



POLICY ON SUPPORT PROVIDED TO AN EMPLOYEE MEMBER DURING BEREAVEMENT

Passing away of a close member of the family is a most difficult time for the individual. During this period, the individual goes through grief and emotional stress. As an organization it is essential to extend moral support and help to the concerned staff to overcome this situation.

In order to meet the expenses of rituals it has been decided to give a nonrefundable amount of Rs. 5,000/- to the staff.

In addition, the employee is also be eligible for 2 days of bereavement leave.

The family here is defined as spouse, parents and two children.

The concerned employee has to inform the reporting manager on the bereavement who in turn will inform the HR department.

On receipt of the information, HR department will send an intimation to accounts department to credit the amount to the individual staff members bank account.

This is applicable to employees of all the Institutions in the group