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|  | <b>HUMAN RESOURCES MANUAL</b>                            | DOC. No. : HRM/HR/03               |
|  | <b>TITLE: EMPLOYEE INSURANCE POLICY &amp; PROCEDURES</b> | REV. No. : 00<br>DATE : 01-12.2020 |

### Revision History

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### Document Ownership and Time lines

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## Objective

To extend high healthcare and life risk coverage to all the employees.

## Scope

All the company roll employees of the Company and not covered under ESI.

## Guidelines

1. The Company provides two kinds of Insurance facilities to each of the employees.
2. The Medclaim benefit is extended to all the company roll employees w.e.f. after 6 month of the date of joining the Organization.
3. The Policy covers expenses subject to hospitalization for a minimum period of 24 hours.
4. In case of transfer outside one's country, the latter organization is required to get the transferred employee covered under the Policies.
5. The Medclaim Insurance Policy covers the Employee as well as his family.
6. Family, for the purpose of this benefit, is defined as
  - Self (Primary Insured).
  - Spouse.
  - Dependent Children maximum upto 2 children (i.e. legitimate or legally adopted children). Children above 18 years, if employed, cannot be covered. Male children, if not employed, but a bonafide student can be covered up to age of 25 years. Female children, if not employed, can be covered until the time she is married.
7. The family details, for the purpose of coverage under the Insurance Policies should be given by the Employee to HR, at the time of joining itself.
8. The new inclusions to the family, (beyond the details given at the time of beginning / renewing the policy) during the year are possible only in case of :
  - A new born child between the age of 3 months to 6 months
  - Newly married spouse within 60 days of marriage.
9. Otherwise inclusion of family member shall be allowed only at the time of renewal.



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