



MATERNITY BENEFIT POLICY

Current Version	Version 1.0	Drafted by	Tarun Agarwal
Effective Date	1 July 2025	Reviewed by	Tarun Agarwal
Next Review Date	1 July 2026	Final Approval by	Samuel John

Introduction

This policy is formulated in accordance with the provisions of the Maternity Benefit Act, 1961, and the rules, amendments, notifications, and guidelines issued thereunder from time to time.

mistEO Private Limited is committed to supporting employees during maternity and ensuring their health, well-being, dignity, and job security during pregnancy, childbirth, adoption, and related circumstances.

The provisions, entitlements, and benefits outlined in this policy are based on the prevailing statutory requirements as on the effective date of this policy. In the event of any amendment, modification, clarification, or change in the applicable law, government notification, or judicial interpretation, the corresponding provisions of this policy shall be deemed to stand modified to the extent necessary to remain compliant with such legal requirements.

1. Objective

To provide maternity benefits and related support to eligible women employees in accordance with applicable laws and to promote a supportive, inclusive, and employee-friendly workplace.

2. Scope

This policy applies to:

- All women employees of mistEO Private Limited who are eligible under the provisions of the Maternity Benefit Act, 1961.
- Permanent, probationary, temporary, and fixed-term employees engaged directly by the Company.
- Employees working from office locations, client locations, or approved remote work arrangements.
- Independent consultants, retainers, freelancers, interns, and part-time personnel engaged on a consultancy, assignment, or casual basis shall not be eligible for benefits under this policy unless otherwise mandated by applicable law or specifically approved by the Company.

3. Eligibility

A woman employee shall be eligible for maternity benefits under this policy if she has worked for at least eighty (80) days during the twelve months immediately preceding the expected date of delivery, as prescribed under the Maternity Benefit Act, 1961.

4. Maternity Leave Entitlement

- Eligible women employees shall be entitled to maternity leave in accordance with the provisions of the Maternity Benefit Act, 1961.
- A woman employee shall be entitled to twenty-six (26) weeks of paid maternity leave for the birth of her first two surviving children.
- A woman employee having two or more surviving children shall be entitled to twelve (12) weeks of paid maternity leave.
- Up to eight (8) weeks of maternity leave may be availed before the expected date of delivery.
- Maternity benefits shall be paid in accordance with the provisions of applicable law.

5. Adoption and Commissioning Mothers

- A woman employee who legally adopts a child below the age of three months shall be entitled to twelve (12) weeks of paid leave from the date the child is handed over to her.
- A commissioning mother shall be entitled to twelve (12) weeks of paid leave from the date the child is handed over to her, in accordance with applicable law.

6. Leave for Miscarriage and Medical Termination of Pregnancy

- A woman employee who suffers a miscarriage shall be entitled to six (6) weeks of leave with wages immediately following the date of miscarriage, subject to submission of the prescribed medical certificate.
- A woman employee who undergoes a medical termination of pregnancy (MTP) shall be entitled to six (6) weeks of leave with wages immediately following the date of such medical termination, subject to submission of the prescribed medical certificate.
- In case of illness arising out of pregnancy, delivery, premature birth of a child, miscarriage, or medical termination of pregnancy, a woman employee shall be entitled to additional leave with wages for a period of up to one (1) month, subject to medical certification and applicable legal provisions.

7. Nursing Breaks

After returning to work following childbirth, a woman employee shall be entitled to nursing breaks as prescribed under applicable law until the child attains the age specified under the law.

8. Work from Home

Where the nature of work permits, mistEO may allow work-from-home arrangements after completion of maternity leave, based on mutual agreement between the employee and management and subject to business requirements.

9. Application Procedure

- Employees should inform their reporting manager and Human Resources as early as reasonably possible regarding their maternity leave plans.
- A written leave request along with relevant medical documents should be submitted before commencement of leave.

- Human Resources shall communicate approval and applicable benefits to the employee.

10. Protection of Employment

- No employee shall be dismissed, discharged, terminated, or otherwise disadvantaged on account of pregnancy, maternity leave, miscarriage, or medical termination of pregnancy.
- Employees returning from maternity leave shall be reinstated to their position or an equivalent role, subject to applicable law and business requirements.

11. Roles and Responsibilities

Employees must:

- Provide timely notification of maternity leave requirements.
- Submit required medical certificates and supporting documents.
- Coordinate work handover and maintain communication with the reporting manager and Human Resources as appropriate.

Managers must:

- Support employees during pregnancy and maternity leave.
- Ensure smooth work transition and handover.
- Foster a supportive and respectful work environment.

Human Resources must:

- Ensure compliance with applicable legal requirements.
- Maintain confidentiality of employee medical information.
- Administer maternity benefits and leave entitlements.
- Support employees regarding leave, benefits, and return-to-work arrangements.

12. Statutory Compliance

Where any provision of this policy is inconsistent with any applicable law, the provisions of the applicable law shall prevail.

mistEO reserves the right to amend, modify, interpret, or withdraw any part of this policy to ensure continued legal compliance and alignment with organizational requirements.

13. Review and Amendment

This policy will be reviewed annually or as required for legal compliance and effectiveness.

Amendments will be approved by management and communicated to all employees.



Signature:

Name: Samuel John

Employee ID: 001

Date: 1 July 2026

