

**Document Identification**

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<b>Releaser</b>	<b>MR</b>
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**REVISION HISTORY**

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Author(s)</b>	<b>Approved by</b>
<b>1.0</b>	<b>18/01/2013</b>	<b>Initial Release</b>	<b>Rabindra</b>	<b>Souvik</b>

## **1. POLICY PURPOSE**

The Purpose of this policy is to ensure sharp mind in a sound body

## **2. POLICY SCOPE**

All confirmed employees & who have put in a minimum of two years of service in the Company.

## **3. POLICY DESCRIPTION**

- It is mandatory that all the eligible employees undergo a Master Health Check up once in a period of 2 years at the Company's recognized Hospital.
- All eligible employees will be intimated by the HR Department to undergo this medical examination. The medical examination to the extent possible will be arranged during weekends.
- The employees may collect the letter from HR Department and get him self / her self examined in the approved hospital.
- The entire cost of such health check-up shall be borne by the Company.
- Employees can contact HR dept in case they intend to have a copy of the Health check-up report.

## **4. POLICY DEPLOYMENT**

The policy is deployed at all departments at all locations in Kreatio software applications by managers/supervisors responsible in coordination with HR department.

## **5. POLICY REVIEW**

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.