



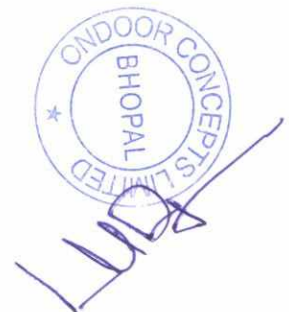
ON DOOR CONCEPTS LIMITED

Registered Office Address –1st and 2nd Floor, PLOT NO. 13, RAILWAY COLONY E-8, ARERA COLONY Trilanga,
Bhopal, Madhya Pradesh, India. 462039 CIN: L52100MP2014PLC033570 Email id - info@ondoor.com
GSTIN: 23AACC00825C1Z5 Contact No. 0755-4509561

ON DOOR CONCEPTS LIMITED

MATERNITY BENEFIT POLICY

(As per the Maternity Benefit Act, 1961 and Amendments thereunder)





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OBJECTIVE:

The objective of this Policy is to ensure compliance with the provisions of the *Maternity Benefit Act, 1961* and to safeguard the rights and well-being of women employees during and after pregnancy by providing them with adequate paid leave and related benefits. The Policy aims to promote a supportive work environment that prioritizes the health of the mother and child, ensures job security during maternity leave, and facilitates a smooth transition back to work.

PREAMBLE:

On Door Concepts Limited (“the Company”) recognizes that its employees are its most valuable assets, and their health, safety, and well-being are of utmost importance. The Company is committed to creating a supportive work environment that safeguards the rights of women employees during pregnancy and maternity, in line with the provisions of the **Maternity Benefit Act, 1961** and subsequent amendments.

The Act aims to regulate the employment of women during the period of childbirth and to provide maternity benefits such as paid leave, job protection, and other related facilities. By ensuring compliance with this legislation, the Company seeks to protect the dignity of motherhood, promote the welfare of women employees, and secure the health of both the mother and child.

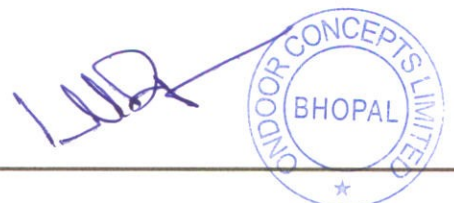
Through this Policy, the Company reaffirms its commitment to:

- Safeguard the rights of women employees during maternity,
- Provide adequate leave and benefits to ensure proper care of mother and child,
- Encourage shared parental responsibility, and
- Build a work culture that is inclusive, empathetic, and supportive of employees’ family responsibilities.

PURPOSE:

The purpose of this Policy is to:

1. **Ensure compliance** with the provisions of the *Maternity Benefit Act, 1961* and any amendments thereto, thereby safeguarding the statutory rights of women employees during and after pregnancy.
2. **Promote the health and well-being** of women employees and their children by providing adequate paid leave, medical support, and job protection during maternity.
3. **Facilitate smooth transition** for women employees by supporting them before and after childbirth, ensuring that their career growth and professional opportunities are not adversely affected.
4. **Foster inclusivity and gender equality** in the workplace by recognizing family responsibilities as an integral part of employees’ overall well-being.
5. **Reinforce the Company’s commitment** to creating a positive, empathetic, and supportive work culture where employees are valued not only for their professional contributions but also for their roles as parents and caregivers.





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DEFINITIONS

For the purpose of this Policy:

Cl.	Term	Meaning (as per the Act)
(a)	Appropriate Government	<ul style="list-style-type: none">For mines and establishments where people are employed for equestrian, acrobatic or other performances: The Central Government;for all other establishments: the State Government
(b)	Child	Includes a still-born child.
(ba)	Commissioning Mother	A biological mother who uses her own egg to create an embryo that is implanted in another woman.
(c)	Delivery	Birth of a child
(d)	Employer	(i) For Government establishments: the person/authority appointed for supervision and control (or the Head of Department if none is appointed); (ii) for local authorities : the appointed supervisory authority (or the Chief Executive Officer if none); (iii) in other cases : the person/authority with ultimate control over the establishment (including a manager/managing director/managing agent, etc., where affairs are entrusted)
(e)	Establishment	Includes: (i) factory ; (ii) mine ; (iii) plantation ; (iv) establishment employing persons for equestrian/acrobatic/other performances ; (iva) a shop or establishment; (v) any other establishment to which the Act is applied under Section 2(1) of the Act.
(f)	Factory	As defined in Section 2 (m) of the Factories Act, 1948.
(g)	Inspector	An Inspector appointed under Section 14 of the Act.






