

Policy on Wages, Working Hours & Maternity Benefits

1. Purpose

This policy aims to ensure fair compensation practices, compliance with applicable labour laws, timely payment of wages, and protection of maternity rights for all eligible employees.

2. Scope

This policy applies to all employees of the organization, including permanent, temporary, contractual, and probationary employees, wherever applicable.

3. Minimum Wages & Overtime

- The organization shall ensure that all employees are paid **not less than the applicable statutory minimum wages** as notified by the relevant authorities.
- Standard working hours shall comply with applicable labour laws.
- **Overtime wages**, where applicable, shall be paid as per statutory provisions and organizational policy.
- No employee shall be required to work overtime without consent, except where legally permitted.

4. Timely Payment of Wages

- Wages shall be paid **on time**, within the legally prescribed wage period.
- Wages shall not be delayed, withheld, or unlawfully deducted as a form of disciplinary action.
- Any authorized deductions shall be clearly communicated and reflected in wage slips.
- Proof of wage payment (salary slips, bank transfer records, registers) shall be maintained.

5. Maternity Rights

- The organization shall ensure maternity benefits in accordance with applicable laws.
- Eligible women employees are entitled to **paid maternity leave**, employment protection, and continuity of service.
- The organization shall provide a safe and healthy working environment for **pregnant and nursing women**.
- No employee shall face discrimination, termination, or adverse action due to pregnancy or maternity leave.

6. Responsibilities

- **Management:** Ensure implementation and compliance with this policy.
- **HR/Payroll:** Administer wages, overtime, maternity benefits, and maintain records.
- **Employees:** Adhere to attendance and reporting procedures.

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7. Records & Documentation

- Wage registers
- Attendance and overtime records
- Salary slips
- Maternity leave applications and approvals
- Statutory returns and compliance records

8. Review

This policy shall be reviewed periodically and updated in line with statutory changes.

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1. Wage Processing Procedure

1. Attendance and working hours are captured through approved systems.
2. Payroll is processed based on:
 - Applicable minimum wages
 - Approved overtime
 - Authorized deductions
3. Salary disbursement is completed within the stipulated wage period.
4. Salary slips are issued to employees.

2. Overtime Management

1. Overtime work must be approved by the reporting authority.
2. Overtime hours are recorded and verified.
3. Overtime wages are calculated and paid as per statutory rates.

3. Maternity Benefit Procedure

1. Employee submits written notification/application for maternity leave.
2. HR verifies eligibility and applicable benefits.
3. Paid maternity leave is approved and recorded.
4. Health, safety, and work adjustments are provided where required.
5. Employee resumes duty post maternity leave without loss of employment or benefits.

4. Record Maintenance

- All wage, overtime, and maternity-related records shall be securely maintained.
- Records shall be available for inspection by authorized internal or external authorities.

5. Grievance Redressal

- Employees may raise concerns related to wages, overtime, or maternity benefits through the internal grievance mechanism.
- Complaints shall be addressed confidentially and without retaliation.



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