



Inspira Enterprise

Employee Benefits Presentation

FY2021-22

Employee Welfare: WE CARE

Group Mediclaim: Insurance Provider: **Oriental Insurance Co. Ltd.** Insurance Broker: **Emed Life** TPA: **Paramount**

Coverage:

- Floater Policy Covering: **self + 5 dependents**
- Coverage Slabs are defined as per employee Grade (next slide)
- Covers hospitalization of 24 hrs and above. Additionally covers some day care procedures too.
- Cashless facility through TPA, one can avail this service through empaneled hospitals.
- Claim Reimbursement: In case services are availed from non- empaneled hospitals, one needs to bear the cost and claim it from TPA.
- 10% co-pay for all parental hospitalization
- **Covid positive home quarantine expenses upto INR 10,000 is covered.**
- All hospitalization to be intimated via phone/mail to: claim.intimation@paramounttpa.com and akshay_patil@emedlife.in, along with HR, within 48 hrs from the admission date (but before discharge).
- Contact details of Broker : Mr. Akshay Patil / Phone number : +91-89294 96175 Email id : akshay_patil@emedlife.in



Employee Welfare: WE CARE

Grade-wise Base Sum Insurance Coverage for Group Mediclaim:

- M0 – M2 = 2 lakhs coverage for self and dependents
 - M3 – M5 = 3 lakhs coverage for self and dependents
 - M6 – M8 = 5 lakhs coverage for self and dependents
 - C1 – C8 = 15 lakhs coverage for self and dependents
-
- Group Accidental Insurance Coverage for Self (as per above Grade-wise sum insured)

Process for Claim Submission:

- Log in to Paramount TPA website for complete process and claim details for Mediclaim
- Click **on HR documents** tab in Darwinbox to view complete details on Mediclaim process



Employee Welfare: WE CARE

Term Life Insurance Policy:

Employees are eligible for Term Life Insurance that provides death benefit coverage to the employee's family incase of unfortunate event of an employee's demise.

➤ Coverages are as below:

- M0 – M2 = 5 lakhs
- M3 – M4 = 8 lakhs
- M5 – M6 = 15 lakhs
- M7 – M8 = 30 lakhs
- C1 – C4 = 50 lakhs
- C5 – C8 = 75 lakhs



Inspira Sponsored Covid Vaccines

- To help employees fight the ongoing pandemic, Inspira has sponsored the Covid-19 vaccines for its employees
- Employees and their immediate family member's inoculation cost will be borne by Inspira and can be claimed by employees.

Covid Care Leaves

We understand that during this pandemic many of us have fallen prey to Covid-19. While some of us may be asymptomatic or having mild symptoms and are able to work from home, some may need to undergo treatment to fight against Covid. To support all such employees during these difficult times, we are introducing '**Covid Care Leaves**' for the ongoing financial year, FY 2021-22.

Applicability: to all on-roll employees. All employees who were unfortunately detected as Covid positive during ongoing financial year who need to undergo treatment will be eligible for up to 10 paid 'Covid Care Leaves' (not applicable to asymptomatic cases or cases with mild symptoms where employees were working from home).

Policy on Covid Care Leaves:

1. Covid Care Leaves are valid only for the period of 1-April 2021 to 31-Mar-2022 and will not be transferrable to next financial year.
2. Maximum Up to 10 leaves under **Covid Care Leaves** will be permissible as paid leaves.
3. These leaves cannot be encashed.
4. Covid care leaves cannot be taken for any other reasons or cannot be adjusted in lieu of any other leaves.
5. These leaves are subject to reporting manager and HR approval and will be discretionary in nature.
6. Test reports are mandatorily to be attached on Darwinbox while applying for these leaves.
7. For any further queries, please connect with your HR Business Partners.
8. Stay Safe and Take care...

Covid Care Leaves



Process to avail Covid Care Leaves:

1. Employees need to inform their respective HR Business partners about the same via email and attach their test reports (RT PCR, CT Scan, etc). Their reporting managers need to be marked in CC. Reports are mandatory.
2. The above mail must mention clearly if you are working from home or undergoing treatment and require leaves for the same.
3. By 16th of every month we will review all such cases during the month and credit **Covid Care Leaves** to such employee's leave balance on Darwinbox.
4. Once you see these leaves being credited, you may apply for the same and seek your reporting manager approval followed by HR approval.

**RELATIONSHIP
TROUBLE?**



**STRESS STEALING
YOUR SLEEP?**



**TOUGH TIMES
IN A NEW CITY?**



**UNABLE TO
CONCENTRATE?**



EMPLOYEE WELLBEING AND ASSISTANCE PROGRAM

CALL US / WHATSAPP US

 90 35 35 80 80

www.silveroakhealth.com/inspira

Employee
Wellbeing and
Assistance
Program
(EWAP)

Employee Wellbeing and Assistance Program (EWAP)

These are the list of offerings. The underlined services are available for family members as well.

- Phone counselling – Employees can reach out to our counsellors by dialing the helpline no – +91 9035358080. These sessions last for 45-50 minutes. Upto 12 languages available. All conversation are confidential and voluntary.
- In-person / video sessions – Currently we are not doing in-person sessions, we can do video sessions.
- We also have 2 digital programs available – Stress control online, this is 8-week session program which will help the users learn coping skills and make them resilient. Users also will receive a certification.
- The last one is Tranquil Mindfulness App – through which users can learn to live in the present moment.



