Crèche Policy

Objective

- As a part of Employee Welfare program and women Employee friendly initiative.
- To facilitate re-joining of woman employees to work after maternity
- As a requirement under the Maternity Benefit (Amendment) Act, 2017, all establishment/s employing 50 or more employees should have a crèche/day care facilities available for all women employees.
- The objective of the Crèche policy is to lay down the process flow and rules for the crèche facility.

Scope

The scope of the policy extends to all employees of Aragen Life Sciences Limited and its subsidiaries, Aragen Biologics Pvt Limited and Intox Pvt Limited

Eligibility

- The policy and guidelines are applicable to all on roll women employees at Hyderabad location.
- For out location, women employees can also opt for crèche of their choice and are eligible for reimbursement model.
- This benefit can be utilized for children between the age of 6 months to 4 years.

Crèche Model

Women employee with children aged between 6 months to 4 years can choose the Crèche service provider, wherein Aragen Life Sciences Hyderabad has external Corporate tie-up.

Aragen Life Sciences Corporate tie-up

Salient Features

- Crèche service provider operates from Monday to Saturday.
- Working hours are from 8.40 am to 6.30 pm.
- Only day care charges are borne by the organization for Aragen Life Sciences women employees located at Hyderabad. (Aragen Life Sciences negotiated rates). This excludes breakfast, lunch and evening snacks / dinner.
- Montessori teaching method for play group.
- PPTTC trained teacher and caring staff.
- Complete day care solutions.
- Clean, hygienic, safe and playful environment for children.
- In-house kitchen is provided by crèche provider for basic food & milk heating only.
- Activities and basic curriculum for eligible age groups.
- Crèche is equipped with CCTV, however the access is restricted to Crèche Centre Head only. Parents will be given an option to call to check child progress.

Registration

- Women employees can opt for the facility by sending an email to hrd@aragen.com, marking copy to their respective BU HR along with the parent consent/ declaration form (Annexure A) and the required identify proof copies like birth certificate, Aadhar etc. The concerned HR will inform the service provider.
- Employee is responsible to complete the registration with required documents to service provider
- Policies and procedures of the crèche facility to be read in detail.
- Seats will be allotted based on availability.
- Aragen Life sciences women employees cannot register the kids of friends / relatives.

Cancellation of registration

- Parent may terminate the contract any time of the calendar year within 30-day written notice to hrd@aragen.com marking a copy to respective BU HR.
- The concerned HR will inform the service provider about the cancellation.

General Guidelines

- No photographs / videos allowed inside the day care.
- Parents to ensure all the items are labelled. (bag, bottles etc.)
- No footwear allowed inside the day care.
- Friends/ Colleagues cannot accompany the registered parents inside the centre.
- Employee should nominate guardian attended who will pick/ drop the child.
- Share all information regarding the child only on email / respective forms to the service provider. Verbal communication will not be accepted.

In case of child absenteeism, please keep the service provider informed via email.

Child Care - Sick / Medical Guidelines

- Medical certificate to be handed over to the service provider Centre Head in case the child is sick / suffering from any allergy.
- Children with severe runny noses, cough or any kind of allergy which is contagious, fever and communicable disease will not be allowed at the centre, till they recover completely.
- In case the child gets sick during the day at the centre, the same would be notified to parents. Parents to examine the kids in person and take appropriate actions. (kids need to be taken back in case the they are running a high temperature, or there are symptoms such as shivering or any other major concern).
- Parents cannot drop the kids back when they are taken out based on any of the above concerns.

Staff of the service provider will not decide/ advise regarding any doctors or hospitals. Decision

completely rests with the parent. In case of emergency, parents to advise the staff through medical intimation form on the medicine dosage to be given. Staff will give no medicine without the medical form duly signed by the parent.

