

# Benefits at *Flipkart*



# Our People Principles

We trust you to do the right thing and act like the founders



We would like to be there for you when you need us the most



We believe in equality – levels do not matter when it comes to benefits



We understand your needs and provide a flexible environment



'YOU' are at the center of all our policies



# Our rewards are more than just pay!

Culture, Work-life Balance, Meaningful Work

  
**Work Environment**

Base Pay, Variable Pay, Recognition, Stock options

  
**Salary**

  
**Total Rewards**

Career Development, Flipkart University - FlipSkool, Performance Management

  
**Learning and Development**

Health & Wellness, Retirement Benefits, Leave Benefits, Flexible Benefits and much more

  
**Benefits**



# We have meaningful benefits that drive value for you



## Insurance Benefits

- Medical Insurance
- Accident Insurance
- Life Insurance



## Work-Life Balance Support Benefits

- Time away from Work
- Career Break Policy



## Parental Support Benefits

- Maternity Benefit Program
- Paternity Benefit Program
- Adoption Assistance Program
- Day-care Support Program



## Wellness Program

- Employee Assistance Program
- Onsite Medical Center
- Onsite Gym
- Emergency Support System



## Mobility Benefits

- Relocation Benefits
- Transfer Support
- Travel Policy



## Retirement Benefits

- Employee PF Contribution
- Flexible PF Contribution
- Gratuity
- NPS
- Leave Encashment



## Other Benefits

- Higher Education Assistance Program
- Meal Allowance
- Car Lease Program
- Mobile & Broadband Reimbursements
- Salary Advance Policy
- Concierge Services



# Insurance Benefits

# Medical Insurance Program

## Members Covered

Self + Any 5 dependents out of – Spouse + 2 Dependent Children + Parents or Parents-in-law + Siblings (upto 25 years old)

## Sum Insured & Top-up

Base insurance coverage at INR 3 Lacs with an option to purchase unlimited top-up in multiples of INR 1 Lac

## Portable Medical Insurance

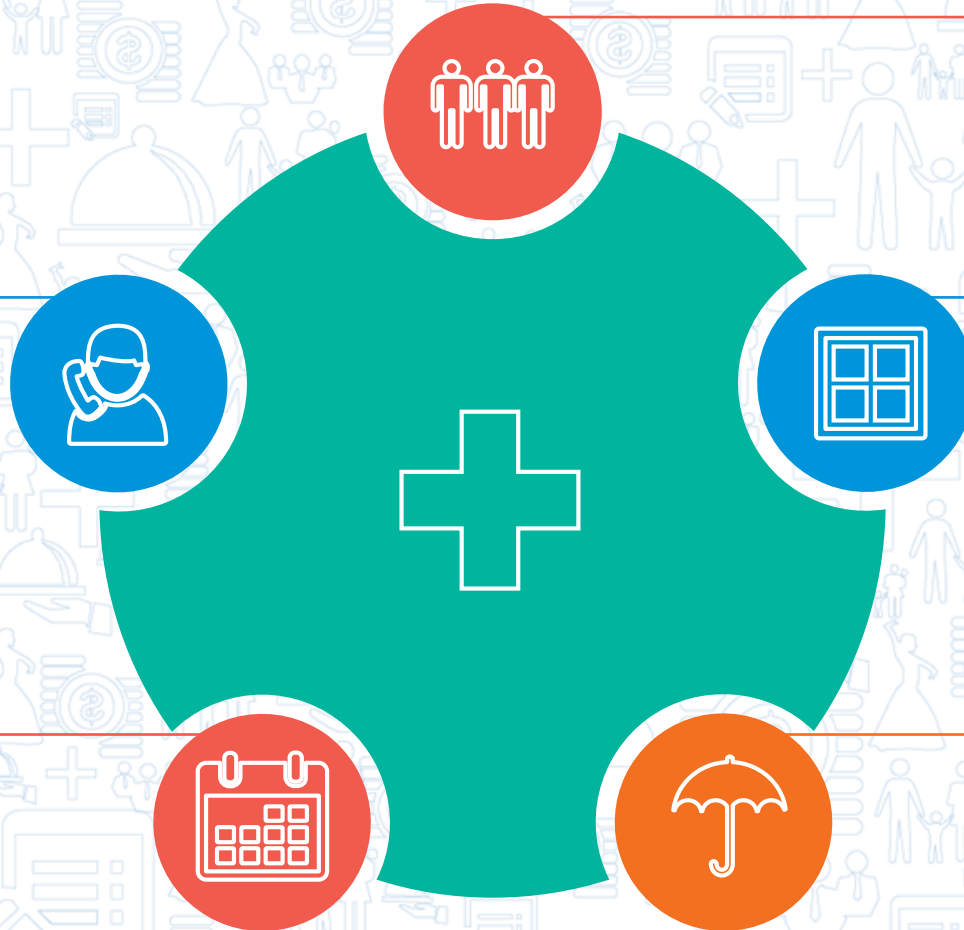
Continuity of medical insurance policy after exit at an extra premium

