Developers Studio

PERKS & BENEFITS POLICY FOR EMPLOYEES

Background and Purpose

Developers Studio seeks to motivate and empower its hardworking and dedicated staff to work in order to achieve and maintain a high quality of services and products. To appreciate the efforts of our employees and to motivate them, we come up with ways to appraise them that we care about. We consider them our family and try to help them in any way we can to ensure that their financial problems and professional growth are well taken care of.

This document is an attempt to lay down the guidelines of the perks and benefits offered to our employees. It is divided into several sections and each section describes a perk/benefit provided to the employees and the procedure to claim those perks and benefits.

Perks and Benefits

Developers Studio believes that providing better working conditions will help employees to work to bring positive productivity at the workplace. Developers Studio is providing the following perks to its employees.

Perks	Tier 1	Tier 2
Provident Fund	✓	✓
Health Insurance	✓	✓
Life Insurance	✓	✓
Yearly Accumulation of Leaves	28	28
Family Care	Rs. 7,000 per month	Rs. 10,000 per month
Family Treat	Rs. 12,000 per 3 months	Rs. 20,000 per 3 months
Certifications	Rs.50,000 per year	Rs.100,000 per year
Hostel	✓	✗
Maternity Allowance	✗	100,000
Child Education	✗	10,000 per child
Marriage Allowance	2 Month Salary	2 Month Salary
Home Allowance	✗	✓
Car	✗	✓
Bike	70 CC	✗
Gym	max amount Rs. 2,500	max amount Rs. 4,000
National/International Trips	✓	✓
Surprise Gifts	✓	✗

Procedure to claim Perks

- Submission of application (Appendix A) to the Finance Department in order to avail of the benefits is mandatory.
- Application for Perks/Benefits is needed to be submitted at [finance@developers.studio.](mailto:finance@developers.studio)
- Real/genuine documentation is required for any reimbursement/claim.
- A copy of the receipt will not suffice to claim any perk.
- Perks reimbursement to be claimed before **25th of each month**, amount to be added in next month's salary.
- Reimbursement shall be done within the allocated amount for any perk. The excess amount shall be covered by the employee him/herself.
- In case of any fake claim/receipt/ reimbursement, disciplinary actions shall be taken against the employees.
- Following actions shall be taken in case of misconduct:
  - Termination
  - Denial of that particular perk in future
  - Denial of all perks employee was eligible for
  - Money taken by fraud has to be returned to the employer.
- The following acts and omissions shall be treated as misconduct:

  (a) Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior

  (b) Theft, fraud, or dishonesty in connection with the employer's business or property

  (c) Wilful damage to or loss of employer's goods or property

  (d) Taking or giving bribes or any illegal gratification

  (e) Habitual absence without leave or absence without leave for more than three days

  (f) Habitual late attendance

  (g) Habitual breach of any law & SOP's applicable to the establishment

  (h) Riotous or disorderly behavior during working hours at the establishment or any act subversive of discipline

  (i) Habitual negligence or neglect of work

  (j) Frequent repetition of any act or omission referred to in clause (1)

(k) Striking work or inciting others to strike in contravention of the provisions of any law, or rule having the force of law

(l) go-slow

- Perks can not be claimed during the probation period, notice period, and in case of immediate termination from employment.
- Developers Studio management reserves the right to change the perks policy at any time, with or without notice.
- Perks request and the claim can only be done on the prescribed form (Appendix A).

Team Hierarchy

The Team of Developers Studio is categorized into the following roles:

- Tier 1
- Tier 2
    - An employee should have spent at least 6 months in Developers Studio.
    - He must have proved through his performance about the designation
    - Promotion to Tier 2 shall be at the discretion of the management.

Provident Fund Policy

Purpose

The primary purpose of the Provident Fund is to help employees save a fraction of their salary every month so that they can use the same in an event that the employee is temporarily or no longer fit to work or at retirement. The contribution towards the Provident fund shall be made by both the employers and employees.

