

GACM TECHNOLOGIES LIMITED

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Maternity Benefit Policy

REGISTERED OFFICE: KURA Towers, 10th Floor, D. No. 1-11-254 & 1-11-255 S.P. Road, Begumpet, Hyderabad-500016, Telangana, India.

CIN: L67120TG1995PLC020170

WEBSITE: <https://www.gacmtech.com/> **EMAIL ID:** cs@gacmtech.com

CONTACT: 040-69086900/84

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1. INTRODUCTION

The Company recognizes the importance of motherhood and is committed to creating a supportive, inclusive, and employee-friendly work environment that enables women employees to balance their professional responsibilities with their maternal and family obligations. The Company believes that the health and well-being of both mother and child are of paramount importance and therefore seeks to provide appropriate maternity benefits and workplace support during pregnancy, childbirth, adoption, and post-maternity reintegration.

This Maternity Benefit Policy has been formulated in accordance with the provisions of the Maternity Benefit Act, 1961, as amended from time to time, and establishes the framework governing maternity leave, benefits, eligibility criteria, approval procedures, and post-maternity support available to eligible women employees of the Company.

The objective of this Policy is to ensure compliance with applicable laws while fostering a workplace culture that promotes gender diversity, equal opportunity, employee welfare, and work-life balance. The Company is committed to extending maternity-related benefits in a fair, transparent, and consistent manner while ensuring business continuity and operational effectiveness.

2. SCOPE:

This Policy shall apply to all eligible women employees of the Company, irrespective of their designation, salary structure, employment category, or nature of work

3. ELIGIBILITY:

A woman employee shall be eligible to avail maternity benefits under this Policy if she has worked in the Company for at least eighty (80) days during the twelve (12) months immediately preceding the date of her expected delivery.

4. MATERNITY LEAVE ENTITLEMENT.

4.1 For Employees Having Less Than Two Surviving Children

Eligible women employees shall be entitled to maternity leave of up to twenty-six (26) weeks.

- The leave may be availed up to eight (8) weeks prior to the expected date of delivery.
- A minimum period of eighteen (18) weeks shall be mandatorily availed after the birth of the child.

4.2 For Employees Having Two or More Surviving Children

A woman employee having two or more surviving children shall be entitled to maternity leave of twelve (12) weeks.

- Not more than six (6) weeks may precede the expected date of delivery.
- The remaining leave shall be availed after childbirth.

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4.3 Adoption and Commissioning Mother

A woman employee who legally adopts a child below the age of three (3) months, or a commissioning mother, shall be entitled to maternity leave of twelve (12) weeks from the date the child is handed over to her.

5. ADDITIONAL LEAVE FOR PREGNANCY-RELATED ILLNESS

A woman employee suffering from illness arising out of:

- Pregnancy;
- Delivery;
- Premature birth of child;
- Miscarriage;
- Medical termination of pregnancy; or
- Tubectomy operation,

shall, upon submission of supporting medical records, test reports, and a doctor's certificate, and subject to verification by the designated authority, be entitled to additional leave with wages at the maternity benefit rate for a maximum period of one (1) month over and above the maternity leave entitlement.

6. CONDITIONS FOR AVAILING MATERNITY LEAVE:

6.1 Advance Intimation

The employee shall:

- Inform the Company of her tentative maternity leave plan at least four (4) months prior to the expected date of delivery.
- Submit a formal leave application through the prescribed HRMS/system at least four (4) months prior to the expected date of delivery.

6.2 Medical Documentation

The employee shall submit:

- Medical certificate confirming pregnancy;
- Expected date of delivery certificate; and
- Any other documents required by HR.

6.3 Approval Process

- Maternity leave shall be approved only by the Human Resources Department.
- All maternity leave applications must be duly approved before the employee proceeds on leave.
- The employee shall proceed on maternity leave as approved unless the delivery occurs earlier than anticipated.

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6.4 Pre-Delivery Leave Restriction

If an employee wishes to avail leave exceeding eight (8) weeks prior to the expected date of delivery, such excess period shall not be treated as maternity leave. However, the employee may utilize accrued annual/earned leave, subject to approval from HR and availability of leave balance.

7. MATERNITY BENEFIT – NUMBER OF CHILDREN:

7.1 Applicability

The enhanced maternity leave benefit of twenty-six (26) weeks shall be applicable only up to the birth of the first two children, in accordance with applicable law.

7.2 Twin Births

For the purpose of determining eligibility:

- a. If an employee gives birth to twin children during her first delivery, such delivery shall be treated as constituting two children. Accordingly, she shall not be entitled to maternity benefit applicable to the birth of a subsequent child beyond the limits prescribed under law.
- b. If an employee gives birth to one child in her first delivery and subsequently gives birth to twin children during her second delivery, she shall be entitled to maternity benefits for such second delivery as it relates to her second maternity event.

The Company reserves the right to interpret and apply the provisions relating to surviving children in accordance with applicable law and judicial interpretations.

8. SALARY AND BENEFITS DURING MATERNITY LEAVE:

Eligible employees shall receive maternity benefits and wages during the approved maternity leave period in accordance with the provisions of the Maternity Benefit Act, 1961, and the Company's payroll practices.

All statutory benefits and continuity of service shall remain protected during the approved maternity leave period.

9. RETURN TO WORK:

9.1 Rejoining

The employee shall report to work on the date approved by HR and communicate any change in joining date sufficiently in advance.

9.2 Fixed Shift Allocation

Upon rejoining after maternity leave, new mothers shall be assigned to a fixed work shift for a period of four (4) months, subject to operational requirements and applicable laws.

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10. RESIGNATION AFTER REJOINING:

If an employee wishes to resign within two (2) months of rejoining duty after maternity leave, she shall be required to:

- Serve a notice period of three (3) months; or
- Pay salary in lieu of the applicable notice period,

in accordance with the terms of employment and Company policy.

11. MISREPRESENTATION

Any false declaration, suppression of information, or submission of forged medical documents for obtaining maternity benefits shall attract disciplinary action, including recovery of benefits and other actions as deemed appropriate by the Company.

12. INTERPRETATION AND AMENDMENTS

The Company reserves the right to modify, amend, suspend, or withdraw any provision of this Policy at any time, subject to compliance with applicable laws.

In the event of any inconsistency between this Policy and applicable statutory provisions, the provisions of the applicable law shall prevail.

Sr. No.	Particulars	Details
1.	Approved by	Board of Directors
2.	Last Amended & Effective Date	12-11-2025
3.	Authorized Person	Mr. Jonna Venkata Tirupati Rao

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