## Dedicated Help-desk

24/7 assistance and support for claim management

## No Waiting Period

Pre-Existing disease covered from day & waiting period waived off





# Accident and Life Insurance


Our comprehensive accident and life insurance policy ensures the sum insured is paid to your nominee/beneficiary in any unfortunate event



Accidental Cover



Death & Disabilities



Sum Insured Details

Basic Sum Insured = 5 times of Annual CTC



Members Covered

Employees only



# Work-Life Balance Support Benefits



# Time Away from Work

We have a generous annual leave policy that gives you ample time away from work

**20** days of  
annual leave

**12** days of  
casual/sick leave

**10** days of  
declared holidays

**2** days of  
optional holidays

**1** day of  
special leave

**15** days of  
paternity leave

**6** months of  
maternity leave

**5** days of  
marriage leave

**Unlimited**  
bereavement leave

You are allowed to carry forward up to 30 days of annual leave at the end of every calendar year

# Career Break Policy

At Flipkart, we understand that you manage competing priorities. You can get an extended period of time away from work to manage these

## Why apply for a career break?

1. Pursue higher education
2. Paternity/Maternity/Adoption
3. Take care of parents/spouse/children
4. Medical emergency for self or family

Applicable to all employees who have completed a **minimum of 2 years in the organization**



# Parental Support Benefits



# Maternity Benefit Program

**6 months** of leave and **4 months of flexible hours** – all with full pay



Up to **INR 600/day transport reimbursement for 2 months** before going on maternity break. Dedicated parking spot for two months pre and post delivery



**Counselor support** on parenting, work-life balance, maternity packages from hospital tie-ups, and Mother's room at the offices.



Higher Maternity Claim (**INR 65,000 for normal delivery, INR 80,000 for C-section**)



Celebrate Joy (**Baby shower & Gift Box worth INR 5,000**)



Day-care support (**co-shared between employee and employer (50:50)** for children up to 4 years of age)



# Paternity Benefit Program

Can be availed up to **15 days either before, or after your baby is born.** (Within the first nine months leave after your baby's birth)



Flexible working hours (Can be used either **three months before or after the child's birth**)



Up to **3 months unpaid leave.** Assured continuity on the same job!



Day-care support (**co-shared between employee and employer (50:50)** for children up to 4 years of age)



Higher Maternity Claim (**INR 65,000 for normal delivery, INR 80,000 for C-section**)



Counselling on parenting, child care, work-life balance, and more!



# Adoption Assistance Program

## Flipster Women

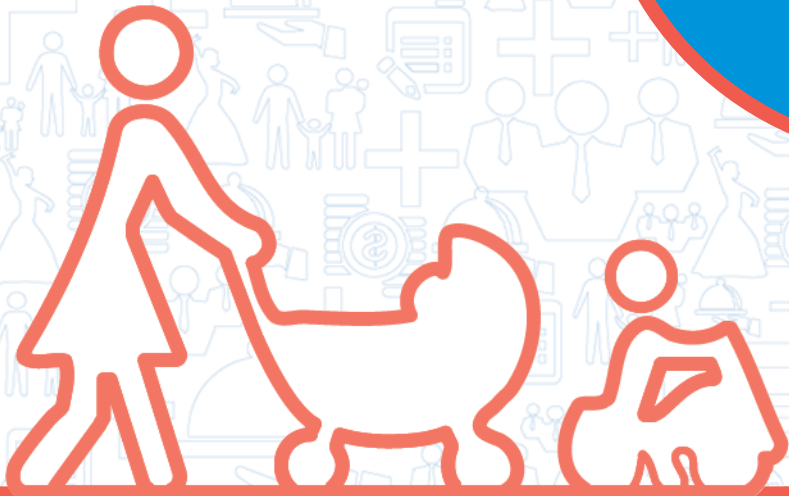
- When you adopt a child under 12 months, you can avail 6 months paid leave
- When you adopt a child above 12 months, you can avail 3 months paid leave

