
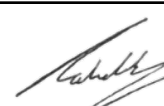
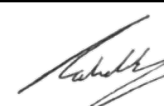
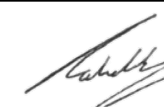


## TASKEEN HEALTH INITIATIVE

### EMPLOYEE BENEFITS POLICY

Prepared By	Department: Human Resource	Date: 15th June, 2020
Approved By COO/CEO	Signature: 	Date: 18th June, 2020

Revision History Table			
Revision	Date	Description of Change	Approved by COO/CEO
1.0	1st July, 2023	First Annual Revision	
2.0	1st July, 2024	Second Annual Revision	
3.0	1st January, 2025	Third Annual Revision	

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## **EMPLOYEE BENEFITS POLICY**

### **POLICY STATEMENT**

Taskeen is committed to supporting the well-being and motivation of its employees by offering a range of benefits in alignment with the organization's values and capacity. These benefits are designed to promote a healthy work-life balance, ensure financial security, and foster a positive work environment. All benefits are subject to employment type, contract terms, and applicable organizational policies.

### **SCOPE**

This Policy applies to all employees, including full-time, part-time, and contractual staff, unless stated otherwise. It outlines the benefits provided to promote employee well-being and professional growth, ensuring fairness and transparency.

The following benefits are provided to eligible employees:

1. Salary / Wages
2. Provident Fund
3. EOBI
4. Health Insurance
5. Life Insurance
6. Loan and Advance Salary
7. Maternity Coverage
8. Leave Encashment
9. Employee Education Sponsorship Program

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

- Taskeen ensures that all employees receive fair compensation, including all applicable allowances in accordance with local labor laws.
- Employees paid on a monthly basis receive their salary between the 5th and 10th of each month, covering work performed through the end of the previous payroll cycle. Taskeen guarantees that no employee is paid less than the minimum wage set for unskilled workers under local law.
- If the salary payment date falls on a weekend or public holiday, salaries will be disbursed on the preceding working day.
- The HR Department provides all employees with clear information regarding their base pay, incentives, and benefits. Salaries are processed and disbursed according to a defined and

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transparent schedule.

- All statutory deductions (e.g., taxes, social security) are made as per applicable laws.
- Errors or discrepancies must be reported to HR/payroll within 5 working days.

## **2. PROVIDENT FUND**

- All regular full-time and part-time employees who have completed three months' services and are permanent are eligible for Provident fund. An employee will contribute an amount equivalent towards the Provident Fund Scheme and an equivalent amount will be contributed by the organization.
- Full-time employees are eligible for an 8% contribution to the Provident Fund.
- Part-time employees are eligible for a 4% contribution to the Provident Fund.
- Employees become eligible to withdraw up to 50% of their Provident Fund balance after completing two years of continuous service. Any subsequent withdrawal is permitted only after a minimum interval of two years. If withdrawal before this period is required, the CEO/COO approval will be required.
- Provident Fund contributions cease on the employee's last working day. The full balance is disbursed as part of the Full and Final Settlement process.

## **3. EOBI**

- Taskeen is committed to ensuring social protection for its employees in compliance with national labor laws. All permanent employees are registered under the Employees' Old-Age Benefits Institution (EOBI) as part of their employment benefits.

## **4. HEALTH AND LIFE INSURANCE**

Taskeen provides health and life insurance coverage to all confirmed full-time and part-time employees.

- **IPD health insurance** covers hospitalization expenses for employees and their eligible dependents, ensuring access to quality in-patient medical care.
- **Life insurance** offers financial security to nominated beneficiaries in the event of the employee's death.

Details of coverage—including benefits, limits, and terms—are outlined in the insurance plan shared

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with employees upon confirmation. Employees are responsible for keeping their dependent and beneficiary information updated with HR to maintain accurate records.

Insurance coverage ceases on the employee's last working day with the organization.

## **5. MATERNITY COVERAGE**

Taskeen provides maternity coverage to all full-time permanent employees who have completed at least one year of continuous service with Taskeen. Under this policy, eligible employees are entitled to financial coverage for maternity-related expenses.

### **5.1. Eligibility**

- Eligibility for this benefit is subject to the completion of a minimum of one (1) year of continuous service with the organization from the employee's date of joining.

### **5.2. Procedure**

1. Employees must inform the HR department of their pregnancy via email at least three months in advance to initiate the maternity benefit process.
2. The approved maternity benefit amount will be disbursed before the expected delivery date and deposited directly into the employee's designated bank account.

