



DCM Shriram Paternity Policy

1. Purpose

DCM Shriram Ltd. recognizes the importance of supporting employees and families during significant life events. The Paternity Leave Policy is designed to offer all eligible employees fully paid parental leave, to bond with their newborn and to promote equal caregiving responsibilities between mother and father, during this important period.

2. Eligibility and Entitlement

- **Entitlement:** This policy applies to all officer category male employees of corporate office and SSC, Kota who have become parent through biological conception, surrogacy or adoption.
- **Eligibility:** An eligible employee may avail paternity leave within **two months** of childbirth, surrogacy or adoption.
- **Duration:**
 - The paternity leave can be availed for a period of 15 days for his first 2 children and for more than 2 children it shall be 7 days (including weekends and intervening holidays).
 - The leave will be provided with full pay.
 - The leave will be over and above annual leave entitlement
 - The leave cannot be accumulated, carried forward or encashed.

3. Application Process

Employees intending to take paternity leave must notify their immediate supervisor and the HRBP as soon as practicable and provide the expected start date of their leave. Relevant supporting documentation, such as a birth certificate or adoption papers, as applicable shall be submitted within seven (7) days. Post notification, they are required to apply for the leave on the ESS portal and get it approved by their manager.

4. Scheduling

Paternity leave can be taken in a single continuous period. The timing of the leave should be discussed and agreed upon in advance, taking into consideration business needs and operational requirements.

5. Return to Work

Employees on paternity leave are expected to return to work promptly on the agreed-upon date. Failure to return to work without prior approval may result in the absence being treated as unauthorized leave.

6. Exclusion:

- Paternity Leave cannot be combined with any other type of leave.
- The leave must be commenced and completed within two months from the date of birth, adoption or receipt of custody pursuant to a surrogacy arrangement, as applicable

7. Review

This policy will be reviewed periodically and may be modified at the discretion of DCM Shriram Ltd. Any changes will be communicated to employees in a timely manner.

8. Exceptions

- Any deviation from the policy can be approved at management discretion. For questions or assistance regarding paternity leave, employees may contact their HR Business Partner.
- Documents submitted under this Policy shall be accessed only by authorised personnel and retained and processed in accordance with the Company's applicable data-protection and record-retention requirements
- By accepting employment with DCM Shriram Ltd., employees agree to abide by the terms and conditions of this paternity leave policy.

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

Approved by:



Mr. K. K. Kaul

Date: 06/10/2026