

**TASKEEN HEALTH INITIATIVE
EMPLOYEE WELFARE AND BENEFITS POLICY**

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PURPOSE

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

EMPLOYEE WELFARE AND BENEFITS 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 and benefits of all employees, and which enables them to develop their full potential. A good benefits package can make employees feel rewarded and appreciated for their work. Taskeen offers different types of benefits to employees, an employee's family, health, and financial future which can help attract and retain top talent. This policy is based on following sections:

1. Salary / Wages
2. Provident Funds
3. EOBI
4. Insurance
5. Leaves
 - Casual
 - Annual
 - Sick
 - Maternity
 - Menstrual
 - Compassionate

1. SALARY/WAGES:

- 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.
- Employees who are paid on monthly basis are paid on the 5th to 10th day of the month. Each salary will include earnings for all work performed through the end of the previous payroll period or calendar month.
- 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.
- 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.
- Taskeen ensures that deductions from salaries or wages are not made for disciplinary purposes. Deductions from the salaries of the employees are made on the following grounds.
 - Loan Installments (In Case employees have taken loan from organization)
 - Income Tax (As per income tax law)
 - EOBI
 - Provident Fund
 - Unpaid Leaves

2. PROVIDENT FUND:

- All regular full time and part time 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.
- 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 canceled on the last working day of the notice period.
- Employee can withdraw their PF 50% after every two years.

3. EOBI:

- Taskeen pays EOBI for all the employees whose salary falls up to PKR 18,000/- per month.
- HR department 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.

4. EMPLOYEE HEALTH INSURANCE:

- 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:
- Health Insurance covering medical expenses as per the medical policy followed by Taskeen.
 - Group life insurance - In case of a death or disability of an employee, the compensation will be provided as per the insurance policy.
- 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.

5. LEAVES:

The purpose of leaves is to give provisions to the employees to balance their personal as well as professional life. Taskeen's HR leave policy is to lay guidelines regarding when to avail leave and the process to take leave with pay or without pay. Note few important points:

- The leave policy is applicable to all the regular employees and regular part time (50% or more than 50% of FTE).
- An employee shall not proceed on leave until unless leave has been approved by reporting manager and keep HR in CC.
- Leave without approval will be considered as unpaid leave.
- Leaves will be credited to employees account in the beginning of calendar year i.e. January. For existing employees carried forward earned leave balance from previous year will be updated in the month of January.
- Employees will be eligible for earned leave only after completion of probationary period. On confirmation, earned leave for the period of probation will be credited to employees account.
- Employee joining during the course of year shall be subject to avail leave on pro-rata basis.
- If an employee is absent continuously for 7 days beyond sanctioned leave with no information, in this case employee shall be considered to have left his/her employment on one's free will. In

this case HR will take action. First a **warning letter** will be issued to the employees if he/she does not return within 7 days of expiry of sanctioned leave. If no response from employee within 3 days of issuance of 1st warning letter, 2nd Warning letter will be issued. If there is still no response from the said employee, final termination letter will be issued in 3 days after issuance of 2nd warning letter.

- Weekends and any other holiday lying between the sanctioned leave periods will be excluded and not be counted as leave.
- Leave for coming year cannot be availed in the current year.

5.1. Casual:

- Regular full-time employee can avail maximum 10 days of casual leave in a year.
- Regular part time employee can avail maximum 5 days of casual leave in a year.
- It is a paid leave
- Casual leave can be taken for minimum half day and maximum 2 days.
- Leave for more than 2 days can be taken as annual leaves.
- Casual leave cannot be carried forward to next year.
- Employee joining during year will be entitled for casual leave on pro-rata basis.
- Casual leave should be applied 2 days in advance.
- Casual leave not availed during the year will lapse at the end of year.

