Benefits at Flipkart
Our People Principles

- We trust you to do the right thing and act like the founders
- We believe in equality – levels do not matter when it comes to benefits
- ‘YOU’ are at the center of all our policies
- We would like to be there for you when you need us the most
- We understand your needs and provide a flexible environment
Our rewards are more than just pay!

- **Salary**: Base Pay, Variable Pay, Recognition, Stock options
- **Benefits**: Health & Wellness, Retirement Benefits, Leave
- **Flexible Benefits and Recognition**: and much more
- **Work Environment**
- **Career Development**:
  - Flipkart University - FlipSkool, Performance Management
- **Learning and Development**
- **Benefits**

Culture, Work-life Balance, Meaningful Work
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 Policy
- 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

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
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.
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

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>6 months of leave and 4 months of flexible hours</strong></td>
<td>all with full pay</td>
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<tr>
<td><strong>Up to INR 600/day transport reimbursement for 2 months</strong></td>
<td>before going on maternity break. Dedicated parking spot for two months pre and post delivery</td>
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<tr>
<td><strong>Counselor support</strong></td>
<td>on parenting, work-life balance, maternity packages from hospital tie-ups, and Mother’s room at the offices.</td>
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<tr>
<td><strong>Higher Maternity Claim</strong></td>
<td>(INR 65,000 for normal delivery, INR 80,000 for C-section)</td>
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<tr>
<td><strong>Celebrate Joy</strong></td>
<td>(Baby shower &amp; Gift Box worth INR 5,000)</td>
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<tr>
<td><strong>Day-care support</strong></td>
<td>(co-shared between employee and employer (50:50) for children up to 4 years of age)</td>
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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!
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.

You can avail up to 6 weeks of paid leave.

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.
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
- Access to online pharmacy order & delivery
- Elder Care Program
- On-site Medical room with a doctor
- Emergency Support System
- Onsite Gyms

Wellness Program

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

- **Comprehensive relocation program** covering household goods packing, moving, unpacking, airport pick-up and welcome, city orientation, home search, school search etc.
- **Travel entitlement** Employee + max 5 members including spouse, children, parents or parents-in-law
- **Local accommodation** – 15 days (domestic hire) and 60 days (international hire)
- **Local conveyance** Rented car with driver for first 30 days (international hires)
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.

As a Flipster, you are eligible for gratuity on completion of 5 years of continuous service.
Other Benefits
Higher Education Assistance Program

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

The programs / courses you choose can be either:
1. Full-time (Flipkart Assisted)
2. Part-time (Flipkart Assisted)
3. Employee Funded (Sabbatical Assistance provided)
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
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.
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.