

# **WELFARE POLICY & PROCESS**

**SecureKloud Technologies Ltd.**

	<b>ASSOCIATE WELFARE POLICY &amp; PROCESS</b>	Doc. Version	2.0
		Rev. Date:	26-May-25

## Document Control

Prepared by	Reviewed by	Recommended by	Approved by
Work Group – Welfare Policy & Process	Middle Management	Department Heads	Executive Vice President
Manager – H.R.			Head – People & Culture

## Document History

Version	Date	Changed By	Description	Status
0.1	11-Mar-21	Team Human Resource	Initial Version	Created
0.2	18-Mar-21	Department Heads	Review Version	Modified
1.0	31-Mar-21	Executive Vice President	Recommended Version	Approved
1.1	01-Apr-24	Manager – H.R.	Amended Version	Approved
2.0	26-May-25	Manager – H.R.	Amended Version (Team outing allowance)	Approved

	<b>ASSOCIATE WELFARE POLICY &amp; PROCESS</b>	Doc. Version	2.0
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## Purpose

SecureKloud believes its associates are the real assets of the Organization and have extended several welfare measures to make associate's experience in the Organization enjoyable, and thereby bring about a sense of belonging.

## Scope

The policy will specify the welfare schemes the company provides to its Associates.

## Applicability

This policy covers all SecureKloud India associates.

## Eligibility

This policy is applicable to associates of SecureKloud, India at all levels.

## Welfare Schemes

### 1. Group Medi-claim Insurance Policy

SecureKloud provides assistance to all regular associates of the company and their dependents in the event of hospitalization due to any disease / injury.

#### Coverage

- The associate and their five family members are covered. Family means Associate's Parents / Inlaws, Spouse and two children only.
- A Medi-claim coverage of Rupees Two Lakhs per family under the floater scheme.
- Pre-existing diseases covered.
- Maternity covered up to Rs. 50,000/-.
- Day 1 cover for newborn baby – Covered up to full floater sum insured.
- Pre and Post hospitalization covered – 30 Days.
- Room Rent – Single Standard AC Room per day & Rs. 12,000 per day (For I.C.U).
- A patient should be hospitalized for minimum of 24 hours to claim medical insurance.
- Associates will be provided with an e-card individually and for family members. It is advisable to keep it in their possession.

	<b>ASSOCIATE WELFARE POLICY &amp; PROCESS</b>	Doc. Version	2.0
		Rev. Date:	26-May-25

- In case of any Additions / Deletions in the Nomination list provided by the Associate during the year, associate have to mail the details (marriage / child born within 30 days)

### **Claim Process**

- Associates should produce the Medclaim e-card at the time of admission at the hospital or submit within 24 hours at the time of billing, for all cashless claims.
- In case of reimbursement of the medical expenses, associates should provide all the medical bills to the third party within 1 month of discharge.

## **2. Group Personal Accident Insurance**

SecureKloud provides accident cover to all regular associates of the company.

### **Coverage**

- The associate is covered for Five times of their Fixed Cost to Company.
- Accidental Medical Expenses - Medical expenses 40% of claim amount / disability claim amount or 10% of sum insured or actual whichever is less.
- Ambulance charges – Rs.2,000/-.
- Education Fund – In case of death, 10% of Corporate Sum Insurance subject to a maximum of Rs.5,000/- would be paid for one child up to the age of 23 years and a maximum of Rs.10,000/- for more than one child up to the age of 23 years.
- Repatriation of mortal remains covered up to Rs. 10,000 or actual whichever is less.
- Carriage of dead body 2% of S.I subject to max to Rs.2,500/-.

## **3. Certification Reimbursement**

To encourage associates to become certified professionals, SecureKloud reimburses the cost of Certification.

Associates shall be eligible for any reimbursements on the fees paid for any higher course or certification program only if such employee has obtained prior approval of both the SBU Head and the HR Head before taking up such course or certification program. The HR Head or the SBU Head may be entitled to refuse approval if in their opinion shall not be of help to the Company's business.

	<b>ASSOCIATE WELFARE POLICY &amp; PROCESS</b>	Doc. Version	2.0
		Rev. Date:	26-May-25

This does not cover the cost of training to get certified in general. Could be reimbursed on a case-to-case basis subject to approval.

#### **Claim Process:**

- Upon Certification, the associate mails the copy of the certificate and invoice to Team Human Resource after getting the approval from the respective Department Head.
- The Human Resource team gets the approval for the certificate reimbursement from the Head – People & Culture and shares the approval to Team Accounts.
- Team Accounts will process the claim & transfer the amount claimed to the bank account.
- Associate who has claimed the cost of certification from the company, need to serve a minimum of 1 year, failing which the cost of certification will be recovered from the full and final settlement of the associate.