Scope

- Submission of application to avail provident fund is mandatory.
- Employees with a salary up to Rs 40,000/- will contribute 5%.
- Employees with a salary range of Rs 40,000/- to Rs 70,000/- will contribute 7%.
- Employees with a salary of more than Rs 70,000/- will contribute 10%.
- Both the DS and the employee shall contribute towards the Provident Fund.
- Provident Fund is cashable only after 2 years.
- In case of resignation before 2 years, only the contribution made by the employee shall be cashable.
- In case of termination before 2 years, only the contribution made by the employee shall be given.
- Misconduct or breach of NDA shall result in the cancellation of the Provident Fund.
- Any due payment for the employee can be deducted from the employee's share of the Provident Fund.
- Provident Fund is mandatory for all the permanent employees of the Developers Studio.
- If an employee resigns without one (1) month prior notice, the company has the right to hold his/her provident fund.

Life Insurance

Purpose
The purpose of the life insurance policy of the Developers Studio is to provide peace of mind by assuring that financial loss or hardship shall be alleviated in the event of the insured person's death.

Scope
- In case of natural death, Rs 500,000/- shall be provided to the family of the respective employee.
- In case of accidental death, Rs 1,000,000/- shall be provided to the family of the respective employee.
- In the case of death, the following documents are required to claim the insurance amount:
  1. Copy of Death Certificate issued by NADRA
  2. Copy of Hospital Death Certificate
  3. Copy of Hospital Record if available
  4. Copy of Computerized CNIC
  5. Evidence of Salary of last 6 months
  6. Attendance Record of last 6 months
- The candidate is liable to legal actions in case of wrong claims of Life Insurance.
- Terms and conditions of Life Insurance are as per Pak Qatar's Life Insurance policies.
- Pak Qatar's Life Insurance policies can be downloaded from https://www.pakqatar.com.pk/family/corporate-takaful/group-family/.

Annual Leaves Policy

Purpose

The objective of this policy is to facilitate employees in taking adequate time away from work in the form of paid leaves (and unpaid leaves in some cases) in order to maintain their work-life balance. This shall help employees to maintain their health, morale, efficiency, and productivity.

Scope

- This policy is applicable to all the employees of the Developers Studio after a successful probation period.
- The employees can take annual paid leaves of 28 days on a yearly basis.
- In case of accumulative leaves, an employee can avail themselves with the permission of the respective Tier 2 in the same year.
- The limit for leaves is a maximum of 2 for every month.
- There is no carry forward policy of leaves to the next year.
- Sick leaves shall only be allowed on submission of an authorized medical certificate.

Family Medical Care Policy

Purpose

It is the policy of the Developers Studio to make available a medical plan for staff and their eligible dependents to help them pay for medical and hospitalization expenses.

Scope

- Tier 1s are entitled to avail medical cover of Rs 70,000/- every annum subjected to not more than 7,000 every month.
- Tier 2 are entitled to avail medical cover of Rs 100,000/- every annum subjected to not more than 10,000 every month.
- Medical cover for Family Care Policy contains reimbursement of medicines and OPD expenses within the allocated limit for every month.
- This policy is applicable to Parents, spouses, children, and himself/herself of the employee only.
- Only certified practitioner's certificates can be used to avail family care.
- Submission of **original invoices** and **copies of prescriptions** to the HR or Finance Department is mandatory.

Accommodation Policy

Purpose

In order to provide employees with hassle-free stay and comfort of working, Developers Studio shall cover expenses for the accommodation of its employees.

1) Hostel Policy

Scope

- This policy is applicable to all the hostelite members who are out of Lahore.
- This hostel facility can be availed only in Lahore.
- This perk can be availed against an original monthly invoice which must have the name of the hostel, address, stamp of the hostel, name of Landlord, and his signature.
- Employees are directly responsible for the contract with the landlord (Monthly Rent shall be paid by the company).
- Developers Studio is not responsible for the Theft or loss of any belongings of employees or the Hostel property.
- DS shall bear max Rs. 12,000 as monthly hostel charges, all the remaining amount will be paid by the employee him/herself.

