

**INTRODUCTION**

ITI HADI INFR A always strives to provide the best of services for all of its employees; from the bottom to top categories. In keeping with its openness and transparent governance, ITI HADI INFR A has also the commitment to lay down a policy for provision of Employee Welfare & Perks. Thus, the following guidelines are mentioned for all employees of all categories:

**1. FOOD, ACCOMMODATION & HOUSING**

1.1 Food for all employees are provided in the camps as per the categories with a different menu. The mess is managed by the camp-in-charge and meal timings are displayed in the camps. Employees in the camp should adhere to the mess timings to avoid any unnecessary delay in food. The cooks who provide the meals are to be provided with necessary rest time; thus mess timings are strictly maintained.

Food money will be provided for employees who are posted or relocated in Kingdom. The food money will be as follows:

- The Lower Category will be provided a monthly food allowance of one hundred fifty Saudi Riyals (SAR 200.00).
- Executive Category employees will receive a monthly food allowance of three hundred Saudi Riyals (SAR 300.00).
- Management Category employee will be provided a monthly food allowance of five hundred Saudi Riyals (SAR 500.00).

In case, a mess is set up for the employees on site, ITI HADI INFR A will not provide the food money but food as per a set menu for the lower & executive categories.

1.2 Accommodation for new arrivals will be provided in the camps set up by ITI HADI INFR A. The camps cater to lower, supervisory and executive categories. Bed & bedding for various categories are as follows:

- Dual cots for lower category employees; maximum eight persons per standard room
- Single cots for supervisory category employees; maximum four persons per room
- Single cots for executive category employees; maximum two persons per room
- Single cots for management category employees(if bachelor); maximum one person per room

1.3 Housing/ Housing allowance will be provided for management category employees and those above.

- A hard furnished two room apartment has been recommended to ITI HADI INFR A management whereas a full furnished two room apartment will be provided for top management staff. In case the employee is already residing in company provided housing accommodation, the facility provided will continue to be operational.
- In case, the specific employee is to be relocated to a project site, housing facility will be provided by the company as per Paras 1.2.

The provision of housing or housing allowance will solely be the decision of the top management.

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**2. HEALTH FACILITY**

All employees will be provided with a Health Package recognized by the Kingdom. The Health Package provides the employee the facility to obtain medical assistance from company designated hospitals/dispensaries all over the Kingdom.

All employees are requested to carry their Health Cards with them at all times. Details pertaining to the Health Scheme will be provided to every employee during the in Kingdom Orientation programme.

Presently, the company provides AXA, Tuwaniya Medical Cards to all employees where 20% of the charges have to be borne by all employees. No bills forwarded by the employees will be reimbursed at any cost.

**3. INSURANCE FACILITIES**

To better serve ITIHADI INFRA... employees and provide them with benefits, a Group Insurance Package has been obtained. Every employee will be covered with full life insurance coverage. Management and top management categories which avail the family status will be provided with a family insurance package. Employees who are on site will be insured through the Project Insurance Policy.

Employees will be insured against any sort of accident, death occurring during working hours or off time under normal conditions. ITIHADI INFRA... will take steps where the insurance will be released to the victim's immediate spouse or kin in country of origin in case of death occurred while on duty or off duty after the death has been confirmed by the legal authorities in the Kingdom. Accident coverage will come into effect only when the Police provide an accident report and the company is well satisfied with the cause. In case, the accident had taken place due to abusing of the Vehicle Management Policy of ITIHADI INFRA..., the victim will not avail the facility. In such a case, the driver of the vehicle will be called for provision of cause for accident in a written form. He will also be issued with a final warning.

ITIHAD INFRA... nullifies this benefit if the employee has met with an accident or death while been under the influence of alcohol or consumed illegal drugs or involved in unethical behavior such as brawl, fights or man handling or illegal sexual acts while on duty or off duty.

The premium per annum will have to be borne by the employee.

**4. TRANSPORT & TRAVEL TIME BENEFITS**

ITIHAD INFRA... will provide transport facilities to all of its employees. This benefit will differ according to the categories of employees.

- Lower category employees will be provided with a common transport service (bus) to the site.
- Executive category employees such as senior engineers will be provided with site compatible vehicles for self driving or staff bus as per requirement. These vehicles can be double cabin pick up, single cabin pick up, or heavy duty jeeps
- Other executive category employees such as engineers will be provided with shared vehicles. Yet, in case the necessity arises for individual usage of vehicles, ITIHADI INFRA... will consider the benefit as per the recommendation of the site-in-charge.

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- All management and top management employees will be provided with individual vehicles for transport.

ITI HADI INFRA... will provide every employee fuel tokens for filling of gas, washing & lubricating and service of the vehicles. *(Please refer the Vehicle Management Policy for details)*

In case an employee is relocated to a site through land, ITI HADI INFRA... will pay (during the relocation) a food allowance plus travel per diem per day for the employees in the following manner.

- For lower category employees – SAR 20.00 as traveling as actual plus food allowance per 24 hrs.
- For executive category employees – SAR 30.00 as traveling as actual plus food allowance per 24 hrs.

Bills for food and lodging will have to be submitted to the immediate supervisor within three (03) of arrival at the relocated site for approval and reimbursement. Any delays occurring in submission of the reimbursement will not be accepted for payments.

Management and top management employees will be permitted to travel through land only if domestic air passage is not available in the close proximity of the relocated site. In such cases,

- The management employees will be provided SAR 100.00 as traveling as actual plus food allowance per 24 hrs.

The money could be reimbursed upon submission of actual bills (within the limit specified) to the Finance Department after approval from the Administrative Executive.

