NURSING BREAK AND CRECHE RULES

Purpose:

To lay out a set of rules pertaining to duration of nursing breaks for new mothers and use of crèche located within the plant premises.

Scope:

This policy will be applicable to all direct female employees and indirect female retainers of ESL returning to work after maternity leave.

General Rules:

- Every woman who delivered a child and who joins duty after delivery (i.e., maternity leave) shall, in addition to the interval for rest allowed to her, be allowed in the course of her daily work four breaks of the 15 Minutes duration for nursing the child attains the age of fifteen months.
- This is in addition to the normal lunch break and other breaks that all workers get.
- These nursing breaks are fully paid.
- In case of any clarifications or disputes pertaining to the interpretation of these Rules, the decision of the Head HR shall be final and binding.
- All the documents such as the gate passes etc. arising from the process must be filed in the personal file of the employee.
- The Company may at any time at its discretion modify, alter, add, or delete and/or substitute all or any of these rules or withdraw this scheme.
- Considering into the aspects that the Plant is far away from town. To facilitate the female employees, employees can avail break at a stretch either in the 1st half or in the 2nd half. But to avail this employee needs to get consent from her HOD to ensure smooth function of the department.

Option 1- Employees leaving plant premises:

- Lunch Break -1.00 PM to 1.30 PM.
- Four breaks of 15 minutes each apart from lunch break , Two breaks before the lunch break and Two breaks after the lunch break.
- This excludes the time consumed for commuting for to and fro from Plant to Creche or to the home (where the child is kept).
- Facility shall be provided until the child attains the age of 15 Months.

- The female employee shall take approval from her respective HODs and submit the copy of out pass at security gate.

Option 2- Employees not leaving plant premises & using the Crèche facility for the purpose of nursing their children:

- Lunch Break - 1.00 PM to 1.30 PM.
- Four breaks apart from lunch break- 15 min each, Two before the lunch break and Two after the lunch break. This excludes the travelling time consumed for to & fro from office to the Crèche.
- Facility provided until the child attains the age of 15 Months.
- The female employee shall take approval from her respective HOD.

REVISION HISTORY

Revision No.	Revision Date	Reason of Change
02	01.07.2023	Reviewed and approved in new format

PREPARED BY	REVIEWED BY	APPROVED BY

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ESL STEEL LIMITED

CIRCULAR

In line with our focus towards creating a Culture of Care, we at ESL Steel Limited are pleased to inform all our Women leaders that work from home for two days in each month has been introduced to support them during their difficult times (menstruation or menopause). The period of 2 days can be availed consecutively or intermittently within the span of 7 days. These allotted 2 days will not get accumulated and would lapse if not availed in a month. It can be availed through Outdoor Leave Request tab in SAP Fiori. The request would be self-approved with mail intimation given to Reporting Manager and HOD. The same is applicable with effect from 1st November 2022.

Khirod Kumar Barik
Dy. CHRO – ESL STEEL LIMITED

Leave Policy

1. Purpose

The purpose of leave is to enable employees to rest, recuperate and fulfil other essential & personal needs or exigencies.

This leave policy outlines the rules and regulations applicable to availing of leave for different reasons.

2. Scope

The leave policy is applicable to all employees of Vedanta Limited - ESL Ltd (formerly known as Electrosteel Steels Limited), hereinafter referred to as Employees.

For the purpose of leave, employees are classified into following categories:

a. Confirmed Employees
b. Probationers
c. Trainees

Employees can avail the following types of leave:

a) Sick Leave
b) Casual leave
c) Privilege Leave
d) Miscarriage Leave
e) Maternity Leave
f) Adoption Leave
g) Paternity leave
h) Leave Without Pay
i) Transfer Leave
j) Compassionate Leave
k) Compensatory Off
l) Advance Leave

Leave will be calculated on a calendar year basis.

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1. Leave Rules and Procedures

A. LEAVE APPLICATION

- No Employees shall remain absent from duty without prior sanction of leave approving authority, except in case of sick leave. Absence without sanctioned leave will entail deduction of salary and also may subject the Employee to disciplinary action in accordance with the service rules of the company, including cessation from employment.
- Leave must be applied in advance through the Darwin Box Attendance Module. In cases of sickness or emergency, the Leave approving authority should be notified immediately.

B. LEAVE SANCTION

- The Leave approving authority, or any manager deputed so in the Leave approving authority's absence, may sanction leave.
- Leave, of any kind, will be granted to Employees at the discretion of the Company and nothing in these rules may be considered as limiting this discretion in refusing, revoking or curtailing leave, based on Company's work exigencies.
- Where leave is refused or postponed, the fact of such refusal or postponement and the reasons for it, should be noted and forwarded to HR Department without any delay.
- The Leave approving authority has the discretion to revoke, revise or curtail an employee's leave, in the case of extreme work exigencies. The Employees may proceed / continue on leave again at the earliest possible instance.

C. LEAVE EXTENSION

- Requests for extension of leave (other than casual leave), if any, after the commencement of sanctioned leave, should reach the concerned authority before the expiry of sanctioned leave.

