

Other Benefits

Executive Summary

This policy is intended to let you know of the additional benefits we have in place. This document/policy is governed by the framework outlined in [Appendix A](#).

Meals

- The company provides the facility for free lunch during working days for all employees. To minimize wastage, employees must inform the Admin Department in advance if they plan to skip the company-provided meal.
- The meals are not made to dietary requirements and we encourage employees to take any required precautionary measures relevant to their dietary requirements (if any).

Employee Wellness Program

Being inactive is taking a significant toll on our health and wellbeing. People can spend up to three quarters of their day sitting down, which contributes to a range of preventable health conditions, including the two leading causes of inefficiency at work: back injuries and stress, depression or anxiety.

In order to promote a healthier and more active lifestyle among our employees, Conrad Labs is introducing a wellness program to encourage people to go to the gym and exercise.

Eligibility

All full time employees are eligible to utilize this benefit.

Gym Passport

In order to achieve this goal of motivating employees to go to the gym, Conrad Labs has subscribed to a service offered by a local startup called Gym Passport, which lets you avail the gym facilities at various outlets across the major cities of Pakistan.

How does it work?

- Please inform the HR Department that you would like to avail this facility so that they can register you with the Gym Passport services.
- You'll need to install the Gym Passport app on your phone.
- Check out the gyms registered under the Gym Passport app near to you and you would like to use and you are good to go.

Terms and Conditions

- Conrad Labs will cover 50% of the total gym fees, up to PKR 2500 per month and the rest will be deducted from your salary, provided you availed this facility
- Nothing will be charged if you do not visit the gym at all in the entire month.
- Your immediate family members (i.e spouse, kids, parents) can avail the Gym Passport service but you will bear 100% of the cost.
- Please be aware that if you go to the gym for only one day you will be charged for the whole month.

Note: If the gym you would like to use is not registered with Gym Passport, a request can be forwarded to them to get the gym registered. Though they will try their best, there is no guarantee that it will be done.

This facility cannot be converted to a reimbursable allowance.

Point of Contact to avail this facility:

1. Muhammad Irteza Khan
2. Farooq Shah
3. Shaima K Malik