2) Home Allowance

Scope

- This policy is applicable to all Tier 2 of the company.
- DS shall provide a house of 10 Marlas or higher (subjected to the allocated allowance of Rs 50,000/- per month) to Tier 2.
- The house shall be arranged by the employee himself.
- Home allowance can only be given in the case of a family.
- Utilities of the house shall be covered by Tier 2 him/herself.
- The fair use of the house is the responsibility of Tier 2.
- Employees are directly responsible for the contract with the landlord (One time Security and Monthly rent shall be paid by the company) against the invoice which must have the address, name of the Landlord, and his signature.
- The employee has to submit the rental contract to the DS management for availing this perk.
- This policy shall be at the discretion of the management.

Family Treat

Purpose

To acknowledge the hard work and dedication of the employee towards the work, the Developers Studio, as a token of appreciation, gives the employees a dinner at their favorite restaurant or a tour with their family.

Scope

- Tier 1s can have a family treat worth Rs 12,000/- every 3 months in the choice of their favorite restaurant.

- Tier 2 can have a family treat worth Rs 20,000/- every 3 months in the choice of their favorite restaurant.

- Family Tour within the above-mentioned amount can also be considered as a family treat.

- Developers Studio shall reimburse the expenses of the family treat against the bills of the restaurants and hotels.

- Maximum 3 slips within 3 months will be accepted under the above-mentioned amount.

Maternity Allowance

Purpose
The Developers Studio's maternity allowance policy outlines the company's provisions for **female employees** who are expecting a child and/or require time to care and bond with their newborn.

Scope
- Tier 2 is entitled to maternity allowance of up to Rs. 100,000/-.
- This amount shall be reimbursed by the company to the respective employee by producing hospital receipts.
- Only certified practitioner's certificates can be used to avail maternity allowance.

Certification

Purpose
The main purpose of the certification is to make our employees capable of dealing with the changing market conditions and to keep their skills up to date.

Tier 1

- Developers Studio shall cover expenses for certifications up to Rs 50,000/- (per annum) for Tier 1.
- In case of successful completion, 75% of the expenses shall be paid by the company.
- Only 40 % of the expenses shall be provided by Developers Studio in case of failure.
- Employees can avail this opportunity after every six (6) months.
- Employees must have a service of six (6) months to avail this policy.
- Original Invoices are required for reimbursement of certifications.

Tier 2

- Developers Studio shall cover expenses for certifications up to Rs 100,000/- (per annum) for Tier 2.
- In case of successful completion, 50% of the expenses shall be paid by the company.
- Only 25 % of the expenses shall be provided by Developers Studio in case of failure.
- Employees can avail this opportunity after every six months.
- Employees must have a service of 1 year to avail this policy.
- Original Invoices are required for reimbursement of certifications.

Child Education

Purpose
Developers Studio believes in providing better opportunities to the family of the employees and this policy is designed to serve the very purpose.

Scope
- Developers Studio shall bear the educational expenses of the children of Tier 2.
- These expenses shall be Rs 10,000/- per child for Tier 2.
- This policy is applicable to a maximum of 2 children.
- The educational expenses shall be reimbursed by the company against the school fee bills or books or uniforms

Marriage Allowance

Purpose

To be a part of employees' new chapter of life, the Developers Studio offers marriage allowance to its employees. Developers Studio shall provide marriage allowance as follow:

Scope

- Marriage Allowance equal to the salary of 2 months shall be reimbursed by the Developers Studio to the Tier 1 and Tier 2 Resource.
- This policy is applicable to first marriage only.
- Marriage allowance reimbursement is subject to providing required documents.

Vehicle Policy

Purpose

It is DS's policy to provide a vehicle to staff in order to facilitate their travel to and from the office and perform their other work-related activities. DS shall provide insured vehicles to their employees as per their job requirements and entitlements.

