

Document 3: Employee Wellness and Benefits

Title: Employee Wellness Program Handbook

Department: HR - Wellness

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1. Health and Wellness Benefits

Annual Health Checkup:

Full body checkup for employees above 30 years

Basic checkup for all employees

Tie-ups with Apollo, Max, Fortis hospitals

Scheduling: Via wellness portal

Mental Wellness Support:

Confidential counseling service (24/7 helpline)

6 free sessions with licensed therapists

Stress management workshops monthly

Meditation and yoga sessions (twice weekly)

Fitness Reimbursement:

Gym membership: ₦1,000 per month

Yoga/Zumba classes: ₦800 per month

Sports equipment: ₦5,000 per year

Marathon registration fees: Up to ₦3,000

2. Workplace Amenities

Office Facilities:

Pantry: Coffee, tea, snacks (free)

Lunch: Subsidized cafeteria (₦50 per meal)

Gaming zone: Open 5-7 PM

Nap rooms: Available for 30-minute breaks

Parent Support:

Creche facility: Office premises (9 AM-6 PM)

Childcare allowance: ₦3,000 per month for children < 5 years

Lactation room: Available on 3rd floor

Work-from-home option for new parents (first 6 months)

Transportation:

Cab service: Available within 15 km radius

Shuttle service: From major metro stations

Fuel reimbursement: ₹2,000 per month for two-wheelers

Car pool incentives: ₹500 per month for drivers

3. Financial Wellness

Loan Facilities:

Personal loan: Up to ₹5 lakhs at 10% interest

Emergency advance: Up to ₹50,000 (interest-free)

Education loan for children: Special tie-ups

Home loan assistance: Through partner banks

Tax Saving Investments:

ELSS mutual funds through payroll

NPS corporate model available

Tax consultation sessions (quarterly)

Helpdesk for investment queries

Retirement Planning:

PF and pension scheme

Retirement planning workshops

Financial planning for senior employees

Post-retirement medical coverage option