

Childcare and Parental Policy



Purpose

To foster a supportive environment for the new parent to –

- Bond with the child
- Attend to their own wellness needs including physical and mental recovery
- Adjust to their new family situation, and balance their professional obligations including a successful transition back to work.

Eligibility

All the full-time employees of Bundl Technologies, its subsidiaries, affiliates, associate, and group companies, who are legal parents of the child on the date of birth or on placement for adoption or via surrogacy are eligible for the Parental Program from the date of employment.

Definitions

“**Primary Caregiver**” is defined as any employee who takes the primary, full time responsibility to care for the child (Less than 18 Years of Age). Primary caregivers can be biological parent, commissioning parent, adoptive parent, domestic partner, the child’s legal guardian etc irrespective of employee gender.

“**Secondary Caregiver**” is defined as any employee who supports the child care and primary caregiver care, however does not assume full time active role to care for the child.

Policy Coverage



Thought of being a Parent

- Adoption, Surrogacy, and Fertility Assistance
- Prenatal Support



Parental Care

- Medical Insurance
- Parental Leave – Primary & Secondary Caregiver
- Bonding Leave



Childcare Basket

- Child Welcome Gift
- Child care Assistance
- Insurance Inclusion



Back to Work

- Extension of flexible work schedule
- Access to Swiggy Parents community



Compassionate Care

- Miscarriage & Miscarriage Support Leave
- Tubectomy/Vasectomy
- Maternity-linked medical leave

Thought of Being a Parent - Support

We believe that a parent's journey starts from the time they have a "Thought of being a parent" and we also acknowledge the journey is not the same for every parent. Here are the benefits provided for Adoption, Fertility, Surrogacy Parent Journey.



Adoption Assistance

- An adoptive Parent is a person who becomes the parent of a minor child (under 18 years of age) through adoption.
- Employees can avail for Financial assistance up to ₹50,000 per child for eligible expenses related to the adoption process.
- Admissible expenses are: Adoption agency and placement fees, Legal fees & expenses.

Fertility Assistance

- Fertility Care is the medical treatment taken towards addressing conditions that prevent the conception of a child or the ability to carry a pregnancy to deliver.
- Infertility treatment is covered under the Insurance policy. Please refer to the medical insurance policy



Surrogacy Assistance

- Surrogacy is a practice whereby a surrogate bears and gives birth to a child with an intention to hand over such a child to commissioning parents after the birth.
- Surrogacy support is permitted for commissioning parents with proven infertility concerns.
- Employees can avail for Financial assistance of up to ₹50,000 to cover costs towards legal processes only.



Prenatal Support

- Prenatal support is provided to Biological mothers during the third trimester of pregnancy.
- Based on the health risks identified to the mother or the baby, there may be instances where the working schedule/work needs adaptation.
- Expecting mother can discuss with the Line manager and HRBP and ask for the below support. Based on the feasibility the Line manager and HRBP will facilitate the same.
 - * **Pregnancy Friendly Workspace:** Employee may request for Footstool, backrest cushion, seat closer to lift/ washroom/ ground floor/ cafeteria, reserved parking, etc.
 - * **Flexible work schedule:** Employee may request flexibility such as working from home or flexible start and end times based on individual needs or exemption to not travel out of station based on medical advice.



Parental Support

Insurance

Maternity expenses for Biological mother and Commissioning parents is covered under the Group Medical Insurance policy. Please refer to the Medical Insurance policy for further details.

Leave

Keeping in mind our employee needs to play 'Equal Parenting' role, we defined our parental leaves as below to enable parents to take necessary rest and also bond with the new family member(s).

Primary Caregiver Leave

Category	Leave Period	Leave Starting Period
Employee proceeding on Maternity	26 weeks	Up to 8 weeks before the due date
Adoptive Mother, Commissioning Mother or any primary caregiver (Child < 6 months age)	26 weeks	Up to 2 weeks before date of adoption / due date
Adoptive Mother or any primary caregiver (Child > 6 months age)	12 weeks	Up to 2 weeks before date of adoption / due date

- Primary caregiver leave is to be availed by the employee continuously and cannot be availed in tranches.
- Primary caregiver shall apply for Leave from the date of delivery/adoption even if the employee has proceeded on any other kind of leave prior to the date of delivery/adoption.
- In case of any query about leave pertaining to Women employee proceeding on Primary caregiver leave, the Maternity Act, 1961, will be referred to as guidance to this policy.

Secondary Caregiver Leave

Category	Leave Period	Leave Starting Period
Biological parent, commissioning parent, adoptive parents or legal guardian or any Secondary Caregiver	12 weeks	7 days prior to the Delivery Due date / Adoption date

- The secondary caregiver leave can be availed all at once or in tranches. Tranches should be in units of weeks spread to a maximum of 3 separate blocks, which need not be equal.
- The leaves need to be utilized within 12 months from the date of birth or adoption date of the child. Any unutilized leave will be lapsed and cannot be carried forward.

