

DCM Shriram Child Support Policy

1. Objective

To support employees in balancing professional and parental responsibilities by providing a structured Nanny Allowance benefit for infant care until the child's first birthday.

2. Intent:

This benefit aims to provide flexibility to employees who may prefer but does not have access to a crèche facility, enabling them to arrange and have the flexibility of home-based childcare during the early developmental phase of their child. By doing so, the organization reaffirms its commitment to fostering a family-friendly, inclusive and a supportive workplace environment.

3. Scope & Applicability

- This policy is applicable to all women employees of DCM Shriram.
- It will also apply to women's who become parents through adoption and surrogacy.
- The benefit applies only until the child's completion of 12 months of age.
- A maximum of two child per employee can be covered under the nanny allowance at a time.

4. Reimbursement Limit

- Parents who employ a nanny are eligible to claim nanny expenses as per the limit provided below and subject to submission of required documents:

City	Amount
Metro	₹10,000/- per month
Non- Metro	₹8,000/- per month

5. Process for Availing Nanny Allowance

- The benefit will be provided on a reimbursement basis, upon submission of the required documents and approvals.
- Employees must submit monthly claims **via cash voucher** which should include:
 - Receipt of nanny allowance including ID details (Aadhar/PAN/any government-issued ID).
 - Child's birth certificate/adoption papers.
 - Declaration of nanny engagement.
 - CHRO/Unit Head (GM & Above) Approval.
- Claims must be submitted within **30 days of incurring** the expense.
- Settlement will be processed in accordance with the reimbursement workflow and shall be subject to verification of documents.
- The company reserves the right to audit nanny verification records. Any falsification, misrepresentation or misuse of information shall be treated as misconduct and may lead to disciplinary action, including recovery of funds in case of false claims.
- The Company may, at its discretion, call for additional documents or clarifications.

6. Governance

- The Company shall not be held responsible or liable for any act, omission, negligence, injury or dispute arising between the employee and the nanny/caregiver. The engagement of the caregiver is a private arrangement between the employee and the service provider.
- Employees are expected to exercise due care and diligence while engaging a nanny.
- DCM Shriram shall not be held responsible or accountable for the quality, selection, safety, or conduct of the nanny.
- Any fraudulent claims will invite strict disciplinary action, including recovery of amounts disbursed.
- Employees must promptly inform HR in the event of any change in caregiving arrangement, cessation of nanny services or if the child no longer qualifies under the age criteria. Failure to do so may result in discontinuation of benefits and recovery of payments.
- The allowance does not accrue or carry forward, if unclaimed in a particular month. No retrospective claims shall be entertained beyond the specified submission period.

7. Compliance with Law

- This policy aligns with statutory childcare provisions under the Maternity Benefit (Amendment) Act, 2017 and supplements them by extending structured support for infant care at home.

8. Modification Clause

- Management reserves the right to change/modify/withdraw the policy, partially or fully, at any time.
- Management decision on interpretation of this policy will be final and binding.

Effective Date: This policy is effective from March 1st, 2026.

Approved by:


Sandeep Girotra
ED & Group CHRO

Date: February'2026