

S.R.G. NARROW FAB LIMITED

(Formerly Known as S.R.G. NARROW FAB PRIVATE LIMITED)

Registered Office: R.S. NO. 282/P & 285/P, PLOT NO. 4105, ROAD NO.41,

G. I. D. C. SACHIN, TALANGPUR, Surat, SURAT, Gujarat, India, 394230

CIN: U17122GJ2008PLC055476

website: www.srgelastics.com

Mobile No: +91 9879905050

Email Id: srgelastics12@gmail.com

Maternity Leave Policy

Name of the Factory: S.R.G. Narrow Fab Limited

Factory Address 1ST: R.S. NO. 282/P & 285/P, PLOT NO. 4105, G.I.D.C. SACHIN, TALANGPUR, SACHIN, G.I.D.C., SURAT, CHORASI, SURAT -394230, GUJARAT, INDIA

Factory Address 2ND: Survey No. 271/P and 272/P, Plot No. 4227, SACHIN GIDC, Road Number 42, Shiva Synthetics, Sachin, Surat, Surat, Gujarat, 394230

Registered Office: R.S. NO. 282/P & 285/P, PLOT NO. 4105, G.I.D.C. SACHIN, TALANGPUR, SACHIN, G.I.D.C., SURAT, CHORASI, SURAT -394230, GUJARAT, INDIA

Policy Effective From: 23/06/2026

Applies to: All female employees of S.R.G. Narrow Fab Limited

Legal basis: The Maternity Benefit Act, 1961 (as amended by the Maternity Benefit (Amendment) Act, 2017).

Approved By: Dhiraj Ummedsingh Gunecha, Managing Director

1. Purpose

To provide maternity leave and related benefits in compliance with applicable Central and Gujarat laws, and to support the health, safety and employment security of women employees before and after childbirth.

2. Scope

This policy applies to all female employees (permanent, probationary and contractual working at the plant, subject to the eligibility requirements under the Maternity Benefit Act and any state rules.

3. Eligibility

An employee is eligible for maternity benefit if she has been employed for at least 80 days in the 12 months immediately preceding the date of expected delivery, unless otherwise provided by statute. (Statutory eligibility criteria shall be applied as amended from time to time.)



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4. Leave entitlement

1. Biological mothers (for first and second child): Up to 26 weeks of paid maternity leave -of which up to 8 weeks may be taken before the expected date of delivery and the remainder after delivery.
2. For third or subsequent children: The statutory entitlement is 12 weeks.
3. Adoptive mothers / commissioning mothers (surrogacy): 12 weeks (applicable if the child is below the statutory age threshold, per the Act).
4. Miscarriage medical termination tubectomy leave: Leave as provided under the Act (shorter periods with appropriate medical proof; see statutory text)

5. Payment during leave

Maternity benefit will be paid at the rate of the employee's average daily wage (as defined in the Act) for the period of actual absence due to maternity, in accordance with the Maternity Benefit Act and Gujarat rules. Payment will be processed through payroll on the normal payroll cycle.

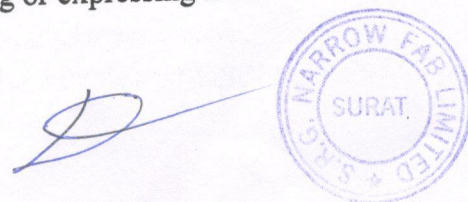
6. Notice and documentation

1. Employees must notify HR in writing of the expected date of delivery as soon as reasonably practicable and submit a leave application.
2. For leave before delivery, a medical certificate confirming expected date of delivery from a registered medical practitioner may be required. For leave due to miscarriage, medical termination, or illness arising out of pregnancy, appropriate medical proof must be produced.
3. For adoptive/commissioning mothers, a copy of adoption/order or relevant legal documents should be provided as required by the Act

7. Nursing breaks / facilities after return

On return to work after maternity leave, female employees are entitled to two paid nursing breaks of 15 minutes each in the course of the daily work for nursing their child until the child attains the age of 15 months, or as per the prevailing statutory provision. The Company will make reasonable adjustments to allow nursing breaks and a private space (other than toilet) for nursing or expressing milk.

8. Crèche / welfare facilities



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As required under the Maternity Benefit (Amendment) Act and the Factories Act welfare provisions, the Company will provide crèche facilities if the plant/establishment meets the employee-count threshold specified by law (or will provide access to shared crèche facilities within prescribed distance). Details of crèche facility location, timings and access procedure will be notified separately.

9. Job protection and non-discrimination

The Company will not terminate, dismiss or discriminate against an employee due to pregnancy, childbirth or maternity leave. Periods of leave will be treated as authorized absence and, except as otherwise provided by law, continuity of service will be protected as per statutory provisions. Decisions regarding promotion, training or other job benefits will not be adversely affected by maternity leave.

10. Combining leaves and encashment

1. maternity leave shall not ordinarily be combined with other leaves except as permitted by law and Company policy. Any application to extend absence beyond statutory maternity leave will be considered under applicable leave rules (e.g. earned/privilege leave) and in line with Company procedures.
2. Encashment, if any, will follow statutory rules and Company leave encashment policy.

11. Short-term illness related to pregnancy

Leave for illness arising out of pregnancy, delivery, premature birth, miscarriage or medical termination will be allowed on production of medical proof, in accordance with the Act's provisions.

12. Procedure to apply

1. Employee submits a completed Maternity Leave Application Form to HR along with expected delivery proof.
2. HR verifies eligibility (80-day rule) and processes leave and benefit payment.
3. HR keeps employee informed of documentation required for joining back and crèche/nursing facilities.

13. Record keeping



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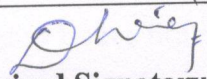
HR will maintain confidential records of maternity leave, payments, medical certificates and related documents in compliance with legal record-keeping obligations and privacy requirements.

14. Policy exceptions & amendments

Any exceptions require HR + Plant Head / GM approval. The Company reserves the right to amend this policy to maintain compliance with changes in Central or State law; the latest statutory provisions will prevail.

15. Contact

- HR In-Charge & admin : Umang
- Email: srgelastics12@gmail.com
- Phone: 8141339669


Authorized Signatory



Dhiraj Ummedsingh Gunecha, Managing Director

Date: 23/06/2026

Place: Surat

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Annexure A - Maternity Leave Application Form

Employee Name:

Designation:

Department:

Date of Joining:

Expected Date of Delivery / Adoption / Commissioning:

Requested Leave Start Date:

Requested Leave End Date:

Documents Attached: [] Medical Certificate [] Adoption/Commissioning Papers

Other:

Employee Signature:

Date:

