



# Global Benefits Guidebook

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India

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\*In the event that the content of this document or any oral representations made by any person regarding the plan conflict with or are inconsistent with the provisions of the plan document, the provisions of the plan document will control.





## **How Sprinklr India Benefits Work**

# Sprinklr Quick Links



Sprinklr Benefits  
Microsite



Benefits Document  
Library\*



Sprinklr Intranet\*



Mobile Contact Card\*



# How Benefits Work

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Here at Sprinklr, we understand that when our employees are happy, we thrive. Because we *passionately and genuinely care*, we give back to our employees through our company sponsored benefits, giving everyone an opportunity to harness their potential of being amazing.

Our employee medical, life and personal accident plans are all covered by Sprinklr. You are automatically enrolled into the company life and personal accident plans from your first day of employment. You can also choose to cover your dependents on the life insurance plan.

Within 20 days of your joining date, our brokers at Prudent will reach out to you with instructions on how to log in to the Prudent Plus portal and enrol into our medical plan.

## We are here for you.

If you have any questions on the benefits available, are having difficulty enrolling and much more, the benefits team can be contacted at [benefits@sprinklr.com](mailto:benefits@sprinklr.com)

Alternatively, you can contact the HR APAC team at [hrpac@sprinklr.com](mailto:hrpac@sprinklr.com).





**Medical Insurance & OPD**

# Medical Plan Highlights

We know that being able to access medical help and care when needed is important to our employees. Our medical insurance gives you and your immediate family peace of mind and fast access to medical care when you need it most.

You will receive an email from our brokers at Prudent within 20 days of your hire to complete benefits onboarding. This must be completed within 10 working days of receipt.

Cover is fully paid by Sprinklr, and you can choose to cover your partner/spouse, up to two children and either parents or parents-in-law.

There are top up options available to the medical plan. Please refer to the Medical Plan FAQs on the Benefits Document Library for more information.

Benefit	Coverage
Inpatient facility (hospital room and board)	Covered
Pre-existing diseases	Covered from Day 1
Newborn baby coverage	Covered from Day 1
Drugs and medicines consumed during treatment	Covered
Hospital miscellaneous services (laboratory, X-ray, diagnostic tests)	Covered
Dialysis, Chemotherapy	Covered
Maternity Care	Covered
Psychiatric Treatment	Covered up to INR 30,000 on OPD/In-Patient basis for self only
Additional Benefits	
Covid Home Care	Covered up to INR 15,000 per person and INR 50,000 per family



# OPD Benefits

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Sprinklr have partnered with MediBuddy for OPD benefits in India. MediBuddy provides you with access to online doctor consultations, dental care, pharmacy, labs & physical consultation. As an employee, you also have access to an annual health check up.

You and your family will have access to a wallet within the MediBuddy app, with predefined limits by OPD service. More information on how limits are applied can be found on the Benefits Document Library.

Once you have registered in the GMC plan, enrolment for OPD services will take approximately 2 weeks







# **Life & Personal Accident Insurance**

# Life & Personal Accident Insurance Highlights

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We know that it is important to protect the ones you love in the event that something happens to you.

Our life and disability benefits are there to give you peace of mind in the event of the unthinkable.

	Life Insurance	Personal Accident Insurance
Benefit Basis	4x CTC Maximum of 10 Cr	3x annual salary or, INR 25 lakhs (whichever is higher)
Additional Benefits	Critical illness up to INR 10 lakhs, and terminal illness cover	Permanent partial and permanent total disability covered
Medical Underwriting	Employees will be required to complete medical underwriting if their sum insured is above INR 30,000,000	None





# **Statutory Benefits**

# Statutory Benefits

## Provident Fund (PF):

- Sprinklr contributes a **maximum of INR 1,800 or 12% of Basic Salary (whichever is less)** towards PF every month, which is fully tax exempt
- **Voluntary PF:** Employees can opt in for this in addition to the standard PF deduction. Employee's can fix any amount. All employee contributions will be exempt from tax
- **How to Opt In?** Please refer to the FAQs, located in the Benefits Document Library for more information on how to opt in



## Gratuity:

- Available to employees who complete five or more years of continuous service at Sprinklr
- Payable upon separation and as per the provisions of Payment of Gratuity Act, 1972
- Calculation:  
 **$(15/26) * \text{Last drawn Basic Pay} + \text{DA}$**
- Gratuity is equal to 15 days' salary for every completed year of service
- Gratuity component is calculated over and above annual salary

\* For the purpose of gratuity calculations, a month will be considered as 26 days.





## **Holidays and Paid Time Off**

# Paid Time Off

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At Sprinklr, we believe it is important to take time off to recharge and spend time with loved ones - it is essential for your mental and physical wellbeing as well as your personal and professional growth.

Our leave programs are designed to give you the time you need to relax and recharge, heal and recover, bond with your loved ones and prioritise your development.

We want to truly deliver on The Sprinkly Way by incorporating our core beliefs and values into everything we do for you; because we passionately and genuinely care and our employees are our family.



# Paid Time Off

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## Parental Leave

Spending time at home when you welcome a new addition to your family is incredibly important.

Our leave program is designed to provide enhancements to the statutory parental leave to give you the ability to strengthen your bond with your new child.

## Sickness Leave

In the event that you are unwell, we understand that sometimes you need to take some time away to recuperate and recover.

All full time employees are given 12 days of sick leave per calendar year.

## Bereavement Leave

Losing a loved one can be devastating. Sprinklr understand that it is important you use this time to grieve, heal and spend time with those who mean the most to you.

Sprinklrites also benefit from bereavement counselling through our Global EAP, giving you the support you need when you need it most.

## 24-4-U and 24-4-Others

Every Sprinklrite has the opportunity to take one full day (every year) away from the office to dedicate to yourself (24-4-U) and one day to dedicate to your giveback activities (24-4-Others).

**The 24-4-U program** is based on one of our core beliefs: "Every human has the potential to be amazing. Keep learning."

## Caregiver Leave

Sprinklr recognise that it is important to balance work obligations with providing care for your family.

Our Caregiver Leave policy is designed to be there for you to take care of your eligible dependents should the situation arise.

The initiative gives every Sprinklrite an opportunity to focus on a learning and development activity of your choice.

**24-4-Others** is a companion program to 24-4-U that takes the spirit of investing in yourself and applies it to investing in others through community volunteering and giving. Here at Sprinkl, we believe: "Helping others succeed makes us happy. Give back."



# Bangalore Public Holidays 2023

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Date	Day Observed	Holiday
January 2	Monday	New Year's Holiday
January 26	Thursday	Republic Day
April 7	Friday	Good Friday
May 1	Monday	May Day
July 29	Thursday	Bakrid
August 14	Monday	Independence Day
August 15	Tuesday	Independence Day
September 19	Tuesday	Ganesh Chaturthi
September 28	Thursday	Eid e Milad
October 2	Monday	Gandhi Jayanthi
October 24	Tuesday	Vijaya Dashami
November 1	Wednesday	Kannada Rajyothsava
November 13	Monday	Deepavali Holiday
December 25	Monday	Christmas Day





# Gurgaon Public Holidays 2023

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Date	Day Observed	Holiday
January 2	Monday	New Year's Holiday
January 26	Thursday	Republic Day
March 8	Wednesday	Holi
April 7	Friday	Good Friday
May 1	Monday	May Day
June 29	Thursday	Bakrid
August 14	Monday	Independence Day
August 15	Tuesday	Independence Day
October 2	Monday	Gandhi Jayanthi
October 24	Tuesday	Vijaya Dashami
November 1	Wednesday	Haryana Day
November 13	Monday	Deepavali Holiday
December 25	Monday	Christmas Day





**Equity**

# Equity

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## Restricted Stock Units

RSUs are a way of rewarding Sprinklrites for the value they create, so everyone can share in the success of the company.

Granted awards are located on Shareworks.



## Employee Stock Purchase Program

An ESPP is a company run program in which eligible employees can purchase Sprinklr stock at a discounted price. You must be a full- or part-time employee to participate.

You can choose to take part by contributing a percentage of your pay through monthly payroll deduction.

