

# Employee Insurance Policy

## 1. Purpose

The purpose of this Employee Insurance Policy is to outline the insurance benefits offered to employees as part of the company's commitment to supporting the health, financial security, and well-being of its workforce. This policy explains the types of insurance provided, eligibility criteria, enrollment procedures, and the responsibilities of both the company and employees.

## 2. Scope

This policy applies to all eligible employees of the company. Coverage may vary based on employment status (full-time, part-time, contract, or probationary). Specific eligibility and benefits are determined by applicable law, company policy, and agreements with insurance providers.

## 3. Types of Insurance Coverage

- Health Insurance – Provides coverage for medical expenses including doctor visits, hospitalization, prescription drugs, and preventive care.
- Dental Insurance – Covers routine dental checkups, preventive services, and certain dental procedures.
- Vision Insurance – Assists with costs related to eye exams, corrective lenses, and vision-related care.
- Life Insurance – Provides financial protection to an employee's beneficiaries in the event of death.
- Disability Insurance – Offers income replacement benefits if an employee becomes unable to work due to illness or injury.
- Accident Insurance – Provides additional coverage in the event of accidental injury.
- Travel/Overseas Insurance – Covers employees traveling for business outside their home country.

## 4. Eligibility

Eligibility for insurance benefits depends on employment status and tenure. Unless otherwise specified:

- Full-Time Employees – Eligible for all core insurance benefits.
- Part-Time Employees – May be eligible for limited coverage depending on hours worked.
- Probationary Employees – Coverage may begin after completion of the probationary period.
- Contract Employees/Interns – Coverage is typically not included, unless specified in the contract.

## 5. Enrollment Procedure

Eligible employees must enroll in insurance programs within the designated enrollment period, typically at the time of hire or during annual open enrollment. Late enrollment may result in limited coverage or waiting periods. Employees are responsible for completing required forms and providing necessary documentation.

## 6. Premiums and Contributions

The company contributes a portion of the insurance premiums on behalf of employees. The remaining portion, if any, is deducted from the employee's salary. Contribution rates are reviewed annually and may be adjusted based on provider contracts and business needs.

## 7. Claims Process

Employees should file claims directly with the insurance provider. Human Resources may assist with claim forms and documentation. It is the employee's responsibility to comply with provider requirements and deadlines to ensure claims are processed efficiently.

## 8. Exclusions

Insurance benefits do not cover all circumstances. Typical exclusions include elective cosmetic procedures, experimental treatments, self-inflicted injuries, and services not deemed medically necessary. Specific exclusions are detailed in provider policy documents.

## 9. Continuation of Coverage

Employees who leave the company may be eligible for continuation of certain insurance benefits through government-mandated programs or as outlined in the insurance provider's terms. Details will be communicated upon separation of employment.

## 10. Responsibilities

- Employees – Responsible for timely enrollment, updating dependent information, and paying employee contributions.
- Human Resources – Provides information, facilitates enrollment, and assists with claims inquiries.
- Company – Negotiates provider agreements and ensures compliance with legal obligations.
- Insurance Providers – Deliver coverage, process claims, and communicate policy terms.

## 11. Legal Compliance

This policy complies with applicable local, state, and federal laws regarding employee benefits. In case of conflict between this policy and legal requirements, the law shall prevail.

## 12. Review and Amendments

The company reserves the right to amend, modify, or terminate insurance benefits at its discretion, subject to applicable laws. Employees will be notified in advance of any significant changes.

## 13. Employee Acknowledgment

By enrolling in the company's insurance programs, employees acknowledge that they have read, understood, and agreed to the terms outlined in this policy, as well as any additional terms provided by the insurance providers.