



Policy on Maternity Benefit Act, 1961

1. Introduction:

IFIN Global Group recognizes the importance of supporting and promoting the well-being of its female employees during pregnancy and childbirth. This policy is in accordance with the Maternity Benefit Act, 1961, and is designed to ensure that female employees receive the statutory benefits and support outlined in the legislation.

2. Scope:

This policy applies to all female employees of IFIN Global Group, including permanent, temporary, and contractual staff.

3. Entitlement to Maternity Leave:

As per the Maternity Benefit Act, 1961, female employees are entitled to a maximum of 26 weeks of maternity leave. This includes eight weeks of leave before the expected date of delivery (pre-natal leave) and eighteen weeks of leave after the delivery (post-natal leave).

4. Maternity Leave Application:

Female employees are required to notify the Human Resources Department in writing about their pregnancy and their intention to avail maternity leave. The notification should be provided at least six weeks before the expected date of delivery.

5. Maternity Benefits:

During the period of maternity leave, female employees will receive their regular salary and benefits, as per the terms of their employment contract. This includes any bonuses, allowances, or increments that would have been applicable if the employee had not been on maternity leave.

6. Nursing Breaks:

Upon returning to work after maternity leave, female employees are entitled to two breaks of 30 minutes each for nursing their child until the child reaches the age of 15 months.



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7. Flexible Working Arrangements:

IFIN Global Group acknowledges the importance of work-life balance for new mothers. Employees may request flexible working arrangements, such as part-time work or flexible hours, for a period of up to one month after returning from maternity leave.

8. Protection from Termination:

Female employees on maternity leave are protected from termination during the entire period of their leave. The employment contract will continue as if the employee had not been on maternity leave.

9. Grievance Redressal:

A grievance redressal mechanism will be in place to address concerns or complaints related to the implementation of this policy. Employees are encouraged to report any issues promptly.

10. Review and Revision:

This policy will be reviewed periodically to ensure its effectiveness and compliance with any amendments to the Maternity Benefit Act, 1961.

11. Compliance:

IFIN Global Group is committed to complying with all applicable laws and regulations related to maternity benefits.