Please contact [shares@sprinklr.com](mailto:shares@sprinklr.com) for instructions on how to register for Shareworks





# **Global Benefits**

# Global Benefits

Because we passionately and genuinely care, the following benefits are provided to every Sprinklr across the globe:

Mental Health	Fertility and Family Planning
<p>Sprinklr wants you to get the type of care you need for your personal well-being when you need it.</p> <p>New for 2022, Modern Health makes this easy by helping you proactively build mindfulness habits into your life through evidence-based cognitive behavioural treatments.</p> <p>Through the app, you will gain access to personalised well-being resources, giving you the tools you need to be the best version of yourself - at home, at work and in your relationships.</p> <p>This benefit is available to you and your families at no cost.</p>	<p>Treating each other like family is core to the Sprinklr Way, that's why having programs in place that help you build yours - however that may look for you - is a reflection of our company values in action.</p> <p>New for 2022, we have introduced <b>Kindbody</b>, a global family planning and fertility benefit available to all Sprinklr full-time, benefit eligible employees and their spouses/domestic partners.</p> <p>Sprinklrites will receive a <b>\$5,000 lifetime maximum</b> benefit to be used towards services such as egg and embryo freezing, fertility testing, donor/surrogacy, adoption services, mental health counselling, and much more!</p>



# Global Benefits

**Because we passionately and genuinely care, the following benefits are provided Sprinklrites across the globe:**

Headspace	Virgin Pulse	LinkedIn Learning	Perks at Work
<p>Headspace is your guide to everyday mindfulness in just a few minutes each day!</p> <p>Choose from hundreds of guided meditations on everything from managing stress and anxiety, to sleep, productivity and physical health.</p> <p>You will get access to Headspace on the first month following your hire date. The Registration link is located in the Document Library.</p>	<p>Virgin Pulse is Sprinklr's comprehensive digital wellbeing platform that drives sustainable behaviour changes and delivers measurable outcomes in one simple-to-use and intelligent platform.</p> <p>Virgin Pulse is about physical, mental and financial wellbeing as much as it is team building and connection. You can access wellbeing initiatives and engage with Sprinklrites all around the globe, while also having a customised view of wellbeing and benefit programs in your region.</p>	<p>LinkedIn Learning is an on-demand learning solution designed to help you gain new skills and invest in your own development.</p> <p>You'll get personalised recommendations based on your job title, skills, experience and goals</p>	<p>The Sprinklr Perks and Savings Program through Perks at Work is the place to go for a range of offers and discounts from many of the biggest names in retail and entertainment!</p> <p>You also gain access to the Community Online Academy (COA) which provides free interactive classes with world class instructors for kids and adults.</p> <p>Register <a href="#">here</a> to get started!</p>



# Global Benefits

## Employee Assistance Program (EAP)

What is an EAP?	Who is Eligible?	Why an EAP?	Who administers the EAP?
<p>An EAP is designed to help you lead a happier and more productive life at home and at work.</p> <p>You have free, confidential access to licensed professional counsellors and specialists who can answer your questions in real time and help you find resources locally.</p>	<p>All full-time and part-time, regular employees and their immediate family are eligible.</p> <p>Qualifying dependents are:</p> <ul style="list-style-type: none"><li>- Spouses</li><li>- Domestic Partners</li><li>- Dependent Children</li><li>- Parents</li><li>- Parents-in-Law</li></ul>	<p>A licensed professional counsellor can help you with a wide range of topics, including:</p> <ul style="list-style-type: none"><li>- Stress, depression and anxiety</li><li>- Relationship issues</li><li>- Job stress, work conflicts</li><li>- Family and parenting problems</li></ul> <p>An EAP Specialist can help you with:</p> <ul style="list-style-type: none"><li>- Legal resources</li><li>- Caring for a child/elder</li><li>- Navigate a move</li><li>- And much more!</li></ul>	<p>Optum is Sprinklr's Global EAP vendor.</p> <p><a href="#">Get Started with Optum EAP</a></p> <p>Access Code: <b>Sprinklr</b></p>



# Thank you

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Have questions?

**[benefits@sprinklr.com](mailto:benefits@sprinklr.com)**

**[sprinklr.com](https://sprinklr.com)**

