

**IDEA CELLULAR LIMITED****EXECUTIVE HEALTH CHECKUP POLICY**

(WEF December 16, 2013)

Policy No.	Policy Name	Document Type	Version No.	Amendment No.	Date of Effect
HR/P 065	Executive Health Check Up Policy	Main Policy Document	2.0	-	16-Dec-2013

**1.0 Objective**

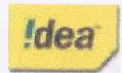
To take care of the basic health care needs of team members & their spouse to maintain a healthy workforce.

**2.0 Policy**

- 2.1 The Company will organize Annual Health Checkups for employees & their spouse after they have completed one year of service (including training and probation) with the company.
- 2.2 Every team member and his/her spouse who are above 30 years of age are advised to undergo Comprehensive Executive Health check up once in a year.
- 2.3 The cost of the check up should not exceed Rs. 5,000/- for employee along with spouse (The cost should not exceed Rs. 2500/- for single person). The list of investigations to be covered are as per the annexure-I. In case of any additional expenses over and above the specified limit, these need to be borne by the employee.
- 2.4 Health check up should be carried out on a weekly off. No additional/special leave or transport facility will be allowed for the purpose of the check up under this policy.

**3.0 Implementation**

- 3.1 The Circle HR/Corporate HR as the case may be, will select and tie up with Hospitals/Diagnostic centers in the various parts of the city, which have got facilities for a comprehensive Executive Health check up.
- 3.2 The team member may take prior appointment with the assigned coordinator from the hospital. The details of the same will be available with the concerned HR / Facilities department.
- 3.3 The medical report will be sent to the team member directly by the hospital. However, a post test fitness report will be submitted by the hospital to HR department and the same will be filed in personal files of team members. This will be one page summary report about the tests conducted.



3.4 The Company will bear the cost of the Health check up at actuals subject to above-mentioned limit. The identified Hospitals/Diagnostic centers will directly raise the bill to the Company.

3.5 The Health Check up is a welfare activity and a privilege hence it does not entitle the team member to claim the cost of Health Check up in case the employee does not undergo the check up.

4.0 Any exceptions to the above policy will need an approval from Chief Human Resource Officer.

5.0 The Company reserves the right to withdraw, suspend or modify the policy amendments without notice.

A handwritten signature in blue ink, appearing to read "V. Razdan".

**Vinay Razdan**  
**Chief Human Resource Officer**

**December 16, 2013**



**Annexure -I**

**Comprehensive Health Check Up - List of Investigations**

- Hemogram
- Blood Sugar Level (F) (PP)
- Lipid Profile
- Blood group
- Bilirubin
- SGOT
- SGPT
- S. Alkaline Phosphatase
- S. Proteins
- Blood Urea Level
- S. Creatinine
- S. Electrolytes
- S. Uric Acid
- S. Calcium
- S. Phosphorus
- ESR
- ENT & Dental Checkup
- ECG
- Chest X-Ray (Digital)
- Stress Test
- Sonography - internal organs such as Kidney, prostate glands, abdomen etc.