## Flipster Men

- You can avail up to 6 weeks of paid leave

## Both

- A one time adoption allowance of INR 50,000
- Avail flexible working hours for 4 months after adoption
- You can also take unpaid leave of up to 3 months with job certainty







# Wellness Programs

# Wellness Program

Designed to support your personal health and well-being, our wellness program 'HarPal' provides a host of benefits....



Quarterly on-site wellness programs

Quarterly onsite health check-up camps

Bi-annual vaccination camps



Free access to wellness portal for employees & family

Anytime access to mobile App

24/7 free access to EAP



Bi-annual blood donation camp

Celebrate WHO events & awareness



Discounted Health Check-up Packages for employee & family

Discounts on Fitness & Spa memberships

Monthly wellness newsletters



Access to online pharmacy order & delivery

Elder Care Program



On-site Medical room with a doctor

Emergency Support System

Onsite Gyms

# Family Assistance Program

As a Flipster, you are covered by the Family Assistance Program, which provides you free consultation for work, life, family, legal, financial matters and much more.

24/7 Telephonic counselling



Emergency support



Choice of counsellors



Ask a doctor



Ask a diet plan



Face-to-face counselling



Access to online portal and mobile app



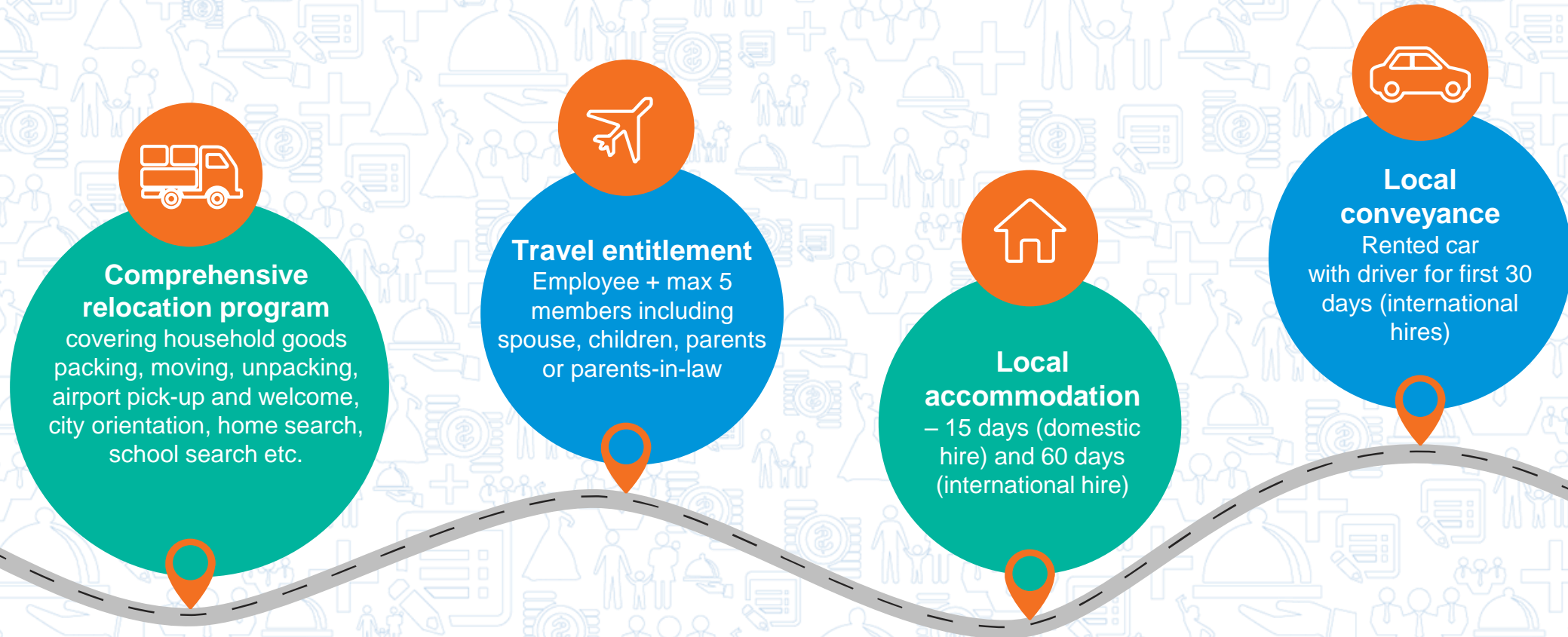




# Mobility Benefits

# Relocation Policy

In the event of a relocation, we support you in ensuring a hassle-free relocation





# Retirement Benefits



# Your PF Contribution and Options

As a Flipster, you receive a contribution of INR 1800 per month from Flipkart towards your PF, fully exempt from tax.  
The amount forms part of your total base pay

You also make a matching contribution towards the same. The amount will be deducted from your monthly base pay

Flipsters have the flexibility to opt-in to contribute 12% of your basic salary as **Flexi PF contribution** anytime through the year

Flipsters have an option to declare greater than 12% of their basic salary as **Voluntary PF contribution** anytime through the year. This will be a deduction from your monthly take-home salary. There will be no matching employer contribution



# Gratuity and National Pension Scheme (NPS)

As a Flipster, you are eligible for gratuity on completion of 5 years of continuous service

As a Flipster, if you do decide to leave us, you receive gratuity. The gratuity payable to you is equal to 15 days of monthly basic salary for each year of continuous service

Flipsters can make NPS contributions through Flipkart as a monthly deductions from their payroll, up to 10% of their basic salary, completely tax free



# Other Benefits



# Higher Education Assistance Program

The programs / courses you choose can be either:

1. Full-time (Flipkart Assisted)
2. Part-time (Flipkart Assisted)
3. Employee Funded (Sabbatical Assistance provided)

## Never stop learning!

Want to take up a course or attend a program that can help you in your current role or expand your skill sets? Go ahead and do it! Flipkart covers the cost

# Car Lease Program

Car lease can be availed by all full-time employees

A maximum of 20% of your base salary can be contributed towards Car lease rental


You can avail 100% on-road funding with zero down payment, comprehensive insurance cover, insurance disallowance, tax benefits (on rentals, fuel reimbursement and driver's salary)



Please note that the claimed reimbursements are not above your salary; they are part of your salary. For detailed guidelines please refer to the policy document.



# Salary Advance policy



As a Flipster, you can avail salary advance as a financial assistance to meet certain defined personal emergencies

You can avail up to 2-months base salary as an advance, and the amount will be recovered through 12 equal installments from your pay

## Reasons to avail salary advance:

- House rent deposit
- Wedding expenses
- Education fees
- Higher education for self
- Unexpected medical emergency



# Mobile and Broadband Reimbursement Policy

## Broadband Reimbursement

## Mobile Reimbursement

If you are using your mobile for business needs, you are eligible to reimburse your mobile bills between INR 500 and 1500 per month

Those of you who require remote access from home, may reimburse their broadband bills up to a maximum of INR 1000 per month

The background is a dense, repeating pattern of light blue line-art icons. These icons include various symbols such as people in business suits, families, groups of friends, hands shaking, dollar signs, and charts, representing a wide range of human and professional activities.

We've got you covered!

To be a Flipster is to be a lot of things – driven, talented, passionate, and innovative. It's also about being a happy person. Which is why, we believe in taking care of all facets of your life. Our goal is to make sure every Flipster is happier, more enriched, and fulfilled both inside and outside of work.



**Disclaimer:**

Flipkart reserves the right to amend, supplement, or rescind any provisions of employee benefits as it deems appropriate, in its sole and absolute discretion. It is important to note that this handbook is only a summary of your benefits. It is not a legal document. If there is any discrepancy between the policy and this handbook, the policy will take priority. The benefit programs are subject to change at any time and the changes will be communicated to employees appropriately. This is a confidential document and is the sole property of Flipkart meant for internal circulation only.