In case, any employee is provided with air travel during relocation, the food and travel per diem plus night out per diem will not be paid.

If an employee travels out of town (above 100 kms) for engaging in official matters and returns within 12 hrs, a food per diem will be paid for the employee categories in the following manner:

- For lower category employees & driver – A sum of fifteen Saudi Riyals (SAR 15.00) each will be provided.
- For executive category employees & driver – A sum of twenty five Saudi Riyals (SAR 25.00) for the executive & a sum of fifteen Saudi Riyals (SAR 15.00) for the driver
- For management & top management category – A sum of fifty Saudi Riyals (SAR 50.00) for the subject category and fifteen Saudi Riyals (SAR 15.00) if a driver is accompanied.

This expense could be reimbursed on producing a valid bill. The said bill has to be approved by the immediate supervisor for the reimbursement.

**5. OUTSIDE HOTEL ENTITLEMENT FOR EMPLOYEES**

Employees traveling through land for relocation purposes may avail the night out facility if the relocation site cannot be reached within the day. In such a case, the employee may stay in a company designated hotel located in a main city. The employee will pay the hotel charges which could be reimbursed within three (03) days of arrival in the relocated site. The reimbursed payment has to be approved by the immediate supervisor or site-in-charge. Any delay in producing the bill/s for payment will not be accepted. Hotel rooms for the different categories will be as follows:

- For lower category – One single room at a minimum rate of SAR 200.00
- For executive category – One single room at a minimum rate of SAR 250.00
- For management category – One single room at a minimum rate of SAR 300.00
- For top management category – One single room at a minimum rate of SAR 400.00

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**6. RECREATION**

All employees will be provided with the following recreational facilities in the camp:

- A national English newspaper
- Internet Server
- Carom Board/s
- Volleyball
- Badminton (cork & rackets will not be provided. Employees will have to possess their personal playing gear)
- Table Tennis – Rackets & balls to be the responsibility of players

Any employee willing to avail the facility can do so after duty hours. The camp-in-charge will be responsible in providing the necessary recreational material to the individuals.

Employees are requested to use this facility only for recreational purposes and strictly NO GAMING. In case, employee/s found gaming or gambling with the recreational facility (involving in financial benefits), the employee will be warned and also be suspended if the illegal practice continues.

The recreational facility provided by ITIHADI INFRA... is solely for physical fitness and harmonious involvement in the game/s. No challenges, unnecessary arguments leading to fist fights are permitted. In case, employee/s are found to be maintaining a rough environment, ITIHADI INFRA...has the right to suspend the employee/s from participating in any recreational activities.

Employees on site will be provided this facility as per availability of space and rules pertaining to the specific sites.

**7. WELFARE FUND**

ITIHAD I NFRA...has introduced a Welfare Fund for all of its employees while in the Kingdom. Employees are requested to complete the Welfare Fund Membership form during the company orientation. This is not compulsory but a welcome facility provided by ITIHADI INFRA... The following conditions are set for those who wish to obtain the membership:

- The Executive Committee of the Welfare Fund comprises of the President & CEO, the Chief Accountant and Administrative Executive.
- ITIHADI INFRA... employees will be issued with its Welfare Fund application forms. In case the employee is willing to obtain the specific benefit, the application form can be duly completed and handed over.
- The application forms will be issued at the time of recruitment.
- A minimum sum of 10% will be levied towards the Welfare Fund from each employee salary
- This fund will be deposited in the State bank of Saudi Arabia and will not be tampered with.
- The fund will then be invested towards a profit oriented project.
- Employees obtaining the membership of the Welfare Fund will be provided with the following benefits
  - The profit earned from the investment will be shared among the Welfare Fund members. This will be done according to the amount deposited in the Fund.
  - The members will be provided with a short term 2% low interest loan scheme for personal purposes. This loan scheme will not exceed a maximum of One Thousand Saudi Riyals (SAR 1,000.00). *(Please refer the Welfare Fund Policy for details)*

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**8. FAMILY STATUS**

ITIHAD I INFR... provides family status for management and top management categories.

8.1 If an employee of the aforesaid category needs to avail the facility, the employee should submit a written request to the Admin Department. The Admin Department after carefully studying the case, will inform the employee regarding the documents to be submitted for processing the family visas. The documents are as follows:

- Family status application form
- Marriage Certificate of (one) wife and employee
- Birth Certificates of two (02) children under 18 years of age (if totally dependent)

8.2 The employee will also be provided with the following facility during his stay in Kingdom

- The visas for one wife and the two children will be provided by ITIHADI INFR... free of charge
- Air tickets for the family (aforesaid) will be provided on an annual basis by ITIHADI INFR...
- In case employees need to obtain multiple re-entry visas, all charges for the purpose will have to be borne by the employee.

8.3 In case an employee needs to live outside the camp provided by ITIHADI INFR... after availing family status, the necessity will have to be raised in writing to the Admin Department. The Admin Department will forward the requisition to the management for approval or refusal. In case the facility is approved, he employee will be paid the half of the cost spent per person at the camp ONLY for living outside with his family. The balance payment will be borne by the employee.

8.4 Housing for employee and family will be provided by the company (*Please refer Paras 1.3 for housing details*). No food/food money will be provided for employee and family after family status has been obtained. The employee has to provide for his family the necessary food facilities.

8.5 In case, the wife and/or children of the employee obtain employment in the Kingdom, the family status facilities such as provision of visas and air tickets will be nullified. Instead, the family could ONLY enjoy the housing facility provided by ITIHADI INFR...

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