

DCM Shriram Menstrual Wellness Work Arrangement Policy

1. Purpose of the Policy

- The Company acknowledges that women employees in field roles may experience physical strain and discomfort during their menstrual cycle. Recognizing menstrual health as a genuine need the Company, to foster an inclusive and supportive workplace, intends to provide women employees, in field roles, an option to avail **one (1) day of Work from Home per month during their menstrual cycle**.
- To ensure the policy is implemented with dignity, privacy, and trust, while putting in place mechanisms to prevent misuse.

2. Scope & Applicability

- Applicable to all **women employees working in field/market roles** at DCM Shriram with prior intimation to Manager.
- Covers **one day work from home (WFH) per month** during menstrual cycle, irrespective of grade.
- This cannot be carry forward to next year.

3. Application Process

- **HRMS/Intranet Application**
 - Applicable Employees shall apply through the ESS/Saarthi Portal.
 - No medical proof would be required but remarks under WFH request while applying would be mandatory.

4. Tracking & Monitoring of Period WFH

- HR will conduct periodic reviews (every 5–6 months) to detect irregular usage such as:
 - Frequent WFH on Fridays/Mondays (creating long weekends).
 - WFH always coinciding with festivals, sales events, or month-end closures.
 - Exceeding monthly entitlement.

5. Confidentiality & Non-Discrimination

- Employee privacy will be **strictly respected**. No one can be compelled to disclose medical details.
- Managers are expected to ensure **no stigma, jokes, or bias** related to availing menstrual wellness WFH.
- Any breach of confidentiality will be treated as a disciplinary issue.

6. Work Expectation & Misuse Control

- Employee to remain available online and perform reasonable duties remotely.
- While the policy operates on trust, misuse will be reviewed during HR audits.
- Any Misuse as mentioned in clause 4 above, will invite disciplinary action, subject to HR and management decision.

7. Compliance with Law

- This policy is in line with progressive industry practices.
- It reflects DCM Shriram's commitment to **employee well-being, gender equity, and inclusion**.

8. Review & Amendments

- Management reserves the right to **modify, amend, or withdraw** the policy at any time.
- Final interpretation rests with the DCM Shriram management.

Effective Date: The guidelines will be effective March 1st, 2026.

Approved by:



Sandeep Girotra
ED & Group CHRO

Date: February'2026