#### **4. Working during the Weekends**

In case of situations which requires immediate attention to meet project deadlines / customer requirement, associates are requested to work during weekends, are eligible for the following benefits.

- Reimbursement of expenses towards lunch / dinner worth Rs.200/-
- Compensatory Off to be availed during the Calendar Year.

This is not applicable to those who work on their own volition or to meet the minimum working hours of 40 per week.

Associates whose efforts are billed to the customer would be compensated instead of compensatory leave.

#### **Claim Process:**

- An associate mails the details of working along with copy of the expenses incurred to team Human Resource after getting the approval from the respective Department Head.
- The Human Resource team validates and process the same to Team Accounts.
- Team Accounts will process the claim & transfer the amount claimed to the bank account.

	<b>ASSOCIATE WELFARE POLICY &amp; PROCESS</b>	Doc. Version	2.0
		Rev. Date:	26-May-25

## 5. Working in Night Shift / On-call Support

In case of situations where due to project / customer requirement, associates have to work on rotational shifts between 9:00 P.M. till 07:00 A.M. are eligible for a Night Shift Allowance of Rs.300/- per night.

Associates who are requested to be On-call Support (in addition to their regular work hours) are eligible for an On-Call Support allowance of Rs.300/- per day.

### Process

- Project Managers are required to share the Shift Roster for the subsequent month / fortnight to the associates and to Team HR at [hr@securecloud.com](mailto:hr@securecloud.com).
- At the end of the pay cycle, i.e., 20<sup>th</sup> of each month, the Manager are required to share the validated data to [hr@securecloud.com](mailto:hr@securecloud.com) for making the payments in payroll.

However, associates whose nature of work involves working in night shift are not eligible for Night Shift Allowance as these are factored at the time of computing their Compensation.

## 6. Laptop

Company provides laptop for their regular associates, based upon job responsibilities and demonstrated need.

Team Human Resource to share the probable new joiner list for the subsequent quarter. The orders for laptops shall be processed by the I.T. Admin department as per configuration; model and brand approved by the company.

These are provided by I.T. Admin., for requests made by Team Human Resource a week prior to the date of joining.

The process of laptop allocation shall be documented and completed by signing appropriate Form / Register intended for that purpose by the associate as well as by the authorized person from I.T. Admin. Department.

	<b>ASSOCIATE WELFARE POLICY &amp; PROCESS</b>	Doc. Version	2.0
		Rev. Date:	26-May-25

## 7. Telecommunication Expenses

Company could reimburse communication expenses to Associates whose job responsibilities involve regular communication between departments, customers in India and abroad during / after their regular work hours.

These would be requested by the Manager duly approved by their Department Head.

These would however not cover any advance for subscription / installation or penalty payment to the service provider.

## 8. Local Travel

Any expense that pertains to local travel for business purpose will be reimbursed after prior approval for such travel from Department Head. The associate needs to fill up the expense reimbursement form and attach all relevant bills pertaining to local conveyance and food if any and submit it to Team Accounts after obtaining the approval from the Manager / Department Head.

Associates using their own vehicle could claim Rs.8/- per K.M. for two-wheeler and Rs.12/- per K.M. for four-wheeler.

Accounts department would verify the expenses claimed in line with policy and support documents & would be processed with two weeks from the date of claim.

Any dispute in the claim will be intimated within 7 days from the date of receipt of claim at the accounts department.

## 9. Team Outing Allowance

Employees are eligible to avail an amount of up to INR 1,500 twice per calendar year towards organized employee lunch or dinner or team gatherings as part of the company's employee welfare initiatives. This benefit is intended to promote team bonding and employee well-being. The expenses should be pre-approved by the relevant manager or Head of human resource and must comply with the company's reimbursement procedures.

	<b>ASSOCIATE WELFARE POLICY &amp; PROCESS</b>	Doc. Version	2.0
		Rev. Date:	26-May-25

### **Approving Authority**

Any exceptions or deviations from this policy must be approved by the Head – People & Culture of the company before such an exception on deviation is made. Any revision of this policy must also be approved by the Head – People & Culture before it becomes effective. Any question of interpretation or applicability of any aspect of this policy will be settled by the Head of Human Resources.

The above policy supersedes all existing policies and procedures prevailing in the Organization and this policy comes into effect from 26-May-25.