- If extension is granted, it will be treated as paid leave. If not granted or if the Employees do not have sufficient leave balance, it will be treated as Loss Of Pay (LOP). If the Employees do not receive communication from the Company, either granting or refusing extension, it should be concluded that extension is not granted. Employees should contact the concerned HR department (HR SPOC) for confirmation.

- Employees remaining absent beyond the period of leave / extension granted, shall be treated as having left the Company's services from the scheduled date of resumption of work, if they do not resume within 10 days from the last date of leave and substantiate with reasons for absence. The discretion of accepting such reasons rest with LEAVE APPROVING AUTHORITY & the concerned HR Department.

D. LEAVE RECORD

- A record of all leave granted / refused / postponed, shall be maintained by the respective HR Department for a maximum of 3 years.

E. GENERAL RULES

- Before proceeding on leave, employees shall intimate to the leave approving authority, the contact address and phone number, where they are accessible while on leave, and shall keep leave approving authority informed of any change in the address and phone number so furnished.
- Employees, while on leave, will not take up any employment or vocation, for profit or gain, elsewhere. Employees found to have been gainfully employed elsewhere during the period of leave, shall be liable to dismissal without notice and without wages in lieu thereof. Action may also be taken against such Employees for false information regarding the purpose of leave.
- Employees, in the Company's service for part of the year, will be entitled to avail leave proportionately.
- Intervening holidays will not be counted as leave days in case of PL, CL and SL only.
- Prefix and suffix holidays will not be counted as leave days in case of PL, CL and SL.
- Combining of PL, CL and SL & Compensatory Off is allowed.

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F. LEAVE & ENTITLEMENT

I. Sick Leave

Sick leave is availed when Employee is unable to attend work due to medical reasons.

- Sick Leave is applicable and granted to confirmed employees, probationers, and trainees.
- All employees will be granted **7 days of sick leave per annum.** Sick leave can be accumulated to 30 days only. For ESL employees, those who have accumulated beyond 30 days SL, the excess SL will expire. However, SL cannot be encashed at any point of time.
- If sick leave is taken for more than 3 Days continuously, a certificate from a registered medical practitioner must be submitted. If leave exceeds one week, a medical fitness certificate must also, in addition, be submitted on resuming work.
- If continuous sick leave is required for an extended period of time, the same will require the written approval of the CEO or CFO or CHRO. Sick leave beyond the entitled leave to the credit will be adjusted from PL balance and thereafter will be considered as Loss of Pay (LOP). The Management reserves the right not to grant sick leave beyond certain duration.

II. Casual Leave

In case of personal emergencies, Employees can avail casual leave.

- Casual leave is applicable and granted to confirmed employees, probationers and trainees.
- Casual Leave can be availed up to a maximum of **7 days in a year**. Casual leave **cannot be accumulated nor encashed**. Unavailed casual leave at the end of the calendar year will lapse.
- Casual leave can be clubbed with Compensatory Off /Privilege/Sick leave.
- Casual leave is not entitlement. The Leave approving authority will exercise utmost discretion while granting this leave. Prior approval of the Leave approving authority is required.
- Employees cannot avail CL while serving notice period.

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III. Privilege Leave (PL)

Privilege leave should preferably be planned in advance. Each Leave approving authority should work out a leave roster for the year in consultation with department Employees.

- Privilege leave will be earned by confirmed employees and probationers at the rate of **25 days** for full calendar year of service or pro-rata thereof.
- Although probationers may earn the PL at the above rate from the respective date of probation, the leave would be availed / admissible only on confirmation of service. They are not eligible for encashment in case of separation during their probation period.
- PL earned is credited to the Employees' account on 1st Jan (12.5 days of subsequent year) & on 1st July (12.5 days) at the mentioned rate.
- If Employee falls sick during PL, only the period thus extended will be treated as sick leave.
- PL can be accumulated up to a maximum of 90 days. Accumulation of leave beyond 90 days shall automatically lapse, subject to below encashment.
- Encashment of PL: All grades of employees are entitled for PL encashment every year, if the balance in PL exceeds 90 days. However, the maximum amount that can be encashed is restricted to 16 days during the year.
- Encashment will be allowed once in a year in the month of January only. The amount thus encashed shall be paid in the month of April of that year.
- Encashment of leave will be done based on basic salary prevailing at the time of encashment. (No of Days x Last Drawn Basic Salary)/30
- Employees cannot avail PL while serving notice period.
- Application of PL shall be through the system and should be approved by the Reporting Manager before commencement of leave except in urgent cases or unforeseen circumstances when it is not possible to do so. However, PL will be sanctioned at the discretion of the management and taking into account business exigencies.
- An employee leaving the services of company, the PL to his credit net of any adjustment on account of notice period can be encashed. The rate applicable for this purpose is the last basic pay drawn by the employee concerned & shall be credited in full & final settlement.

