

## **Taskeen Health Initiative**

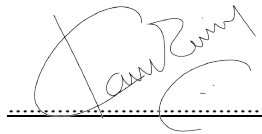
### **Employee Welfare and Safety Policy**

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Date: 16-06-2020

Approved by:  
COO/CEO



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#### **PURPOSE**

The policy provides that Taskeen is committed to producing a supportive working environment which is conducive to the welfare of all employees, and which enables them to develop their full potential

## **EMPLOYEE WELFARE AND SAFETY POLICY**

### **POLICY STATEMENT**

Taskeen values its human resource and is committed to providing them with an environment that assures their job security, motivation and ethical compensation and benefit practices. The organization is committed to producing a supportive working environment which is conducive to the welfare of all employees, and which enables them to develop their full potential.

#### **1. SALARY/WAGES**

- 1.1. Salary/Wages of the workers includes all allowances and special allowances as admissible under the law. Taskeen makes sure that salaries of employees are not deducted as a matter of punishment imposed from any superior to subordinate.

#### **2. PAYMENT SCHEDULE (PAYDAYS)**

- 2.1. Employees who are paid on monthly basis are paid on the 5 to 10 day of the month. Each salary will include earnings for all work performed through the end of the previous payroll period or calendar month.

#### **3. MINIMUM WAGES**

- 3.1. The organization makes sure that no worker receives pay less than the minimum wage prescribed by the local law to unskilled workers. All workers will receive information from HR Department on base wage, overtime, incentive, compensation and benefits.

#### **4. DIRECT / INDIRECT EMPLOYEES**

- 4.1. The organization makes sure that all the salaries/wages of permanent and contractual staff are in accordance with the labor law and disbursed through an adequate procedure on a defined schedule.

#### **5. PROVIDENT FUND**

- 5.1. All employees who have completed three months services are eligible for membership of Employee Provident Fund Scheme. An employee will contribute an amount equivalent as per the schedule mentioned in employee appointment letter towards the Provident Fund Scheme and an equivalent amount will be contributed by the organization.
- 5.2. Provident Fund deduction will continue to be made from monthly salary even if an employee has resigned and is working during the notice period. Membership of PF Scheme will be automatically cancelled on the last working day of the notice period

## **6. EOBI**

- 6.1. Taskeen pays EOBI for all the employees whose salary falls up to PKR 18,000/- per month.
- 6.2. HR department maintain is expected to maintain the copy of EOBI and SESSI payment slips for the organization. However, this is provisional and will depend on the discretion of the organization.

## **7. DEDUCTIONS**

- 7.1. Taskeen ensures that deductions from salaries or wages s are not made for disciplinary purposes. Deductions from the salaries of the employees are made on the following grounds.
  - 7.1.1.Loan Installments
  - 7.1.2.Income Tax
  - 7.1.3.EOBI
  - 7.1.4.Other deductions as per the law

## **8. EMPLOYEE HEALTH**

- 8.1. Employee health is important to us and Taskeen does not discriminate against people with disabilities or health conditions. Hence we tend to do everything possible to help employees stay healthy. Taskeen provides the following coverage to its employees:
  - 8.1.1.Health Insurance covering OPD and hospitalization as per the medical policy followed by Taskeen
  - 8.1.2.Group life insurance - In case of a death or disability of an employee, the compensation will be provided as per the insurance policy.
- 8.2. We have also established non-smoking and substance abuse policies to protect employee health (Reference Code of Conduct). We maintain a workplace with minimal noise and good lighting for better performance.

## **9. WORKERS' COMPENSATION**

- 9.1. In the event of any unforeseen accident, employees who are injured at work (by accident or disease) can receive wage replacement, medical care and rehabilitation benefits according to applicable Sindh Workers' Compensation Act 2015. Please inform the HR of your injury as soon as possible. Ask the HR for forms that you need to file a claim or to avail workers' compensation.

## **10. WORK FROM HOME**

- 10.1. If your job does not require you to be present at our premises, you can occasionally work from home (WFH). We normally allow one day per week. If you need to telecommute for more days per week, talk to your manager.
- 10.2. Please inform your manager that you want to work from home via email at least 2 days in advance. If there's a rare emergency, you may work from home without having received prior approval, but call or email your manager as soon as possible.
- 10.3. When you are working from home, please use an internet connection and devices that are fast and secure. Choose a place without loud noises or distractions. And, check in with your team frequently to make collaboration easier.

