Employee Benefits Policy

Applicable to All Employees | Indian Companies

# 1. Purpose

This policy outlines the various employee benefits provided by the organization to promote well-being, job satisfaction, and legal compliance. It aims to provide transparency on all statutory and non-statutory benefits applicable to employees.

# 2. Scope

This policy applies to all full-time, part-time, probationary, and contractual employees of the organization, unless otherwise specified.

# 3. Statutory Benefits

- Provident Fund (PF): Employer contributions as per EPF Act.
- Employee State Insurance (ESI): For employees with gross wages below threshold.
- Gratuity: Payable after 5 years of continuous service.
- Bonus: As applicable under the Payment of Bonus Act.

# 4. Leave Benefits

- Paid Annual Leave (Privilege Leave): As per company leave policy.
- Sick Leave: For health-related absences.
- Casual Leave: For short, urgent personal matters.
- Maternity Leave: 26 weeks as per Maternity Benefit Act.
- Paternity Leave: Up to 10 working days.
- Bereavement Leave: 3 to 5 days depending on circumstances.

# 5. Insurance & Health Benefits

- Group Health Insurance: Coverage for self and dependents.
- Term Life Insurance: In case of employee demise.
- Personal Accident Insurance: Accidental death and disability cover.
- Health Check-ups: Annual health screening or reimbursement (if offered).

# 6. Financial & Flex Benefits

- Food/Meal Vouchers
- Internet/Remote Work Allowance
- Travel or Fuel Reimbursements
- Flexi Benefits Plan (FBP): Optional salary structuring where applicable.

# 7. Learning & Development

- Access to online learning platforms.
- Sponsored certification programs (on approval).
- Internal training and career development sessions.

# 8. Rewards & Recognition

- Monthly and Annual Awards
- Spot Bonus Programs
- Team appreciation and milestone recognitions

# 9. Non-Monetary Perks

- Flexible Working Hours
- Work From Home/Hybrid Options
- Festival Celebrations & Team Events
- Access to wellness sessions or EAP (if available)

# 10. Policy Review

This policy will be reviewed annually or as needed based on changes in law or organizational priorities.