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Cl.	Term	Meaning (as per the Act)
(h)	Maternity Benefit	The payment referred to in Section 5(1) (i.e., at the rate of the average daily wage for the period of actual absence on account of maternity).
(ha)	Medical Termination of Pregnancy	A termination permissible under the Medical Termination of Pregnancy Act, 1971.
(i)	Mine	As defined in Section 2(j) of the Mines Act, 1952.
(j)	Miscarriage	Expulsion of the contents of a pregnant uterus at any time prior to or during the 26th week of pregnancy; excludes a miscarriage whose causing is punishable under the Indian Penal Code, 1860.
(k)	Plantation	As defined in Section 2(f) of the Plantations Labour Act, 1951.
(l)	Prescribed	Prescribed by rules made under the Act.
(m)	State Government	In relation to a Union Territory, means the Administrator thereof.
(n)	Wages	All cash remuneration payable to a woman if the contract of employment is fulfilled, including: (1) cash allowances (e.g., DA, HRA), (2) incentive bonus, (3) money value of concessional supply of food grains / other articles; excluding: (i) any bonus other than incentive bonus, (ii) overtime and fines - related deductions / payments, (iii) employer's contributions to PF / Pension or other legal benefits, (iv) gratuity on termination.
(o)	Woman	A woman employed (directly or through any agency) for wages in any establishment.





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ELIGIBILITY:

1. Every **woman employee**, whether employed directly or through a contractor, is entitled to maternity benefits under this Policy, **provided she has actually worked in the establishment for at least 80 days** in the 12 months immediately preceding the expected date of her delivery.

The benefit shall apply to women employees across all categories, i.e., permanent, probationary, temporary, or contractual.

2. A woman who **legally adopts a child below the age of 3 months**, or a **commissioning mother** (biological mother whose egg is used for surrogacy), shall also be entitled to maternity benefits as prescribed under the Act.
3. Women who do not fulfill the statutory minimum service requirement of **80 days** shall not be eligible for paid maternity benefits, though the Company may, at its discretion, consider unpaid leave or other welfare support.

INFORMATION TO EMPLOYER

1. A woman employee entitled to maternity benefit shall submit a written notice to the Company, in the prescribed form, stating:
 - The date from which she proposes to be absent (not earlier than six weeks before the expected delivery date);
 - The name of the person nominated to receive payment in case of her death; and
 - Her undertaking not to work in any establishment during the benefit period.
2. If the notice is not given during pregnancy, it may be submitted after delivery.
3. Upon receipt of the notice, the Company shall permit her to be absent from work until six weeks after delivery.
4. Failure to submit notice will not disqualify a woman from receiving maternity benefit, if otherwise eligible.

RECORD MAINTENANCE

The HR Department shall maintain appropriate records, registers, and documentation as required under the Maternity Benefit Act and applicable labour laws.

LEAVE AND PAYMENT STURCTURE:





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Type of Leave	Duration	Eligibility / Conditions	Payment
Maternity Leave (Childbirth)	<ul style="list-style-type: none"> Up to 26 weeks (of which not more than 8 weeks shall precede the date of expected delivery). For women with two or more surviving children – 12 weeks (6 weeks post-delivery + 6 weeks pre-delivery). 	Available to a woman who has actually worked for at least 80 days in the 12 months immediately preceding her expected delivery date.	Full wages (average daily wage as per Act).
Adoption Leave	12 weeks from the date the child is handed over.	Applicable to a woman who legally adopts a child below the age of 3 months.	Full wages.
Commissioning Mother (Surrogacy)	12 weeks from the date the child is handed over.	Applicable to a commissioning mother (biological mother whose egg is used to create the embryo and who has a surrogate carry the child).	Full wages.
Miscarriage / Medical Termination of Pregnancy	6 weeks immediately following the day of miscarriage or termination.*	On production of medical certificate from a registered medical practitioner.	Full wages.
Tubectomy Operation	2 weeks immediately following the day of operation.	On production of proof of surgery from a registered medical practitioner.	Full wages.
Illness arising out of Pregnancy, Delivery, Miscarriage or Premature Birth	Up to 1 month.	On production of proof of illness certified by a registered medical practitioner.	Full wages.
Medical Bonus	₹3,500 (if pre-natal and post-natal care is not provided by the employer).	Payable once per delivery in addition to above benefits.	Lump sum.

*Such leave shall be in addition to any other leave entitlement under the Company's leave rules.