### **5.3. Required Documents**

To avail of the maternity coverage benefits, employees are required to submit the following documents:

1. Medical Certificate of Pregnancy: Issued by a certified healthcare provider confirming the pregnancy and expected delivery date.
2. Hospital Admission and Discharge Summary: Documentation from the hospital detailing the admission and discharge dates.

### **5.4. Terms and Conditions**

1. A fixed amount would be provided that represents the maximum coverage limit provided by Taskeen. Any expenses incurred beyond that amount will not be covered and will be the responsibility of the employee.

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2. Any disputes arising under this policy will be handled by the HR department, and the decision of the management will be considered final.
3. The maternity benefit is a one-time payment per delivery. The benefit is payable only for up to two deliveries per employee during their tenure at Taskeen Health Initiative.
4. Incomplete or incorrect submission of required documents may result in delays or denial of the claim.
5. All personal and medical information submitted to claim maternity benefits will be handled confidentially in accordance with company policies and relevant data protection regulations.
6. Taskeen reserves the right to refer any document for further verification. Any forged document in this regard will be considered gross misconduct and will therefore, invoke disciplinary action accordingly leading to dismissal.
7. If Taskeen procures maternity insurance coverage, the terms and conditions outlined in this policy will be subject to and governed by the applicable rules and regulations of the insurance provider.

## **6. ADVANCE SALARY**

Advance salary is a financial provision that allows employees to access a portion or all of their salary before the regular payday. This option is designed to support employees facing unforeseen, immediate financial challenges or any other urgent situations. By offering this facility, Taskeen Health Initiative aims to promote financial well-being and foster a supportive work environment for its employees.

### **6.1. Eligibility**

The criteria to be eligible for advance salary is as follows:

- All full time and part-time (50% or above) permanent employees who have completed at least six months of service.
- Employees on probation or in contractual roles are not eligible.

### **6.2. Entitlement**

- Eligible employees can request an advance of up to 100% of their one-month gross salary.
- Advance salary requests are limited to three instances per calendar year.

### **6.3. Application Process**

- Employees must submit a formal written request to the HR, clearly detailing the reason for the advance.

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- The request will be forwarded to the CEO/COO for review and approval.
- Once approved, the Finance Department will process and disburse the advance salary. HR will be notified for record-keeping and reference purposes.

**Note:** Employees with an outstanding advance balance will not be eligible to request another advance until the full repayment of the existing amount is completed.

## **7. LOAN**

Loans are a financial provision designed to help employees address substantial financial obligations or unexpected expenses. This facility aims to provide employees with the flexibility and support needed to navigate financial challenges, such as medical emergencies, education fees, or significant household expenses. By offering this assistance, Taskeen Health Initiative demonstrates its commitment to the well-being of its employees while ensuring fair and transparent processes for accessing and repaying loans.

### **7.1. Eligibility Criteria**

- Employees must be a confirmed employee and serve a continuous period of 1 year with the company.
- Must have a satisfactory performance rating with no written advisories, warnings, or suspensions in their personnel file that have been written within the past 12 months.
- The employee must not be involved in any active legal case/investigation, nor he/she have been involved in any illegal activity in the past.
- An employee who receives a loan will not be eligible for another loan until the previous loan has been fully repaid. This limitation will not be waived under any circumstances.
- Employees cannot request a loan while they are on any type of leave of absence.
- Repayment will be deducted from future salaries.
- Employees under resignation/suspension/retirement period will not be entitled to any loan.
- Certain conditions can be waived based on special circumstances and after final approval from the CEO/COO.

### **7.2. Entitlement**

- The maximum loan is up to three month's gross salary
- Deduction not to exceed 40% of the current salary
- The maximum repayment period is 12 months.

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### **7.3. Application Procedure**

1. The employee must email the HR department to request the loan application form. HR will provide the form, which the employee is required to complete. The completed form, along with any necessary supporting documents, must be submitted to the HR department via email, with a copy (CC) finance department, and CEO/COO.
2. HR will assess the employee's eligibility based on performance and compliance with the loan policy.
3. The finance department will review the budgetary allocations to ensure funds are available for the loan.
4. If both HR and finance approve the application, it will be forwarded to the CEO/COO for final approval.
5. Upon approval by the CEO/COO, the loan will be granted, and funds will be disbursed to the employee.

