

MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028

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MATERNITY POLICY

For Morepen Laboratories Ltd.


Authorised Signatory
(Vivan Prasher)

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PURPOSE

The purpose of this policy is to outline the entitlements and responsibilities of female employees in relation to maternity benefits and leave, in accordance with the Maternity Benefit Act, 1961, as amended by the Maternity Benefit (Amendment) Act, 2017. Morepen Laboratories Ltd. is committed to ensuring a safe, supportive, and inclusive work environment for expectant mothers and new mothers, while ensuring compliance with applicable labour laws and standards.

SCOPE AND APPLICABILITY

This policy applies to all women employees—whether permanent, full-time, part-time, contractual, or temporary—who are employed across all functions and locations in India under Morepen Laboratories Ltd., and who meet the eligibility criteria as prescribed under applicable laws.

ELIGIBILITY CRITERIA

To be eligible for maternity benefits:

- A woman must have completed **at least 80 days of actual work** in the 12 months immediately preceding the expected date of delivery.
- This includes paid leave days and any period of layoff or absence due to company-approved reasons.

ENTITLEMENTS UNDER MATERNITY LEAVE

Maternity Leave – Standard Case

- Eligible employees shall be entitled to 26 weeks (182 days) of paid maternity leave for the birth of the first two living children.
 - Up to 8 weeks of leave may be availed before the expected date of delivery.
 - The remaining 18 weeks shall be availed post-delivery.

¹Effective from April 01, 2017.

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- In the event the employee already has two or more living children, she shall be entitled to 12 weeks (84 days) of paid maternity leave:
 - Up to 6 weeks pre-delivery, and
 - 6 weeks post-delivery.

Maternity Leave for Adoption and Surrogacy

- A woman who legally adopts a child below the age of 3 months shall be entitled to 12 weeks of maternity leave, commencing from the date the child is handed over to her.
- A commissioning mother (a biological mother who uses her egg to create an embryo implanted in another woman) shall also be entitled to 12 weeks of paid leave, starting from the date the child is handed over.

Leave in Case of Miscarriage or Medical Termination

- In the event of a miscarriage or medical termination of pregnancy, the employee is entitled to six (6) weeks of leave with wages, immediately following the date of miscarriage or termination, on the basis of medical certification.

Leave for Illness Arising out of Pregnancy

- In case of any illness arising out of pregnancy, premature delivery, miscarriage, or related medical complications, a female employee shall be entitled to one (1) month of additional leave with full wages, supported by a duly certified medical practitioner.

Leave for Tubectomy Operation

- In case a female employee undergoes a tubectomy operation (sterilization procedure), she shall be entitled to two (2) weeks of paid leave post-operation.

²Effective from April 01, 2017.

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Salary and Benefits During Maternity Leave

- The employee shall be entitled to full wages during maternity leave, based on the average daily wage for the three calendar months immediately preceding the date from which leave commences.
- All statutory benefits (Provident Fund, Gratuity, etc.) shall continue to accrue and be paid as applicable.
- The employee shall remain covered under the company's Medclaim Policy, including pre- and post-natal benefits for the first two children.
- Women employees returning to work after childbirth shall be entitled to two nursing breaks per day, in addition to normal rest breaks, until the child is 15 months old.
- The employee shall continue to be covered under the company's Group Medical Insurance Policy during maternity leave.

Crèche Facility

In accordance with the amended Act:

- Where the number of employees (male and female) is 50 or more, the company shall provide access to a crèche facility, either within the office premises or within a prescribed radius.
- The crèche shall be maintained in a clean, safe, and hygienic condition with adequate supervision.
- The mother shall be permitted to visit the crèche up to four times a day, which shall include the interval for rest allowed to her.

PROTECTION AGAINST TERMINATION

- No employer shall terminate or dismiss a female employee during her maternity leave, except for reasons of gross misconduct, duly proven through appropriate disciplinary proceedings.
- A female employee on maternity leave shall be entitled to the same position, pay, and terms of employment to which she was entitled prior to availing the leave.
- There shall be no loss of seniority, accrued benefits, or continuity of service.

³Effective from April 01, 2017.

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APPLICATION PROCEDURE

- The employee must submit a formal Maternity Leave Application Form along with a medical certificate confirming pregnancy and expected date of delivery to the HR Department at least eight (8) weeks prior to the proposed start date of the leave.
- The application must clearly state the period of leave requested, including pre- and post-natal durations.
- Any request for extension of leave must be made in writing prior to the end of approved leave, along with supporting medical documents, if applicable. The same can be approved based on the organizational approval.

CONDITIONS AND NON-COMPLIANCE

- Any falsification of medical records or misuse of leave provisions will be treated as misconduct, and disciplinary action may be initiated as per the company's Code of Conduct and Disciplinary Policy.
- The company reserves the right to seek verification from authorized medical personnel or institutions where necessary.

POLICY REVIEW AND AMENDMENTS

This policy is subject to periodic review and may be amended from time to time based on changes in applicable laws, judicial pronouncements, or organizational needs. Any such change will be communicated appropriately.

CONTACT FOR CLARIFICATION

For further information or clarification on this policy, employees are advised to contact:

HR Department
Morepen Laboratories Ltd.
Email: roshni.raghuvanshi@morepen.com

⁴Effective from April 01, 2017.

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