



Address: Plot No.11C, Industrial Park, Site – A, Ammavaripalli Village, Penukonda Mandal, Anantapur, Andhra Pradesh,

India-515164

Email: [govind@saehani.com](mailto:govind@saehani.com)

CIN -U28999AP2017FTC107297, Tel: +91-9133442003

## Family-Friendly Workplace Policy

**1. Purpose** This policy aims to create a supportive and inclusive workplace that enables employees to balance their work and family responsibilities effectively. The organization is committed to fostering a work environment that promotes employee well-being, enhances productivity, and encourages long-term retention.

**2. Scope** This policy applies to all employees, including full-time, part-time, and contract workers. It covers flexible work arrangements, parental leave, childcare support, eldercare assistance, and other family-friendly initiatives.

**3. Flexible Work Arrangements** The organization recognizes the importance of flexibility in helping employees manage family responsibilities. Employees may request the following flexible work options:

- Remote work or hybrid work arrangements.
- Flexible working hours, including staggered shifts.
- Compressed workweeks or part-time schedules.
- Job-sharing opportunities.

Requests for flexible work arrangements must be submitted in writing to the employee's manager and will be evaluated based on business needs and job suitability.

## 4. Parental and Caregiver Leave

- Employees are entitled to paid maternity leave, paternity leave, or adoption leave in accordance with applicable laws and company guidelines.
- Additional unpaid leave may be granted to employees requiring extended time for family care.
- Employees may request family medical leave to care for immediate family members experiencing health issues.

## 5. Childcare Support

- The organization will provide on-site childcare facilities where feasible, or establish partnerships with external childcare providers to offer subsidized daycare options.
- Employees may access emergency childcare services in case of unforeseen circumstances.
- Lactation rooms will be available in office locations for nursing mothers.

## 6. Eldercare Assistance

- Employees responsible for elder family members may request flexible work arrangements.
- The organization will provide access to eldercare resources and referrals to support services.



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## 7. Employee Assistance Program (EAP)

- Employees will have access to counseling, family therapy, and financial planning services.
- Mental health support for employees dealing with work-life stress will be available through confidential counseling services.

## 8. Communication and Awareness

- HR will conduct regular awareness sessions to educate employees about available family-friendly benefits.
- Managers will be trained to support employees in balancing their work and family responsibilities effectively.

**9. Review and Updates** This policy will be reviewed annually to ensure alignment with best practices and employee needs. Feedback from employees will be considered to make necessary improvements.

**10. Compliance** All employees and managers are expected to adhere to this policy. Any concerns or violations should be reported to HR for resolution.