



Handbook : Employee Wellbeing

## **I. Leaves**

We believe that annual leaves are vital to promote good physical and mental health in the workplace. They help employees attend their personal exigencies and also improve work-life balance. Various types of leaves that every employee at Lodha is entitled include -.

### 1. All Purpose Leave (APL)

- i. All employees are eligible for 2 days of APL per month worked i.e. 24 days of APL per year
- ii. APL will be counted on working day principle

### 2. Parental Leave

#### i. Maternity Leave:

- a) Maternity leave up to 182 days
- b) Leave for miscarriage or medical termination of pregnancy

#### ii. Paternity Leave:

- a) Paternity leave up to 5 days

#### iii. Child Adoption Leave:

- a) Child Adoption Leave -
  - Maternal Adoption: 12 weeks.
  - Paternal Adoption: 05 days.
- b) Maternal Adoption leave is also applicable to 'Commissioning Mothers' as defined in The Maternity Benefit (Amendment) Act, 2017.

### 3. Emergency Leave :

- i. 7 days of advance APL in-case of a demise or severe illness in the family

## **II. Workplace Flexibility**

With our policies, processes and systems we endeavor to create a conducive and flexible workplace for our employees and empower them to manage their work life balance.

### 1. Flexible Working Hours:

- a. Flexibility is built in both reporting time and leaving time on a daily basis for all employees
- b. Additional workplace flexibility for employees pursuing higher education

### 2. Compensatory Off:

- a. Compensatory Off for employees working on weekly off/ paid holiday

### 3. Work from Home:

- a. Fridays as work from home (WFH) for employees based at Head Office

### **III. Workplace Benefits**

Company understands and supports its employees during important events and milestones of its employee's personal life.

1. During pregnancy : Company provides multiple benefits to female employees during pregnancy

- a. flexi work timing - to avoid rush hours and attend the medical requirements
- b. travel reimbursement for a comfortable commute to office and home
- c. nutritional goodies to ensure health and wellbeing
- d. Cafeteria service at the desk
- e. More breaks to avoid sitting for too long

2. Childcare/Crèche :

- a. Company has crèche facility at its head-office for its employee to ensure smooth transition in job and reduce parental anxiety of their children
- b. The facility is open for both male and female employees

3. Medical Assistance

- a. 24 X 7 medical assistance mobile app for employees
- b. Discounted health check-up packages through M-Fine app

4. Health and Wellbeing

i. Health

- a. Group Medclaim Policy - Covers all employee, their spouse and two children
- b. Group Personal Accidental Policy

ii. Physical wellbeing

- a. The Company has an in-house health centre which facilitates wellbeing of employees
- b. The Company has empanelled an expert in-house dietician to encourage and support employees in their health and wellbeing
- c. Regular health workshops are also held by medical and fitness professionals.

iii. Mental & Emotional wellbeing :

- a. The company has subscribed to "Employee Wellbeing and Assistance Program (EWAP)" for growing stress-related challenges.
- b. EWAP services are confidential and includes
  - ✓ 24/7 counseling services
  - ✓ Stress control program
  - ✓ Building mindfulness
  - ✓ Wellness and beyond services like nutrition, work-life balance, legal/financial advice
  - ✓ Digital assessments
  - ✓ Webinars and workshops
  - ✓ Self-help resources like self-assessment, articles, videos etc.
  - ✓ Peer support group

- iv. Counsellor Consultation : Counselor consultation available for all employees
  - v. Social Wellbeing : To address social wellbeing and spread joyousness amongst employees the company organizes various activities
    - a. Team Outing : Annual departmental team outing to build team work and collaboration
    - b. Monthly fun activities: the company organizes monthly fun-activities across locations
  - vi. Financial Wellbeing :
    - a. Flexible Employee Provident Fund and National Pension Scheme (NPS) for all employees
    - b. Interest free loan
    - c. Financial assistance, continuation of month salary for 12 months, to family of deceased employee
5. Transportation
- i. Employees at remote sites are provided with transportation facility to closest point of public transport point at regular intervals.
  - ii. Head-office employees are provided with transportation facility during monsoon
6. Relocation Support: Relocation assistance is available to eligible employees , including
- i. Reimbursement of travel expenses
  - ii. Transfer of goods
  - iii. Initial stay
  - iv. Relocation leave
  - v. Loan for Lease agreement
  - vi. Support for school/college admissions
7. Lodha Associate Booking and Referral Program (LAP)
- i. Loyalty program for Lodha projects - Discounts for employees on self-booking and for referral booking
8. Covid Support :
- i. Company sponsored vaccination - The Company provides vaccination and booster doses against COVID-19 to eligible employees and family members (parents, spouse and dependent children)
  - ii. 7 days additional leave incase employee is tested positive for Covid-19
  - iii. Covid essential kit including 2 PPEs, N95 masks, immunity booster hamper to associated tested positive for Covid 19
  - iv. Oxygen concentrators as required for employee or family members

Disclaimer :

*This Handbook summarizes some features of the current policies/ benefits. Employees are expected to refer the actual documents for detailed information and answers to specific benefit questions.*

*The terms, conditions and limitations of the current document governing each specific benefit will take precedence over the brief summaries found in this Handbook.*

*Should questions arise regarding the interpretation of any benefit plan; the answers will be determined by the current*

*documents, which you may obtain from the Human Resources Department.*