



UGEE Chemicals Limited

Policy Title EMPLOYEE HEALTHCARE BENEFIT/MEDICAL PLAN POLICY	Effective Date: January 1, 2022 Supersedes: N/A Duration: until superseded
	Page 1/3

INTENT

The intent of this Policy is to provide the guidelines, eligibility criteria and administration process to provide reasonable Medical Benefit Plan for employees and approved family members. The guidelines are intended to help employees avail themselves of the program with ownership and integrity.

1. ELIGIBILITY & PLAN COVER

All permanent full time UGEE CHEMICALS Nigeria employees are eligible for this benefit. In addition, the plan will also cover the following dependants of the employee:

- o One Spouse of Employee
- o A Maximum of four (4) children under the age of 21 years provided the child remains dependant on his/her parent (that is the child is not married or working). For the purpose of this policy, a child is defined as one of the following relatives: Biological children, legally adopted children or children of your spouse from a previous marriage that live with you for up to 3mths in every given year.

2. All interns (covers the employee only and no dependants)

PLAN COVER

The medical plan will provide cover for eligible persons as detailed in Addendum 1 of this policy.

ADMINISTRATION

For the purpose of the administration of the medical benefit, UGEE CHEMICALS Nigeria employees will be administered through retainership contracts with qualified hospitals within Ibadan and environ.

Employee spouse and/or dependants, requiring medical attention while outside Ibadan, for any reason, will however be required to request approval from the Medical Leader for hospital choices and emergency coverage for expense till return to Ibadan, and will strictly operate within the guidelines of "out of base medical coverage".

Enrollment for employees and dependant(s)

- o Medical Leader shall issue an Employee Lists and Dependants to all hospitals on Retainership Contracts, on a Monthly basis, authorizing employee/dependants registration and treatment. The retained hospital list available to employees are covered in Appendix 1.
- o New Employee visiting any of the retained hospital shall present his ID and confirm his name on the employee list with the hospital rep. A medical file will be opened for the employee under the UGEE CHEMICALS Scheme and employee can commence use of that hospital.
- o Employees with dependants need to register his dependant by completing a "request for dependant enrollment form" and submitting with the Site Medical Department, with a copy of their marriage certificate/birth certificate (as applicable) and passport photograph See Appendix 1 for attached copy of the form.

Updated By:
Oyindamola Ilias
Medical Program Leader

Reviewed by:
Adenike Agiri
Site HR Manager

Approved By:
Abass Sadik
Plant Manager



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	Page 2/3

- o Medical Leader shall notify the hospital attaching the completed form.
- o Change of hospital must be authorized by the Medical Leader.
- o Please note that the procedure for registration and introduction to the hospitals above must be complied with otherwise the company will not be responsible for the cost of treatment.

Hospital Visits & Payment of bills

- o Employee is only allowed to visit the hospital chosen as Primary Health Provider.
- o Employee goes to the hospital with ID card and/or hospital card for identification.
- o Employee Lists are shared with the hospitals on a monthly basis, for confirmation in case he/she does not have the ID Card on visit
- o The employee is attended to by the hospital; hospital issues a bill which employee checks/verifies before signing off.
- o For spouse and/or dependants, the individual brings along the hospital card issued on registration and will be identified with the passport on dependant form.
- o Employees will require referrals from their Primary Health Provider for dental and optical visits.
- o If service rendered to the employee, spouse and/or dependants is outside the services listed in Addendum 1, s/he would be expected to pay the difference at the hospital.
- o All Hospital bills are submitted by 22nd of each month, for vetting and payment processing (Invoice, Waybill, Bill Tracker with treatment details, and any other supporting document)

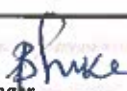
Emergency Hospital visits


Employees are expected to use company designated hospitals at all times. However in case of genuine emergency (e.g. major accidents), employee can expense all medical cost within UGEE CHEMICALS Plan coverage from government hospital/other recognized hospital. This cost CAN ONLY be expensed with the Medical Leader & HR manager's concurrence (Medical Expense Approval Form available in Appendix).

"Out of base Medical Coverage"

- o All cases of employees/dependants requiring medical attention, while out of Ibadan (where the retained hospitals are located) will be treated on the "out of base" medical coverage guidelines.
- o All treatments require the approval of the medical leader, who will notify the site HR Manager.
- o Treatments must be in line with the Medical Policy Coverage, otherwise expense would not be approved.
- o All receipt of treatment shall be presented to the Site Medical, along with the Medical Expense Approval Form, which will then be processed for payment with the employee registered hospital.
- o Expenses incurred from Tertiary Referrals/Government Hospitals will be handled by the employee primary care hospital and receipts will be submitted along with the invoice for the month.

Updated By: 
Oyindamola Iliya
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Adenike Agiri
Site HR Manager

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	Page 3/3

Pre-placement Medical Tests

- o All new employees are legally required to undergo a pre-placement medical tests and qualifications for the role(s) they are hired for.
- o All employees changing role(s) or on medical surveillance/screenings will also conduct recommended medical tests based periodically (In line with the Site Medical Monitoring and Qualification Plans). Medical Leader shall issue screening forms to the lab requesting a pre-placement and periodic tests.

APPENDIX 1**RETAINED HOSPITALS AND CONTACTS:**

	NAME	ADDRESS	CONTACT No.
Ibadan	Molly Specialist Hospital	Iwo Road, Ibadan	OLAPADE OLUMUYIWA 08188866559 / 08076748330 / 08064409999
	Vine Branch Hospital	Mokola, Ibadan	Mr. Dairo - 08062274423 Mr Onabanjo O.Olaniyi - 08065461809
	Zoe Specialist Hospital	Oluyole, Ibadan	Ms. Wura - 08163082973 DR Ogbemudia – 08092970174
	The Pizzazz Hospital	Challenge, Ibadan	Mr. Segun - 080384459594 Funmbi – 08162909223

**Request for Dependant
Enrollment Form**Request%20for%20D
ependant%20Enrolme**Medical Coverage and Exclusions**Services
Covered.doc**Out of Base Medical Expense
Approval Form**Out%20of%20Base%
20Medical%20ExpensUpdated By:
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Medical Program LeaderReviewed by:
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