## **11. REMOTE WORKING**

- 11.1. Remote working refers to working from a non-office location on a temporary or permanent basis.
- 11.2. If you're an office-based employee, you may work remotely for a maximum of two consecutive weeks per year. You may arrange this if you are a new parent or suffer from short-term disability. If you have another reason, talk to your manager. Submit your remote working requests via email to your Line Manager and HR at least one week in advance.

## **12. EMPLOYEE EXPENSES**

- 12.1. In case of unavoidable work-related traveling, some expenses will be paid directly on employee's behalf (e.g. hotel rooms for work-related travel.) Employees are expected to keep record and evidence of reimbursable expenses that are paid by the employee.
- 12.2. Before traveling for business, contact HR to clarify which expenses are reimbursable within your particular trip.
- 12.3. Please keep receipts for all reimbursable expenses. You can submit them to the HR duly approved by the line manager within 3 months after the date of each expense. If your manager approves your expenses, you will receive your reimbursement within 2 pay periods.

### **OFFICE CAR/VEHICLE**

- 12.4. You may drive office car if you:
  - 12.4.1. Need it as an indispensable part of your job (example drivers etc.)
  - 12.4.2. Receive it as a benefit attached to your job.
  - 12.4.3. Either way, the car/vehicle belongs to the organization. The car could be used for personal reasons but the reimbursement is only for approved, business-related expenses.
  - 12.4.4. To get an office car, you should have a valid driver's license. Drive safe and sober and respect traffic laws and fellow motorists. You should also check your car regularly to ensure gas, tire pressure and all car fluids are at appropriate levels.
  - 12.4.5. We expect you to avoid:
    - 12.4.5.1. Smoking in an office car/vehicle.
    - 12.4.5.2. Leasing, selling or lending an office car/vehicle.
    - 12.4.5.3. Using an office car to teach someone how to drive.
    - 12.4.5.4. Leaving your office car unlocked, unattended or parked in dangerous areas.
    - 12.4.5.5. Allowing unauthorized people to drive the office car/vehicle, unless an emergency mandates it.
  - 12.4.6. On our part, we will ensure that our cars/vehicles are safe and in good condition, as well as appropriately insured.

## **13. ACCIDENTS**

- 13.1. In the event of an accident with the office car, contact the HR department immediately, to get in touch with the insurance provider. The employee shouldn't accept responsibility or guarantee payment to another person without authorization.
- 13.2. The policy guidelines should be followed to avoid disciplinary action. For minor offenses, such as allowing unauthorized people to drive an office car, we will reprimand you

or reclaim your car. But for more serious offenses, like causing an accident while intoxicated, we may terminate you.

#### **14. ORGANIZATION-ISSUED EQUIPMENT**

14.1. As an employee, you may receive a *cell phone, laptop or other device, furniture, wherever applicable*, by the organization. Unless otherwise mentioned in the contract, any equipment offered belongs to the organization which you may not sell or give it away.

14.2. You are also responsible for keeping our equipment safe and in as good condition as possible. If your equipment breaks or malfunctions, let us know so we can arrange to get it repaired. Refer to the use of office equipment policy for details.

#### **15. THEFT AND DAMAGE OF OFFICE EQUIPMENT**

15.1. Our equipment are insured for theft and damage. Employees are expected to inform the HR within 24 hours of equipment theft or damage. Please also file a theft statement (affidavit) with the police and submit a copy to the HR.

#### **16. SECURITY OF OFFICE-ISSUED DEVICES**

16.1. We advise you to keep your office-issued computer, tablet and cell phone secure. You can do this if you:

- 16.1.1. Keep all devices password-protected.
- 16.1.2. Ensure you do not leave your devices unattended.
- 16.1.3. Install security updates for browsers and other systems as soon as updates are available.
- 16.1.4. Log into office accounts and systems through secure and private networks only.
- 16.1.5. Follow all instructions for disk encryption, anti-malware protection and password management that you received along with your equipment.

#### **17. MANAGEMENT OF WORK RELATED STRESS**

17.1. Taskeen acknowledges its duty to manage workplace balance by:

- 17.1.1. Conducting work related stress risk assessments
- 17.1.2. Providing staff training including identifying and dealing with stress
- 17.1.3. Occupational health support
- 17.1.4. Alteration of workloads and flexible hours to assist staff where appropriate
- 17.1.5. Counselling services available
- 17.1.6. Staff wellbeing initiatives