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IV. Maternity leave (ML)

- All female Employees (trainee, probationer or confirmed) who have completed a minimum continuous service of 80 days with the Company, are entitled to avail maternity leave with full pay, subject to certification by Company Doctor.
- For first 2 children, employees can avail 26 weeks as ML, of which not more than 8 weeks precede the expected date of delivery.
- For third child onwards, employees can avail 12 weeks as ML, of which not more than 6 weeks precede the expected date of delivery.
- All intervening weekly offs and holidays are counted as part of ML.
- If any Employees requires further maternity leave, she can avail PL, as available, after approval from the concerned LEAVE APPROVING AUTHORITY and CHRO - ESL.
- Employees must apply for ML at least 30 days in advance. ML availed without prior consent will be treated as Loss of Pay.
- There is no credit, accumulation or encashment of ML.

V. Paternity Leave (Pat L)

- Paternity leave of 1 week is applicable to all confirmed male employees and probationers.
- Leave can be availed between 15 days preceding and up to 15 days after delivery of the child.
- All intervening weekly offs and holidays are counted as part of Pat L.
- There is no credit, accumulation, or encashment of Pat L.
- Pat L can be availed only twice in an employee's tenure at Vedanta.
- Birth certificate of the newborn child must be submitted within one month from the date of availing Pat L to the concerned HR SPOC.

VI. Transfer Leave

To enable a smooth settle down in their new place of posting, Employees, transferred between units, will be entitled to avail transfer leave up to a maximum of 5 working days, in addition to travel time. Employees seconded from / to other units of the Vedanta group can avail this leave. Prior approval of Leave approving authority and HR Head is required.

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VII. Compassionate Leave

Employees are granted 3 days of bereavement leave for immediate family and in-laws when he/she has to deal with a sensitive or upsetting situation like serious illness or injury of a family member. There is no provision of carry forward and encashment. This leave is to be credited on 1st Jan every year. Prior approval of Leave approving authority and HR Head is required.

VIII. Miscarriage/Maternity Setback Leaves

All female employees are offered 6 weeks leave following date of miscarriage/maternity setback.

IX. Advance PL

A provision of 5 days of Advance PL is given only to probationers which will be adjusted by the end of the year. The same can be accounted with PL and can be availed upon prior confirmation. Existing approval mechanisms for PL to be retained here. Prior approval of HOD and CHRO is required in case of Emergencies.

X. Compensatory Offs (CO)

- Employees working in shifts (not general shift) with grades of M5 and below, can claim compensatory off, as compensation for working on weekly offs, holidays or continuing to work for an additional minimum 6 hours.
- If an employee works for more than 6 hours on a weekly off that falls on Public Holiday/National Holiday, then he/she is eligible for 2 compensatory offs/optional holidays.
- If an employee works for more than 6 hours on a weekly off, then he/she will be eligible for 1 CO.
- Employees must claim CO within the next 60 Days, after which it will lapse.
- CO cannot be encashed.
- CO must be availed within a particular time period (within 60 days) after prior approval of the Leave approving authority.
- CO if wrongly rejected by Approving Manager can be recreated with exclusive approval from CHRO.

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XI. Menstruation Leave

All female employees are offered 2 days work from home every month to support them through their difficult times (menstruation or menopause). The period of 2 days need to be availed consecutively or intermittently within the span of 7 days. These allotted 2 days will not get accumulated and would lapse if not availed in a month.

XII. Restricted Holidays

The company offers 2 holidays where employees have the option whether or not to take the leave. The company's list of restricted holidays could include many, but the employee is offered a chance to choose a maximum of 2 optional holidays from the list per annum.

XIII. Adoption Leave

All employees (trainee, probationers or confirmed) who have completed a minimum continuous service of 80 days with the company, are entitled to avail adoption leave with full pay, subject to certification by Company Doctor.

Only female employees who legally adopts a child below 1 year of child's age will get 12 Weeks of Adoption Leave.

The 12-Week period of adoption leave will be calculated from the date the child is handed over to the adoptive mother.

All intervening weekly offs & holidays are counted as part of the Adoption Leave.

There is no credit/accumulation/encashment of this leave.

XIII. Accident Leave

Employees, who unfortunately meet with an accident, arising out of or during the course of employment (on duty accidents), shall be given accident leave, with full pay for such a period as medically advised and recommended by the Company Doctor. This is not applicable to Employees covered under ESIC.

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XIV. **Loss of Pay (LOP)**

Employees, trainee, probationer or confirmed, with no PL balance may be granted loss of pay at the sole discretion of the management. Employees must take prior permission of the Business Head with a recommendation from the Leave approving authority. Employees will not be eligible for payment of salary & other allowances for this period. Period of LOP will not accrue any PL.

G. UNAUTHORISED ABSENCE

When Employee remains absent without sanctioned leave / regularising leave, it is to be considered as unauthorised absence. Employees will not be entitled to salary, related components, performance pay or other benefits for this period. For every 5 days of unauthorised absence, ½ a day's PL entitlement will be deducted.

Note:

The Company may at any time at its discretion modify, alter, add or delete and/or substitute all or any of these rules.

REVISION HISTORY

Revision No.	Revision Date	Reason of Change
02	01.04.2023	Reviewed and approved in Changes of leave

PREPARED BY	REVIEWED BY	APPROVED BY
Prasad		Bawri