only the key extracts from few policies for review:

Maternity Leave Policy

N.1 Objective

It is the policy of the Company to grant maternity leave of absence to female employees to cover absence from the job for the purpose of confinement and recuperation thereafter. The intent of this policy is to provide continuity of service to female employees during the period of absence from the job for their confinement and to ensure that the organization meets all obligations as mandated by the statutes of the state.

N.2 Eligibility:

a) This policy shall be applicable to all female employees of the organization (Regulars, Probationers, and trainees)
b) All female employees who have completed eighty (80) days of continuous service with the Company in the previous 12 months immediately preceding the date of her expected delivery are eligible for the Maternity leave

N.3 Policy Guidelines:

a) Maternity Leave is restricted to 26 weeks (182 days) in case of women having up to two children. If the employee has a third child, the maternity benefit is for 12 weeks (84 days) only. The maternity benefits to commissioning and adoptive mothers are also restricted to 12 weeks (84 days) of leave from the date the employee adopts the child legally. The organization reserves the right to ask for all supporting documentation pertaining to the maternity and adoption leaves
b) Out of the 26 weeks not more than 8 weeks can be taken before the date of expected delivery and 18 weeks post-delivery. In case the employee has taken less than 8 weeks of leave prior to the delivery, the balance leave can be taken after the delivery.
c) The weekly offs and holidays falling during this period will be part of the leaves availed. No employee may work at any other establishment during the period for which maternity leave is granted to her
d) All the employees claiming reimbursements under this policy shall be governed by the terms and conditions stated under the Mediclaim policy of the third-party vendor which the company has entered into an agreement with
e) The benefits granted under this policy shall not exceed the amount specified under the Maternity Benefit Act, 1961 which shall be the average daily wage granted to a female employee as defined under the Minimum Wages Act, 1948 for the period of her actual absence

N.4 Other Benefits:

a) Crèche facility: C5i will provide for crèche facilities within prescribed distance and through a qualified third-party vendor offering such services provided such a female employee has

raised the request to the concerned HR Business Partner, specifying the start date 15 days in advance to make necessary arrangements. All female employees would be permitted to visit the crèche 4 times during the day (including rest intervals), until the child attains the age of 15 months.

b) Written intimation: Employer shall inform electronically (via HR Policy Manual on HRIS), to every female employee at the time of commencement of employment about the benefits available to her as per the Maternity Act

N.5 Procedure:

a) The concerned employee must give written notice to the employer 6 weeks prior to the date of expected delivery, about her absence from work. In case the concerned employee fails to serve the said notice, the same can be given after the delivery, at the earliest opportunity
b) The Maternity Leave must be applied on the HRIS before availing the leave.
c) The application should be supported by a medical certificate confirming the pregnancy and expected date of childbirth
d) In case of miscarriage or termination of pregnancy on medical grounds the concerned employee is eligible for Maternity Benefit for a period of 6 weeks (42 days) immediately from the date of miscarriage or termination of pregnancy on medical grounds
e) In case of any further leave requirement the concerned employee can avail Sick, Casual or Privilege leave subject to availability of leave balance in her account and approval of the same. In case of insufficient leave balance, it will be considered as leave without pay. In such a scenario, the employee will be on the company rolls but will not be eligible for their salary and associated benefits
f) If an employee wishes to exercise her option to resign from her employment immediately after availing her maternity leaves, then the said application shall be accepted only post offering the due notice period and offering a complete handover of responsibilities to the assigned personnel.