Employee Wellbeing and Assistance Program

COUNSELLING



Phone
counselling



Face to face
counselling

BOOK AN APOINTMENT

STRESS CONTROL ONLINE



Build
resilience

ENROLL TODAY

TRANQUIL MINDFULNESS APP

Tranquil



Learn to be
mindful

DOWNLOAD TODAY

TO AVAIL THESE SERVICES

CALL US / WHATSAPP US

 **90 35 35 80 80**

Benefits of practicing mindfulness

Employee Wellbeing and Assistance Program (EWAP)

- Decreased stress and psychological distress in adults and employees
- Enhanced mental health and functioning
- Increased emotion regulation and self-control
- Decreased anxiety, depression, worry, and rumination
- Decreased risk of chronic illness like cardiovascular, diabetes, hypertension etc.
- Enhanced achievement at the workplace, due to improved ability to focus and improved attention
- Improved social and relational skills
- Reduced symptoms of burnout in employees
- A decrease in turnover and turnover intentions at work
- Enhanced job performance

Employee Wellbeing and Assistance Program (EWAP)



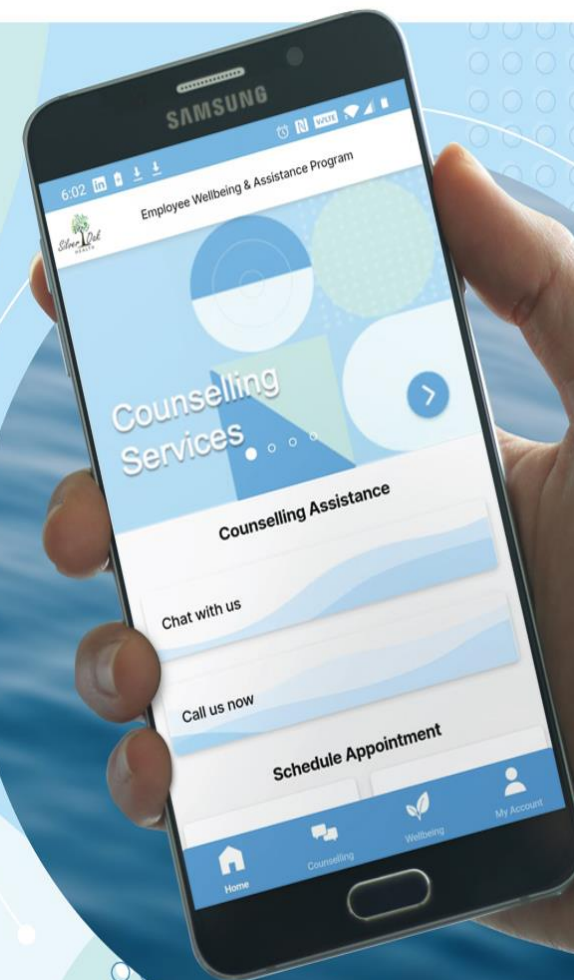
LAUNCHING THE ALL NEW EWAP APP

EMPLOYEE WELLBEING AND ASSISTANCE
PROGRAM (EWAP)

Now getting in touch
with your counsellor
is easier than ever.



COMING SOON TO iOS





You may be in quarantine
but it doesn't mean that
you have to face it all alone

Your wellbeing matters



Counsellors from our EAP partner Silver Oak Health will call and check on you



+91 90 35 35 80 80

EMPLOYEE WELLBEING & ASSISTANCE PROGRAM

**Great
Place
To
Work®**

Certified
NOV 2020–OCT 2021
INDIA

All our employees who have recently grappled with Covid-19, will soon be contacted by Experts from our Employee wellbeing partner, Silver Oak Health. This team of mental health experts are happy to speak to you and these conversations are confidential in nature. So feel free to discuss about your wellbeing status with them and seek advice as you may deem fit. We are positive that these conversations will go a long way in ensuring your improved mental health and overall wellbeing 😊

Salary Advance Facility for medical emergency / Wedding

To support employees during medical emergency or to meet self wedding expenses, an employee may avail salary advance.

Please note the Guidelines to avail the same:-

1. Eligibility for an employee: needs to be a confirmed employee (on-roll).
2. Will be allowed only in case of Medical emergency, Wedding of Self or dependent Sibling and other Emergency
3. No perquisite will be charged for loan upto INR 20,000. Any loan more than INR 20,000 will attract perquisite. The perquisite value will be calculated based on SBI interest rates prevailing as on 1st April of that Financial Year.
4. Max eligibility being up to 3 times of one's monthly fixed gross salary.
5. An employee can repay the same on 6 equated instalments by way of deduction from salary.

Employees need to seek their reporting manager approval by providing the reasons for availing Salary advance. In case need to avail you may write to HR Business Partners

Learning & Development

Employees get complete access to LinkedIn Learning Platform. The platform offers courses on Technical as well as behavioral skills. Self paced programs allows employees to learn at their own pace and even on-the-go via LinkedIn Learning mobile app.

Special Incentives Program: Inspira comes up with special incentive schemes for cyber security related professional certifications from time to time.



Inspira's Career Discovery Program for Children

Career Discovery Program for Employee's children aged 13-21 includes:

- Online Career Assessments
- One-to-one career counselling sessions
- Mentoria's online knowledge gateway that will give them comprehensive information about their career paths and educational options
- Webinars from experts in careers they are looking to pursue.
- Access to Mentoria's career helpline

MENTORIA
CLUTTER TO CLARITY

THANK YOU

Raise your Query on HR Helpdesk on Darwinbox - HRMS.

You can also reach Regional HR Business Partners for your queries