### **7.4. Terms and Conditions**

- The loan should be used for legitimate and lawful purposes. The company reserves the right to request proof of the intended use of the loan.
- Employees are eligible to apply for a new loan only after completing one year of repayment on any prior loan.
- The number of employees allowed to apply for a loan at any given time is subject to change depending on the company's financial condition.
- The loan facility can be temporarily suspended considering the economic situation, financial obligations and financial performance of the company.
- If an employee resigns or is terminated before fully repaying a loan, the outstanding loan balance will be deducted from their final settlement amount. If the final settlement is insufficient to cover the outstanding balance, the employee must repay the remaining amount in full before their last working day.
- Certain conditions can be amended based on special circumstances and after final approval from the CEO/COO.

## **8. LEAVE ENCASHMENT**

Leave encashment refers to the monetary compensation provided to employees for their unutilized annual leave at the end of the year. Instead of carrying forward or forfeiting unused annual leave, eligible employees can opt to receive payment for the remaining balance.

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### 8.1. Eligibility Criteria

- Regular full-time and part-time employees who work 50% or more of FTE (Full-Time Equivalent) are eligible for leave encashment.
- Encashment applies only to un-availed annual leave and is calculated on a pro-rata basis based on the employee's tenure within the calendar year.

### 8.2. Encashment Calculation

- Leave encashment is computed based on the last drawn gross salary of the employee.
- The number of days eligible for encashment is determined by the remaining balance of annual leave at the year-end. In case of a change in employment status, the calculation of encashable leave shall be done based on the employment change and the applicable leave balance at that time.
- Formula for calculation:  $(\text{Last Drawn Salary} / 30) \times \text{No. of Unused Annual Leave Days}$
- In cases where an employee resigns before completing the full year, the leave entitlement will be adjusted on a pro-rata basis using the following formula:  $(\text{Total Annual Leave Entitlement} / 12) \times \text{Number of Months Worked}$
- If the employee has already availed more leave than the pro-rata entitlement, the excess leave taken will be adjusted against the final settlement (FNF).

### 8.3. Approval & Payment Process

1. HR will verify the employee's leave balance and confirm eligibility based on attendance records and calculate the payable amount as per the last drawn salary.
2. The final encashment request will be forwarded to the CEO/COO for approval.
3. Upon approval, the encashment amount will be disbursed.

## 9. EMPLOYEE EDUCATION SPONSORSHIP PROGRAM

Taskeen Health Initiative is committed to the professional development of its employees and supports further education through financial sponsorship. This program is designed to facilitate employees in obtaining higher education degrees, diplomas, or professional certification courses that contribute to their growth and align with organizational objectives.

### 9.1. Eligibility

- **Degree Programs (Bachelor's/Master's/PhD):** Employees must have completed a minimum of two years of continuous service at Taskeen Health Initiative to be eligible for

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sponsored degree programs. Upon successful completion of such a program, the employee shall be required to serve Taskeen for a period of two (2) additional years, effective from the date of completion of the degree.

- **Diploma/Certification Courses:** Employees must have completed a minimum of one year of continuous service at Taskeen Health Initiative to be eligible for sponsored diploma or certification courses. Upon successful completion of such a course, the employee shall be required to serve Taskeen for a period of one (1) additional year, effective from the date of completion of the diploma/certificate.

## 9.2. Entitlement

- Taskeen will sponsor 50% of the tuition fee for degree programs (Bachelor's, Master's, PhD).
- Taskeen will sponsor 50% of the tuition fee for diploma or certification courses.
- The sponsorship will be provided in installments or as per the agreed reimbursement structure.

## 9.3. Application Process

1. The employee submits a formal request to line manager, including:
  - Details of the program
  - Admission confirmation
  - Fee structure
  - A justification for how the program aligns with their role at Taskeen
2. The line manager reviews the application and forwards it to the Head of Department, keeping HR in CC.
3. Upon approval from the HOD, HR will share the official application form with the employee for completion.
4. Once all required sections of the form are duly filled, HR will review the complete application and forward it to the COO/CEO for final approval.
5. In cases where the Line Manager is also the HOD/COO/CEO, the forwarding step may be consolidated.
6. Upon approval, Taskeen will either reimburse the employee or pay the institution directly.
7. Employees must provide progress reports every semester to continue receiving sponsorship.
8. In case of early resignation before fulfilling the service commitment, employees must repay the sponsored amount in full, which can also be deducted from their provident fund.
9. In exceptional circumstances, Taskeen Health Initiative may waive the repayment obligation for employees who are unable to fulfill their service commitment due to justifiable and unforeseen reasons. These may include but are not limited to:
  - **Company Layoffs or Organizational Restructuring** – If the employee is made redundant due to downsizing, layoffs, or business closure, the repayment obligation will be fully or partially waived.

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- **Force Majeure Events** – If an unforeseen natural disaster, war, or crisis directly affects the employee’s ability to continue employment.

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