5.2. Annual:

- Leave application for annual leaves should be applied 15 days in advance.
- Employee joining during the course of year will be entitled for annual leave on pro-rata basis.
- Regular full-time employee can avail maximum 14 days of annual leave in a year.
- Regular part time employee can avail maximum 7 days of annual leave in a year.
- It is a paid leave.
- For existing employees leaves will be credited in the beginning of the year, entitlement however will be based on number of months worked. For every month completed **1.17** of annual leaves will be credited to employees account.
- Annual leaves can be carried forward to next year up to a maximum of 7 days.
- Employees who have resigned from their duties, annual leaves would be calculated on pro-rata basis till their last working day and will be paid in full and final settlement of the employees.
- Regular full-time and part time employees (50% or more than 50% of FTE) are eligible for leave encashment of un-availed leaves at the end of the year.

5.3. Sick:

- Leave application for sick leave should be applied one day in advance or in case of an emergency, 12 hours earlier notification is also acceptable.
- It is paid leave.
- Sick leave can be taken for minimum one day and maximum 2 days. In case of more than 2 days, medical certificate will be required to submit.
- Regular full-time employee can avail maximum 8 days of sick leave in a year.

- Regular part time employee can avail maximum 4 days of sick leave in a year.
- Employee joining during year will be entitled for sick leave on pro-rata basis.
- Sick leave cannot be carried forward to next year.
- In case of prolonged illness is supposed to inform the immediate reporting manager at regular intervals about their condition and most probable date of return. In absence of any communication from employee, serious action can be taken by the organization.

5.4. Maternity:

- All permanent female employees shall be entitled for maternity leave as per maternity benefit act 2018, with full pay for a period of continuous 8 weeks (excluding national holidays) for each pregnancy. In case, she needs more than 8 weeks so it will be considered unpaid leave.
- The benefits are available to all the female employees who have worked for a continuous period of one year preceding the date of conception.
- A woman employee shall inform the organization about the maternity leaves through a written application 12 weeks before the expected date of delivery.
- Taskeen will pay to woman employee the same amount of salary during the period of maternity leave.
- In case of an emergency, maternity leave will be effective from the next day.

5.5. Menstrual:

- If the employee experiences discomfort at the workplace during their periods, they can ask their supervisor to work from home for a maximum of 2 consecutive days.
- In case, the employee feels extreme pain or discomfort which prevents them from performing work duties to the best of their ability they can avail one-day menstrual leave.
- In case of extension of the leave, the days off will be deducted from the sick leave and protocol of the same will be followed.
- One (1) menstrual leave may be taken per month. Hence, menstruating employees are provided with a maximum of 12 days per calendar year.
- Menstrual leave days cannot be carried over to some other time period.
- Menstrual leave requests should be submitted by email to your reporting manager with HR copied in the email.
- A medical certificate is not required for taking menstrual leave but in case availing more than 2 days' sick leave, a medical certificate will be required.
- There is zero tolerance for any supervisor harassing, resisting or discriminating against any employee availing benefits under this policy.
- Please report any issues to the Human Resources team immediately if such occurrences take place or if there are any queries regarding the policy.

5.6. Compassionate:

- Compassionate leave is only granted to an employee who needs to care for a dependent (immediate family) who is seriously ill or leave required due to the death of a dependent or close relative.
- Immediate family includes their spouse, child, parents, grandparent, grandchild, and siblings.

- Employees are entitled to 3 days compassionate leave each time. In case of more than 3 days, it will be treated as casual, annual or unpaid leave.
- Employees can take compassionate leave in different periods as agreed with their supervisor.
- It is paid leave.
- Compassionate leave cannot be carried forward to the next year.
- It is not part of casual or annual leave.
- Employees can take compassionate leave any time they need it.
- If an employee is already on another type of leave (e.g. casual, annual, or sick) and needs to take compassionate leave, he/she can use compassionate leave instead of the other leave.
- Regular full time and regular part time employees receive paid compassionate leave
- An employee taking compassionate leave must give a written notice as soon as possible and has to tell how much leave he/she is taking or expected to take.