

Caizin's Fitness Reimbursement Policy

Purpose

The Fitness Reimbursement Policy is designed to encourage and promote the physical well-being of Caizin employees by providing financial support for accessing physical fitness resources and programs. This benefit aims to motivate employees to take an active interest in their health and fitness.

Scope

- This policy applies to all full-time employees of Caizin.
- Eligible employees must have successfully completed their probation period.
- Employees who have resigned or are serving their notice period are not eligible for this benefit.

Benefit Details

The Fitness Reimbursement is an annual benefit of up to INR 12,000/- (January to December). It can be used to cover the costs associated with the following fitness-related expenses:

- Gym memberships
- Fitness classes (e.g., yoga, aerobics, pilates)
- Sports fitness memberships (e.g., swimming, tennis, or sports clubs)

Exclusions

This benefit is intended solely to promote physical fitness and well-being. Expenses not directly related to fitness are not covered. Employees are encouraged to seek clarification from their supervisor if unsure about the eligibility of any expense.

Reimbursement **will not be provided** for the following (this list is not exhaustive):

- Apparel, footwear, goggles, sports gear, or any equipment (including for sports activities).
- Membership or fees for participation in extreme sports or competitions (e.g., marathons, triathlons).
- Fees for salons, spas, or therapies of any kind.
- Food, vitamins, proteins, supplements, or health-related products.
- Registration or participation fees for sports teams, tournaments, or competitive events.

- Any type of health screenings, vaccination plans, or medical treatment plans.
- Expenses related to extreme sports, such as hiking, deep-sea activities, or adventure sports.

Payment and Reimbursement Process

- Reimbursement can be claimed in up to two installments (maximum of two bills) within the calendar year.
- All reimbursement claims must be pre-approved by the employee's supervisor prior to incurring the expense.
- Reimbursement will be processed as part of the payroll cycle and will be subject to applicable taxes.