

DCM Shriram Menstrual Wellness Work Arrangement Policy

1. Purpose

The Company acknowledges that women employees 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 the corporate office, an option to avail **one (1) day of Work from Home per month during their menstrual cycle.**

2. Scope & Applicability

- Applicable to all **women employees based out of Corporate Office and SSC, Kota** with prior intimation to Manager *vide* company portal.
- Covers **one day work from home (WFH) per month** during menstrual cycle, irrespective of grade.
- This entitlement cannot be accumulated, encashed and carried forward to next month and year.

3. Application Process

- **HRMS/Intranet Application**
 - Eligible employees shall apply through the ESS/Saarthi Portal.
 - No medical proof would be required but remarks of Menstrual Wellness under WFH request while applying is mandatory.

4. Tracking & Monitoring of Menstrual Wellness 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 any festivals, events, or any important official assignment.
 - 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 shall 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 of policy rests with the DCM Shriram management.

Effective Date: The policy will be effective from October 1st, 2026.

Approved by:



Mr. K. K. Kaul

Date: 06/10/2026