

## AKSID CORPORATION LIMITED

AK/HR/HP/18/06/2019 HEALTH BENEFIT POLICY

Issued 17.08.2019  
Effective 17.08.2019  
Owner Human Resources Department  
Approved by Managing Director

Health Benefit is the foundation of a comprehensive benefits package for employees. It is the preferred benefit of the majority of people who work. Health Benefit marks an employer as an employer of choice when desirable candidates select job opportunities.

Health Benefit is a benefit policy that will pay specified amounts of money to cover medical expenses or treatments. Employer-provided Health Benefit policies, also known as group Health Benefit policies, offer employees many different options for benefit coverage.

### Who Must Follow these Practices?

The policy is applicable to all permanent associates of AKSID Corporation Limited. Health Benefit is a privilege given to the employees but cannot be claimed as a matter of right. In case of the necessities of service, the management may refuse to pay the amount, cancel the already granted amount, change the schedule of payment.

### Health Benefit Entitlement

- Permanent employee with his/her Family (Father, Mother, Spouse and Children) will be entitled for Health Benefit.
- This benefit will not exceed more than BDT 4,000 (Four Thousand Taka) at a time.
- This benefit will not be allowed more than 3 times in a year.
- Foreign Treatment will not be accepted.
- This health benefit will get most priority who is lower salary staff.

### Steps to Follow:

#### Procedure of Application

- Applicants are to fill in the “Health Benefit Application Form” (Collected from HR Department/HR Leave Module).
- Application must be submitted to the relevant/reporting authority.
- Relevant/reporting authority must be submitted Application to the HR within 2 working days.
- All necessary documents are required to attach with the application form.
- Submission of hard copy is must; only email application will be automatically rejected by HR.





### **Documents Requirements**

- Health Benefit Application Form.
- Proven copy of family related person (Example: Spouse Marriage Certificate, Birth Certificate of Children).
- Photocopy of Registered Doctor's prescription.
- Photocopy of Diagnostic's report.
- Original copy of money receipt with sign (Doctor Visit, Diagnostic's and Medicine).

### **Causes for not Approving the application**

- Failure to provide proven copy of family related person (Example: Spouse Marriage certificate, Birth Certificate of Children).
- Unable to submit photocopy of Registered Doctor prescription.
- Not submitting photocopy of Diagnostic's report.
- Not submitting original copy of money receipt with sign (Doctor Visit, Diagnostic's and Medicine).

### **The fund of Health Benefit may not be utilized for the following treatments:**

- Cosmetic Surgeries
- Dermatological procedures like laser/PUVA
- Kidney transplantation or renal transplantation
- Dialysis
- HIP/Knee Replacement
- physiotherapy
- PET CT / Radiotherapy / Cataract / Retinal / Chemotherapy
- Implant
- Dental Treatment
- Ophthalmology
- Infertility
- Any other package in force at that time.

### **Fraudulent**

- Any Fraudulent Act subject to health benefits will face serious consequences like Monetary/Non-Monetary action/Termination etc.

### **Verification/Proposal Committee:**

- Audit, Accounts, Head of the Department & HR will be the Health Benefit Verification/Proposal Committee.
- HR will arrange the date and time for committee meeting.
- Committee must sit within 3 working days after submitting application.
- Verification/Proposal committee will give official proposal for fund.





**Approving Authority:**

- Chairman/Managing Director will be the Health Benefit Approval Authority.
- Chairman/Managing Director have the rights to change fund proposal.
- Chairman/Managing Director have the rights to cancel the application.

**Money Disbursement**

- After approval of Approving Authority, Accounts will disburse the amount within 7 working days.
- After disbursing the amount Applicant can collect the money physically or if company provide the fund (Bkash, Nagad or other sources), transfer fee will be deducted from the approval amount.

**NB:** This Health Benefit Policy will be applicable for all Permanent associates of AKSID Corporation Limited.

Best Regards

Saud Anam  
Managing Director

