

COMPENSATION AND BENEFITS POLICIES

LEAVE ENTITLEMENT

At xiQ PAKISTAN, confirmed team member will be entitled to below mention leaves on the terms & conditions as mentioned below:

ANNUAL LEAVES

- (a) All xiQ PAKISTAN confirmed team members will be eligible to 14 days annual leaves on completion of one year of continuous employment as confirmed team member with xiQ PAKISTAN.
- (b) Application for grant of annual leave must be given at least 15 to 30 days before the starting date.
- (c) For the purpose of leave entitlement calculation, a year is defined as a fiscal year from 1st July to 30th June.
- (d) For recently hired employees leave entitlement can be calculated on a pro-rata basis.
- (e) Annual Leaves not availed within the calendar year, will be encashed if exceeds total accumulated limit of 28 days.
- (f) Encashment of all un-availed accumulated leaves will take place only at the time of employee separation from the company.
- (g) Annual leaves cannot be taken after submission of resignation. Any leaves taken in the 30 days notice period will result in salary deduction.

CARRY FORWARD OF ANNUAL LEAVES

A maximum of 28 days Annual Leaves can be carry forward at the end of one fiscal year for employees. No other kind of Leave can be carry forward under any circumstance.

ENCASHMENT OF ANNUAL LEAVES

Annual leaves left over after a maximum accumulation of 28 Days, will be encashed at the end of fiscal year. No other kind of Leave can be encashed under any circumstances.

CASUAL / SICK LEAVES

- (a) Ten (10) casual / sick leaves will be available to the confirmed team members during each year (starting from 1st July till ending on 30th June) in accordance with their length of service at the company. These leaves will be dissolved after ending the year on 30th June.
- (b) Casual / sick leaves will not be allowed for more than two (02) days in a row if medical certificate not submitted.
- (c) It will be obligatory upon team members to get the requisite casual / sick leave application forms signed from department head.
- (d) All casual / sick leave application forms for casual / sick leaves availed during a month should be submitted to the administration department with the approval of the department head by end of month. In case employee fails to do so, Administration department will treat such leave as leave without pay.

- (e) No sick / casual leave is allowed during probation / internship. However, in case of emergency, probationer / intern may be allowed leave not more than one in a month with approval of department head.

COMPENSATORY LEAVES / CPL

- (a) Team members will be entitled to CPL equal to the number of weekends and Public Holidays he worked due to exigency of work.
- (b) Team member will be required to fill and get approval from department head for CPL on “Leave

Application Form – Compensation Leave” section within a week. Same form will be used to avail the leave later on.

- (c) CPL cannot be grouped with any other type of leave i.e. Casual, Sick or annual leave.
- (d) CPL will be treated as Casual Leave i.e. maximum two days of compensation leave can be availed at a time.
- (e) CPL can be taken any time during the fiscal year (July-June).
- (f) Compensation Leave facility will not be available for people On-Call or 24*7 Support.
- (g) This policy is applicable on Software division only.

MEDICAL LEAVES

- (a) In case of serious sickness, 60 (sixty) leaves without pay will be allowed to the confirmed team member.
- (b) Team member will have to apply to the department head for grant of medical leaves (on prescribed “Leave Application Form”) along with the medical certificate.
- (c) Recommendation of department manager will be forwarded to Board of Management for final approval. This approval will be forwarded to HR department finally.
- (d) Before re-joining work, team member will intimate his / her department head and Administration department about expected date of re-joining. On rejoining, he will report his / her re-joining (on prescribed joining report form) and also be required to submit medical fitness certificate to make sure that he is fit to perform his tasks fully. Rejoining the work will not be on Sundays, Gazetted holidays or any other off days.
- (e) Period of medical leaves will not be considered while calculating term of employment of team member for any purposes e.g. annual leaves, provident fund etc.

BEREAVEMENT POLICY

A full-time employee of the company may request a leave of absence from casual/sick leave quota for bereavement upon the demise/loss of member(s) of the immediate family.

Members of the immediate family are defined as parents, spouse, children & sibling.

- Bereavement leave will not be allowed for more than 5 days in row.
- 5 day leaves will be deducted from quota of 10 casual/sick leaves.
- Additional days i.e. more than 5 days leaves will be treated from Annual leaves quota.
- All Bereavement leave application should require approval of the department head or HR as convenient at that time.

MATERNITY LEAVE POLICY

A) DEFINITION

Maternity leave is absence granted to a female employee for reason of maternity confinement for a period not exceeding 3 months. (In this context, the word 'maternity' would imply any matter concerning pregnancy and the word 'delivery' would cover miscarriage and DNC and 3 Months means 84 days including any weekends or national/provincial holidays)

B) ELIGIBILITY

All xiQ Female employees on regular confirmed appointment are eligible for maternity leave with a minimum continuous service tenure of 6 months.

C) PROCEDURE

The employee will initiate an application for maternity leave, preferably 8 weeks or as far ahead of the beginning of the leave as possible to facilitate a substitute. The employee must apply to the department head and the Department Head will forward approved leave application to Human Resources. The application must be supported by a medical certificate stating the expected date of delivery. The certificate must confirm to the requirements described for a medical certificate in support of sick leave. Further, as soon after the delivery as possible, the employee would submit to the HRD a copy of the birth certificate as a proof of actual date of delivery. And if DNC or miscarriage has taken place, a proper certificate indicating the same in that behalf.

D) DURATION AND OTHER STIPULATIONS

The leave is divided into two parts: 20 to 30 days before the expected date of maternity confinement and the balance after the delivery. Where the female employee has not availed the pre-delivery leave, or any part of that, such period will be added to the post- delivery leave.

During this leave the employee retains the right of her position or to an equivalent position. Maternity leave may be extended subject to the approval of Management and a female team member may request for additional unpaid leaves i.e. 1 week, 2 weeks or more up to 1 month. These leaves (if approved) will be unpaid.

Annual leaves cannot be clubbed with the maternity leave (including extended unpaid leaves, if approved) and in order to avail the same, a female team member has to join office after completion of maternity leave.

Maternity leave will only be granted twice in the entire service of a female employee.

E) COMPENSATION

Company will compensate its female team members as per following:

1. 1 Base salary per month during maternity leaves. However, the female team member will not be entitled for any variable pay (Company Revenue or Performance Share) during this tenure.
2. Team members who are away on maternity leave continue to participate in their life insurance and health insurance.
3. A female team member, who is already enrolled for company Provident Fund facility, would remain entitled for this facility during her maternity leaves (other than unpaid leaves).
4. Tax and other standard payments e.g. EOBI will be deducted from the salary during maternity leaves.
5. The period of the leave is included in the calculation of the employee's length of employment and seniority.
6. During Maternity Leave, employee will not be entitled for Traveling allowance and fuel allowance (if otherwise entitled).

GENERAL RULES FOR GRANT OF LEAVE

For grant of any leave, team member concerned need to apply in writing on prescribed Leave Application Form available from Administration department. For the grant of annual leave, leave application must be submitted to department head for approval at least 15 to 30 days before the starting date and approved application forms must be submitted to Front Office Administration department for record. For Casual / sick leave and CPL, leave application forms should be submitted to the administration department with the approval of the department head before end of month failing to which Administration department will treat such leave as leave without pay / absent. Leave is not to be claimed by any team member as a matter of right. Grant of any leave is subject to exigencies of the Company business.