

EMPLOYEE BENEFITS POLICY

INTRODUCTION

This Employee Benefit Policy is designed to enhance the well-being and morale of our employees by recognizing their accomplishments, acknowledging their financial well-being and celebrating significant events in the life of CHL employees. Additionally, as part of our commitment to creating a supportive work environment, we have established a program to provide gifts to employees on special occasions such as marriages, birthdays, and the arrival of a new family member. The benefits include:

LEAVE/HOLIDAYS BENEFITS

- All employees are authorized to take a total of 34 leaves as per their eligibility (Earned Leaves, Privileged Leaves, 4 Mandatory Gazette Holidays, 3 National holidays and 5 Restricted Holidays).
- All employees are eligible for paid half-day leave on their birthday.
- Maternity Leave may be availed as per the existing laws, i.e. at the time of drafting this policy the Maternity Leave is 180 days (6 months), for mothers with less than two children and 3 months for mother with more than 2 children.

FINANCIAL & SECURITY BENEFITS

- All employees will be members of the Provident Fund irrespective of their pay.
- All eligible employees will be a member of Employee State Insurance. (Current eligibility is Basic Salary and other allowances up to Rs.21,000/-)
- Gratuity is paid to an employee on his separation from the company if he has completed uninterrupted continuous 5 years of service with the Company.
- All employees who have completed at least 1 year of service may be paid a bonus as per the Bonus Act.
- Managers and above who have completed at least 1 year of service will be paid Ex-gratia payment as decided by the management every year.
- All employees will be paid a loyalty bonus as per their continuous tenure of service in the company.

MEDICAL BENEFITS

- All employees will be entitled to individual Mediclaim cover purchased by the Company.
- All employees will be entitled to the benefits of the welfare schemes of the "Crystal Hues Employees Welfare Trust".
- All employees will be entitled to ESOP (Employee Stock Option) as per management decision.

MARRIAGE BENEFIT

To celebrate the joyous occasion of marriage, employees will be eligible to receive a monetary gift from the company. The amount will be determined based on the employee's designation within the organization. The details of the marriage benefit are as follows:

- Junior Staff: Rs 3100/-
- Mid-Level Staff: Rs 5100/-
- Senior Staff: Rs 7500/-
- Management Level: Rs 10000/-

The marriage benefit will be disbursed upon submission of a valid marriage Proof to the Human Resources department.

BIRTHDAY CELEBRATION

We believe in recognizing and celebrating each employee's special day. To make birthdays memorable, the company will allocate a budget of **Rs 750/-** for each employee. This budget may be used for a team celebration, a personalized gift, or any other birthday-related expenses. Employees are encouraged to coordinate with their respective team leaders for the utilization of this budget.

NEW BABY BENEFIT

Employees who become parents will be eligible to receive a new baby benefit of **Rs 5100/-**. This benefit will be provided upon the submission of relevant documentation, such as the birth certificate, to the Human Resources department.

Guidelines for Availing Benefits

- Employees must notify the Human Resources department in advance of the intended utilization of benefits.
- Proper documentation, such as marriage certificates or birth certificates, must be submitted to HR to avail marriage and new baby benefits.
- The company reserves the right to review and revise the benefit amounts periodically.

REVIEW AND AMENDMENTS

This policy will be subject to periodic review, and amendments may be made as necessary. Any changes to the policy will be communicated to all employees in a timely manner.