Bike Policy

Scope

- Developers Studio shall provide Honda bikes of 70 CC to Tier 1 who have spent at least six (6) months of employment in the Developers Studio.
- The installments shall be covered in a time span of 2 years.
- The company shall bear 90% of the monthly installment and upfront payment whereas
- 10% shall be covered by Tier 1.
- The ownership of the bike shall be transferred after 2 years.
- This policy shall be at the discretion of the management.

Car Policy

Scope

- Developers Studio shall provide cars of 1500 CC to Tier 2.
- The installments shall be covered in a time span of 5 years.
- The company shall bear 90% of the monthly installment and front payment whereas 10% shall be covered by the respective Tier 2.
- The ownership of the car shall be transferred to Tier 2 after 5 years.
- This policy shall be at the discretion of the management.

General Instructions for Vehicles

- Adjustment of the share of employees towards the installment is not possible against any other settlement.
- Fair use of cars/bikes is the responsibility of the employees.
- Any legal issue/problem is the responsibility of the employees.
- Any criminal or illegal usage of a vehicle is the responsibility of the employee.
- Employees are responsible for the proper maintenance of vehicles as prescribed by the dealer by keeping records of services.
- In case of any damage to the vehicle due to negligence/wrong use/ accident/ driving without a license, the employee shall be responsible.
- Employees have to pay a full amount to the company in case of theft or loss of the vehicles.

- If required, transfer charges shall be paid by the employee.
- Any commercial use of the car/bike is strongly prohibited and the user will be responsible for any illegal activity that occurred with the use of the car/bike

- Developers Studio is not responsible for the reimbursement of fuel/oil charges and running costs such as :
  - ❖ Tyreware & Rims
  - ❖ Spare parts
  - ❖ Any Other thing not covered in warranty/Insurance

- All the extra charges (Registration cost/own price/ Colour Charges) shall be covered by the employees.

Gym Allowance:

Purpose

To care for the employee's physical condition and health. DS shall provide the monthly gym allowance to all the team members.

Scope:

Tier 1

- The max limit DS will bear each month is Rs. 2,500
- To avail this perk, employees have to submit the Gym payment slip to the finance department, every month.

Tier 2

- The max limit DS will bear each month is Rs. 4,000
- To avail this perk, employees have to submit the Gym payment slip to the finance department, every month.

National/International Trips:

Purpose

To value the employees' effort and dedication towards work, the company will appreciate them with the international trips.

Scope:

- The employee's performance against the evaluation metrics should be up to the mark

- For International Trips Employee should have spent at least 1.5 years at Developers Studio

- This is at the total discretion of the company

- Considering many other factors, company will itself facilitate the employees with this perk

Surprise Gifts:

Purpose

To value the employees' effort and dedication towards work, the company will appreciate team members with the surprise gifts.

Scope:

- The employee's performance against the evaluation metrics should be up to the mark

- This is at the total discretion of the company

- Considering many other factors, company will itself facilitate the employees with this perk

Changelogs

Date	Details
2nd September 2021	1. Gym Allowance is added to the Perks and Benefits Policy 2. Max Limit for monthly (hostel charges + Dinner + AC/Heater) is set to Rs. 12,000. *All these changes are effective from 1st of September*
7th March 2022	1. Perk of international trips is added 2. Perk of surprise gift is added

Appendix A

Employees Perks/Benefit Application

Admin Department
Developers Studio.

I want to apply for the following Perks/Benefits provided by Developers Studio.
Already read all requirements and procedures to avail of these benefits and I
am agreed with the related terms and conditions.

☐ Health & Life Insurance	☐ Certifications
☐ Annual Leaves	☐ Family Care
☐ Family Treat	☐ Child Education
☐ Hostels	☐ Home Allowance
☐ Marriage Allowance	☐ Maternity Allowance
☐ Car	☐ Bike

 I undertake to fulfill all requirements regarding this.

Name: _____   Designation: _____

Department: _____   Date of Joining: _____

Contact# : _____   Signature: _____

(No signature required for Forms sent by Email)