Bonding Leave

Age of the Child/Children (Twins, triplets, etc.)	No. of Leave applicable for the Parent
0-1 year	15 Working days
1-2 years	10 Working days
2-3 years	5 Working days

- Bonding leave is to allow parents time off from their busy work schedule to bond with their children who are less than 3 years and support them in important milestones.
- Un-utilized leaves from years 1&2 will be carried forward to year 3 and will be lapsed by the end of year 3.
- Bonding leave can also be availed in one go in continuation to Parental leaves post exhausting it or in tranches of days / half days.
- Bonding leaves remain the same regardless of the number of births and apply to each birth event/adoption event i.e 15 days of leave will be provided to an employee in case of birth of twins, triplets, etc, or adoption of two or more children together.

Leave Guidelines:

- Inform your manager and HRBP of your intention to take Parental Leave no later than two calendar months prior to the intended leave start date. Please provide written notice stating the expected date of commencement of leave, period of leave, and expected date of return to work.
- The parental leaves remain the same regardless of the number of births in one pregnancy (i.e the leave duration will remain the same in case of birth of twins, triplets, etc.)
- Parental leave can be availed for arrival/birth of each of your child(ren)
- During the paid parental leave, employees will continue to receive their full Salary, any other committed payments and Benefits. Annual leave will continue to accrue during the period of paid parental leave.
- Employee will also continue receiving the Payslips, food card credit, statutory deductions, and insurance premium deductions during the leave periods.
- Vesting of employee stock-based awards, including restricted stock units or stock options, will not be affected during all leaves periods defined under this policy.
- To ensure fair performance review, Performance ratings and linked reward of Increments and Variable Pay will be awarded as per the guideline listed below:
 - To award rating for an employee who is currently in Parental (Primary & Secondary) leave: Employee will be awarded performance rating for period they worked and the same rating will be carry forward for the period they are on leave and accordingly final rating will be arrived at. Exception being, if the rating is MSE/ DNME, it will be revised to ME.
 - To award rating for an employee who joined back from Parental (Primary & Secondary) leave: Employee previous rating will be considered for the period they are leave and will be given performance rating for the period they worked and a weighted rating based on the period of work and leave will be arrived at.
 - In case the employee or organization has not had an appraisal in the last six months of employment, the rating in such a scenario will be ME.
 - Employees falling under the compensation structure of Fixed +Incentive, will be only receiving incentive as per the average earnings of last 6 Months.
- Employees are eligible for promotion basis continued performance, tenure and role
- If an employee receives approval for extension of their Parental (Primary & Secondary) Caregiver leave for medical reasons, for the extended period employee will not be given Performance rating and will not be awarded Variable pay.

Childcare Basket

Child Welcome Gift

We are excited for the new member(s) in your family. We will be sending a gift hamper as a small token of love for the little one. Please inform the HR team about the childbirth/adoption within 15 days and your address where the gift can be shipped.

Child Care Assistance

Primary caregiver is entitled to reimbursement of up to **₹25,000** and the Secondary caregiver entitled to reimbursement of up to **₹5,000** within one year of childbirth/adoption for the below

- Postnatal recovery services like domestic help salary / Lactation expert classes (Only for Biological Mothers for the period of Parental Leave)
- Child vaccinations
- Child related equipment like safety cam / high chair / pram / car seat / breast pump etc.
- Parenthood and Child welcome photoshoot
- Awareness & Guidance workshops to be prepared as a parent

In person wellness / training sessions for Prenatal and Postnatal recovery can be taken under the Learning & Development wallet.

Insurance

Child(ren) get automatically covered from Day 1 of the birth/ adoption. Be sure to inform your HRBP for insurance enrollment within 15 days of birth/ adoption.

Staying Connected

We understand that taking care of a new family member is quite demanding, both mentally and physically. However, if the employee wishes to stay connected to work at their own pace, the following are available to employees:

- Continued access to the monthly town hall, functional updates which they can access from the comfort of their home, and update themselves with the significant events at the organization.
- Catch up with Manager at mutually convenient time & date, post-delivery / adoption, where the manager can share team updates & clarity about the employee's role, post returning to work.
- Catch up with HRBP at a mutually convenient time & date, post-delivery/adoption to discuss and provide clarity about the employee's role, post returning to work.

Back to Work

We are happy to be part of helping you raise the future generation while balancing work and family. In order to ensure a smooth integration back into the workplace, we request you to align with your Line Manager and HRBP on how the company can best provide support to you as a new parent.

Extension of Flexible work schedule

- Based on feasibility of the role, reduced working hours or part-time work during the first three to six months of return to employment with adjusted compensation.
- Based on feasibility of the role, opportunity to work remote first or in a hybrid model (where job permits) until the child is 1 year old.
- Flexibility to structure working time as per evolving child needs in alignment with line manager

Connect with Swiggy Working parents Community - Access to parent's community via Slack channel "#spc-swiggyparentsclub" within the Organization where employees can share their journey, challenges, and support each other in their journey.