N.6 Extended Maternity Leave / Medical Leave:

a) All employees should be able to avail their PLs as an extended medical leave / maternity leave in case they have a PL balance. The same needs to be applied on HRIS.
b) In case employee does not have PLs, then such leaves will be considered on LWP
c) Any Employee will not be entitled to accrue Privilege Leave, Casual Leave or Sick Leave during their extended medical / maternity leave and while on LWP
d) All the above clauses can be granted and approved on HR Business Partner and Manager's discretion and any exception in the above clauses will be dependent on HR Head and Business Head's approval

Work From Home

As a C5i staff when you are working from home this policy sets your responsibility in respect to the below provisions (more specified/ detailed under Your Employment Agreement and/or Non-Disclosure Confidentiality (NDA) that You may have signed at several instances of your interaction or appointment or engagement with the company:

1. Confidentiality of the Company's information;
2. Security of the Company's data;
3. Managing the assets provided by the Company; and
4. Ownership of the information/ data/ assets of the Company.

During the period when you are working from home and as decided by the Company, either you shall be working through the Desktop/Laptop/ data card or any other company assets including hardware, software or data provided by C5i and/or through your personal laptop/desktop and/ or through mobile devices/home internet connection/your own data card/internet dongle. Further, you shall be accessing the information/data of our organization or related parties via several modes of network including but not limited to webmail and other email systems, file sharing platforms, video conference and chat systems, virtual private network (VPN), virtual desktop infrastructure (VDI), remote desktop services (RDS) and any other similar networks.

Your acceptance to this policy establishes your consent on the need of required security measures of C5i assets beyond designated office premise. You further agree and acknowledge that working outside the office premises requires more stringent protection for the Company's data/information/asset and therefore you ensure that:

- You shall be using the Company allotted asset's, access, information solely for the business purpose as defined or directed to you.
- You shall comply with all the Information security management system (ISMS) and Personal Information management system (PIMS) policies.
- During certain circumstances as required by business contracts or directed by your supervisor, HR, Compliance team, you may be required to comply with additional ISMS and PIMS requirements. Where such requirements maybe cascaded to us from other stakeholders/partners/clients as contractual necessity.
- You shall not retain any of the information and data of the Company and its clients longer than as required by applicable retention policy.
- You shall always maintain the Confidentiality of the information/ data of the Company and its clients and shall not share the information and data with any third party either directly or indirectly, in writing or orally unless an exception exists.
- You shall inform/ report the Company in case of any suspicious incidents of security threat/ theft of the information/ data of the Company.
- You shall be available on emails and phones as required by Your team and shall inform Your manager well in advance in case of any interruptions of Your availability.
- You shall update the work sheet daily and share with Your manager diligently.
- You shall not download any suspicious, unauthorized or illegal software.
- You shall declare the details of the Assets provided by the Company at helpdesk@c5i.ai;
- You must ensure that the Assets are updated with the latest software updates, configuration changes or any updates mandated by the manufacturer or the IT Team e.g., anti-virus, Windows, Firewalls etc.
- In case the Company mandates the installation of any software/ computer program, You undertake to strictly adhere to the Company's directives concerning the use of such software/ computer program.
- In case any software/ computer programs installed as per the Company's directives has any additional features, you shall make use of only such features of the software/ computer program which are notified by the Company for the completion of Your work.

- Under no circumstances will You venture to use the other features of the software/computer program that are unrelated to Your work for the Company.
- You shall be updating your supervisor and the HR stakeholder(s), in case of any change in your working location including, however but not limited to travel, change of physical address or visit to a country which is contrary to C5i's operational locations.

The Company shall have the sole ownership/ authority over the information/ data/ Assets accessed by you. The Company will always have the right to demand for return of any or all the information/ data/ Assets provided to you and accessed by you. In case of any such demand, you shall handover the information/ data/ Assets at the primary/base location where you have been provided with the offer/appointment/joining and will delete such information/data from any of your personal equipment. Further, you warrant that you shall be solely responsible for any misuse/damage/loss of the information/ data/ Assets and shall indemnify the Company. Any violation or breach of this policy by you may lead to disciplinary action including to the extent of immediate termination of employment.

This policy and its conditions shall remain in effect and enforced with immediate effect throughout the term of your employment and the Company at its sole discretion may amend the conditions, scope of applicability during any point of your engagement. However, such changes will be brought to you in advance through prior written communication.