



HEALTH INSURANCE REIMBURSEMENT POLICY

Version 1.0

Dated: 13th June, 2025

I. Objective

At **Sigmoid**, we prioritize the well-being of our employees and recognize that access to quality healthcare is fundamental to their overall security and productivity. This **Health Insurance Reimbursement Policy** is designed to support employees who incur personal health insurance expenses by providing a clear and streamlined process for reimbursement, subject to predefined limits and verification standards.

II. Policy Scope

This policy is applicable to:

- All **active, full-time employees** of Sigmoid based in:
 - **Netherlands**
 - **Canada**

Temporary, contract-based, or part-time employees are **not** eligible under this policy unless specified in their individual employment contract.

III. Eligibility Criteria

To be eligible for health insurance reimbursement at Sigmoid:

- You must be a **full-time employee** on Sigmoid's payroll.
- The insurance must be a **personal health insurance policy**
- The bill must come from a **recognized insurance provider** and show:
 - Your name
 - Amount paid
 - Date of payment
 - Coverage period

Claims must be submitted within the monthly timeline. Late claims will not be accepted unless approved via the exception process.

IV. Reimbursement Procedure

To claim insurance reimbursement, employees must follow the standard procedure below:

1. Submission

- HR Ops will circulate a Google Form to employees by the 5th of every month.
- Employees must upload valid insurance premium invoices via the form.

2. Verification

- HR Ops will verify the authenticity and completeness of all submissions.
- Incomplete or invalid submissions will be flagged and returned to the employee.

3. Approval & Processing

- Verified claims will be forwarded to the Finance team by the 15th of each month.
- Reimbursements will be processed along with the monthly payroll.

V. Submission & Reimbursement Process

Step-by-Step Workflow:

Step	Activity	Responsible Party	Deadline
1	Google Form circulated to eligible employees	HR Ops	By 5th of every month
2	Submission of valid insurance bills	Employee	By 10th of every month
3	Review and verification of claims	HR Ops	By 15th of every month
4	Approved list sent to Finance	HR Ops	By 15th
5	Processing and inclusion in payroll	Finance	With month-end salary

VI. Reimbursement Limits

Reimbursements are capped per employee per month, as per the country of employment.

Location	Monthly Reimbursement Cap
Netherlands	€200 (Euros)
Canada	CAD 300 (Canadian Dollars)

VII. Escalation Matrix

In case of any issues, delays, or clarifications, employees are encouraged to follow the escalation protocol below:

Escalation Level	Contact	Role
Level 0 (Primary Contact)	HR Operations Team	Submission, review, and general queries
Level 1	Mohammed Shees	First-level escalation for claim disputes
Level 2	Meenalochani Kumar	Final authority for exceptions and escalations

VIII. Compliance, Misuse and Audits

Sigmoid reserves the right to audit any submitted reimbursement claims. Falsification of documents or deliberate misuse of this policy will result in:

- Immediate rejection of the claim.
- Disciplinary action, up to and including **termination of employment**.
- Potential legal consequences, depending on severity.

IX. Policy Review & Updates

This policy will be reviewed annually by the **HR and Finance departments** to ensure continued relevance and compliance with local labor and tax laws.

Any changes will be communicated to all employees via official channels (email, HR portal).

Version History

Version	Date	Author	Reviewer	Approver	Document Changes
1	06/06/2025	Yashasvi H P	Mohammed Shees	Meenalochani Kumar	Initial Document

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