Travel Support for Primary Caregiver:

To support primary caregivers travelling for work (if necessary to travel), the domestic travel policy will be applicable as below:

- Primary caregiver can travel with Child / Children upto the age of 2 years along with one caretaker (to take care of the child), when doing an overnight stay travel.
- Company would book / reimburse travel, food and accommodation for 2 Adults and child / children as applicable as per the existing travel & stay entitlements of domestic travel policy. However, the stay will be booked for double occupancy and the company will absorb additional cost, if any, related to the same.

Compassionate Care

Miscarriage Leave

- In case of miscarriage or medical termination of pregnancy, the concerned employee is entitled to six weeks of paid miscarriage leave, immediately following the day of her miscarriage or her medical termination of pregnancy.
- The employee should submit the supporting medical document prescribed by a medical practitioner to avail of the leave.
- In case of any query, Maternity Act, 1961, will be referred to as guidance to this section of the policy.

Miscarriage Support Leave

- Miscarriage Support Leave can be utilised in case of miscarriage or medical termination of pregnancy of your partner.
- One week of paid leave, including weekends will be applicable for the employee, immediately following the day of miscarriage or medical termination of pregnancy.
- Employee needs to submit Medical document certified by medical practitioner to avail this leave.

Tubectomy/Vasectomy Operation Leave

- For a Tubectomy/Vasectomy operation, an employee is entitled to 2 weeks of leave, to be taken at a stretch, immediately following the day of her/his Tubectomy/Vasectomy operation.
- For Andhra Pradesh employees as per the state act, it allows an additional 6 days of special casual leave for vasectomy/tubectomy operation.
- In case of any query, Maternity Act, 1961, will be referred to as guidance to this section policy.

Maternity Linked Medical Leave

- The leave is applicable only for women employees who are suffering from illness arising out of pregnancy, delivery, premature birth of a child, miscarriage, medical termination of pregnancy, or tubectomy operation. The employee can avail of a maximum 1 month of Maternity linked Medical Leave
- In case of any query, the Maternity Act, 1961, will be referred to as guidance to this section policy.

Important Note

- Employees can avail of 5 days of leaves towards Adoption procedures, Surrogacy procedures and Fertility treatment.
- All of the leaves covered under the Parental policy cannot be encashed or carry forwarded.
- It is suggested to not extend the Primary or Secondary caregiver leave unless for specific medical conditions and such extension need to be aligned at least 30 Day in advance with Line Manager and HRBP.
- All leaves under this policy should applied in Darwin Box.
- All reimbursements (except those linked to medical insurance) under this policy should be made along with supporting documents and receipts. Indicative supporting documents may include birth certificate, adoption paperwork receipts, surrogate paperwork receipts, fertility treatment receipts, etc. as per case to case.
- For medical insurance claim, please check Medical insurance policy.
- Employees who are not Biological / Adoptive / Commissioning mothers and are planning to avail Primary caregiver leave need to declare themselves as primary caregiver to avail the benefits.
- For employees who join the organization post Child Birth / Child adoption, organization will consider the Child details as per Insurance enrollment to configure Bonding leaves
- Representation of wrong facts or false declaration may lead to disciplinary action, that will commensurate according to the nature and gravity of the offense, shall include but not limited to –
 - Warning letter
 - Denial of employee benefits like increments/promotion/salary correction etc.
 - Suspension / Dismissal
- Management reserves the right to update, modify the policy from time to time

FAQ

From when and for whom will the new Secondary Caregiver leave be applicable?

- *Anyone who is becoming a parent effective July 15th, 2022 will be eligible for 12 week sod leave as per the updated policy.*
- *If you are in your Secondary caregiver leave right now, you can avail leave as per the updated policy.*
- *For the period of (15th July 2021 - 14th July 2022) - Secondary Caregivers who have Child(ren) between the age of 0-6 Months and have availed earlier leave policy can further avail 2 Months of leave under the new policy*
- *For the period of (15th July 2021 - 14th July 2022) - Secondary Caregivers who have Child(ren) between the age of 6 - 12 Months and have availed earlier leave policy can further avail 1 Months of leave under the new policy*

Who is eligible for Childcare Assistance?

Any employee who is becoming a parent effective July 15th, 2022 and has not claimed for prenatal expenses in the last 8 months can claim Childcare Assistance.

Would I get multiple child welcome gifts and additional childcare allowance if i have more than one child in a pregnancy / adoption?

- *Your gift hamper will be curated to cover for multiple births/adoption in an instance.*
- *Childcare assistance remains constant (25,000 Rs for primary caregiver and 5,000 Rs for secondary caregiver) regardless of the number of Children per births/adoption.*