

# Entertainment

The culture at Conrad Labs has been built around a balance between working hard and having fun.

The company often organizes celebrations and events. In some of the events your spouses will be invited and some events will be purely company events and it will be specified in the invitations you will receive.

## Annual Trips

The company organizes an annual trip for all team members. Due to the expanding demands and necessities of our growing business, accommodating all team members on a single trip might not be feasible. In such instances, the team will be organized into two groups, with each group embarking on their annual trip at different times. This approach ensures that everyone has the opportunity to participate while aligning with our business's evolving demands. Those employees who are serving their notice periods are not eligible to avail this benefit. Those who wish to take their spouses and children with them are more than welcome to do so, however, you will need to sponsor their trips.

## Inhouse games

The company also provides opportunities to the employees to go head-to-head in a quick game of ping pong, foosball, carrom, or a matchup on the PS4. In consideration of all the employees whose workstations are close to these facilities, it is advised to adhere to the following timings: lunch hour (1:15 pm - 2:30 pm) and after-work hours (7:00 pm onwards)

The upkeep and maintenance of these facilities is the responsibility of everyone who uses them.

The Company will provide new or replacement equipment as and when required.

## Team Activities

Effective **01-Oct-2023** all teams have a budget of PKR6000/- per person per financial year.

If an employee joins during the financial year, the amount will be prorated from the date of joining and for the **FY 2023-2024**, will be prorated as per the effective date.

This will be renewed every financial year and will be subject to revision, if required, at the same time as well. Team Leads have the option to utilize said amount in parts or in whole during the financial year. All expenses of such activities will be reimbursed in arrears.

Team Leads are responsible for keeping track of the expenses, attendance at the activity and sharing it with the HR for reimbursement.

In the event of a team member transferring from one team to another, the funds allocated to that team member will remain with the previous Team Lead. This arrangement ensures that the former Team Lead can organize a farewell lunch, dinner, or activity for the departing team member.