Hygiene / Disciplinary Guidelines:

Parents to ensure that

- Children are not supposed to be sent to the centre with gold or any precious ornaments/ sharp ornaments/ electronic gadgets. (In case of any, the service provider Centre Head will hand the same over to the parent immediately).
- All belongings pertaining to the child are to be labelled to avoid any exchanges.
- The nails of the child/children are cut before they are dropped at the centre.
- Children are given shower before they are dropped at the centre.
- They do not work inside the day care premises.
- They do not touch / lift any other child inside the day-care and also ensure they do not offer any food to other children.
- They do not use service provider staff services as a part time or weekend work / any personal work
  or persuade staff to quit their job and work at their residence.
- They do not get involved in any personal / financial dealings with any service provider staff.
- Day Care Management / Aragen Life Sciences will not be responsible in case of any personal dealings with the staff.
- Children up to 3 years of age are dropped at the day care center with a diaper. Minimum of 2-3 extra diapers along with a rash cream needs to be sent for rest of the day. (For children above 3 years of age, potty training will be given at the center. Parents need to ensure that they follow the same training while at home). This guideline needs to be strictly adhered to for upkeep of center hygiene and prevent
  any health issues.

Only newly enrolled parents will be allowed inside the centre hours to settle the child. Unless there is an emergency, entries inside the centre is not permissible.

- Staff cannot be disturbed or spoken to during operational hours. Any concerns / issues to be discussed only with service provider Centre Head who can help parents with the clarification.
- Using unparliamentarily words / raising voice at the staff is not acceptable. In case of any concerns, the day care Centre Head will discuss it with the staff and parent separately.
- Registered parents not to be accompanied by friends during visiting hours inside the Centre.
- Staff Ratio is based on the guidelines.

Pick-up and Drop Guidelines

- Centre timings are 8.30 am to 7.00 pm. Children should be picked and dropped as per the program registered in the Day-care. Parents to ensure the children are picked before 7.00 pm and avoid late pick up.
- A child would need minimum of 1 – 30 days to settle (purely based on the child). Parents to be patient as the child would need couple of days to settle with the new staff.
- Only Aragen Life Sciences women employees/ nominated attended/ guardian can pick and drop the child from the day care with escort pass.
- Children will not be handed over to unauthorized person (Friends or Relatives).

Food Guidelines

- Food is not provided by the Day Care. (Breakfast, lunch, snacks and early dinner). Home food is permitted. (Only in case of any food related allergies, the same to be notified with the day Centre Head in writing to substitute the food).

Reimbursement Model

- For out location, women employee can also opt for crèche of their choice. In this case, women employee to take complete responsibility for her child.
- An amount of INR 3500/- (Rupees Three Thousand Five Hundred only) or the actual day care fees which is lesser will be reimbursed upon submission of bills with valid GST number.

Bills Submission – Crèche bill along with child birth certificate (in the 1st month) to be submitted to Corporate HR team by the 20th of the month.

Reimbursement Process - Reimbursement will be paid along with the month end payroll salary.

- Please note that this amount will be reimbursed only against appropriate original bills.
- Submission of false, tampered or altered bills as proof of expense will result in Disciplinary Action as per Disciplinary Process Policy.

Parental Agreement

- Parents are required to read, understand and strictly adhere to the guidelines. Any contravention to the above guidelines will be treated seriously and consequential actions will be taken including cancellation of registration etc.
- Aragen Life Sciences reserves the right to make any modifications/changes to the Crèche guidelines, basis best
  practices and/or as required under law.
- Aragen Life Sciences shall not be liable for anything under this agreement and accept any responsibility for any loss or theft. In case of any feedback / suggestions / information, please reach out hrd@aragen.com

Power to Amend

The management may at its discretion amend or withdraw any or all of the above provisions of this policy at any time with/without notice. The utility and the interpretation of the policy will be at the sole discretion of the management.

Policy Tracker

Original	1st Amendment	2nd Amendment	3rd Amendment
16th Sep, 2019	1st Nov, 2024		