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Further, if a woman employee entitled to maternity benefit or any other amount under the Act **dies before receiving such benefit or amount:**

- the employer shall make the payment to the **nominee** specified by the employee in her notice under Section 6 of the Act.
- In the absence of a nominated person, the payment shall be made to the **legal representative** of the deceased employee.
- Where the employer is liable for maternity benefit under the second proviso to sub-section (3) of Section 5 (i.e., if the woman dies during childbirth but the child survives), the employer shall be liable to pay the maternity benefit for the entire period as if the woman had survived, and such amount shall be paid to the **person who has the care of the child.**
- The Company shall ensure that such payments are made promptly, upon verification of the required documentation.

TIMELINES & MODE OF PAYMENT:

1. Maternity benefit shall be paid:
 - **In advance**, for the period preceding the expected date of delivery, on production of proof of pregnancy.
 - **Within 48 hours of production of proof of delivery**, for the period following delivery.
2. All payments under this policy shall be made directly to the woman employee either by bank transfer or any other lawful mode of payment adopted by the Company.

PROHIBITIONS:

The Company and its employees strictly adhered to the following mentioned prohibitions:

1. **Employment immediately after Delivery or Miscarriage**
 - No woman employee shall be required or permitted to work during the period of six weeks immediately following the date of her delivery, miscarriage, or medical termination of pregnancy.
 - Similarly, no woman employee shall undertake any work in the establishment during this period.
2. **Nature of work during Pregnancy**

During the period of pregnancy, a woman employee shall not be required or permitted to perform any work of an arduous nature, or work which:

 - involves long hours of standing, or
 - is likely to interfere with her pregnancy, or
 - may cause a miscarriage, or
 - may adversely affect her health.






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3. Dismissal or Discharge

The Company shall not discharge, dismiss, or otherwise terminate the employment of a woman employee during her maternity leave.

4. Non-Deduction of Benefits

The Company shall not reduce or withhold maternity benefits payable to a woman employee on account of her having received benefits under any other applicable law, including the Employees' State Insurance Act.

5. Restriction on Dual Employment During Maternity Leave

No woman employee shall be permitted to work in any other establishment while she is in receipt of maternity benefits from the Company.

PROTECTION AGAINST DISMISSAL DURING PREGNANCY AND MATERNITY LEAVE

1. No woman employee shall be discharged, dismissed, or have her service conditions altered to her disadvantage on account of her pregnancy or during the period of maternity leave granted under this Policy.
2. Any discharge or dismissal during pregnancy shall be treated as invalid and it shall not deprive a woman employee of her statutory entitlement to maternity benefit or medical bonus under this Policy.
3. However, in cases of gross misconduct, the Company reserves the right to withhold maternity benefit and/or medical bonus, by passing a written order and communicating the same to the concerned employee.

WORK FROM HOME

After availing maternity leave, a woman employee may be permitted to work from home, depending on the nature of work and mutual agreement between the employee and management. The duration and conditions shall be determined by the Company on a case-to-case basis.

NURSING BREAKS

Every woman returning to work after delivery shall be allowed two nursing breaks per day, in addition to the regular rest interval, until the child attains the age of 15 months.

CRÈCHE FACILITY

Where the Company employs 50 or more employees, a crèche facility shall be provided either within the premises or through a recognized arrangement. The woman employee shall be allowed four visits per day to the crèche, including rest intervals





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PROCEDURE FOR APPLYING

The employee shall submit a written application for maternity leave at least 8 weeks prior to the expected date of delivery, along with a medical certificate confirming pregnancy and expected date of confinement.

- For adoption or surrogacy, relevant legal documents must be submitted.
- HR will verify eligibility and issue an official leave sanction letter.
- All maternity-related payments shall be processed by the Accounts/HR Department as per statutory timelines.

AMENDMENTS TO THE POLICY

1. The **Board of Directors** of the Company shall have the powers to **revise, modify, or amend this Maternity & Paternity Benefit Policy** from time to time, as deemed appropriate.
2. Any **subsequent amendments or modifications** to the *Maternity Benefit Act, 1961*, its Rules, or any other applicable laws made by the Government or relevant authorities shall **automatically apply** to this Policy, and the Policy shall be deemed amended to the extent required to ensure compliance.

OVERRIDING EFFECT OF THE ACT

1. The provisions of the *Maternity Benefit Act, 1961* shall **prevail over any inconsistent provisions** contained in this Company Policy, or any other law, award, agreement, or contract of service, whether made **before or after the commencement of the Act**.
2. In case of any conflict between this Policy and the Act, the **Act shall take precedence**, and the Company shall comply fully with its statutory provisions.

DISCLOSURE

All disclosures, display and reporting requirement related to maternity benefits shall be made in accordance with the provisions of the Act and Rules made thereunder.

Effective Date: 14.11.2025

Date of Approval of Board of Directors: 14.11.2025