

F I V E
HOTELS AND RESORTS

HEALTHCARE POLICY AND PROCEDURE
FIVE CARES

POLICY NUMBER – HR 001

EFFECTIVE DATE: 1.2.2022

ISSUED BY
GDHR -HR

PROCESS OWNER
GGM, CEO, COO & CFO

APPROVED BY
Chairman

Overview:

Family Critical Care Program reflects that FIVE cares about its employees and truly believes living FIVE Philosophy of Consciousness in line with our Philanthropic efforts.

Offering monetary support towards medical assistance will ensure engaged colleagues reconciling personal and professional environment.

Procedure:

Critical care program for Colleagues immediate family.

Amount spent on the treatment will be reimbursed by FIVE (reference the below grid) on submission of original bills and payment receipts.

Eligibility:

For Colleagues and their immediate family members (parents, spouse and children) with monthly basic salary as per the below grid.

Critical Care:

- Life threatening disease
- Prolonged illness
- Critical surgeries

Verification:

- Diagnosis of the treatment
- Verified Doctor Reports
- All hospital and critical care bills and doctor's prescription/ diagnosis in original along with proof of payment


Disbursement slabs:

Monthly Basic Salary	Reimbursement by FIVE
Below AED 1500/-	Capped at 150% of annual basic salary
Between AED 1,501/- to AED 2,500/-	Capped at 90% of annual basic salary
Between AED 2501/- to AED 5000/-	Capped at 40% of annual basic salary
Between AED5,001/- to AED 10,000/-	Capped at 20% of annual basic salary

The Criteria:

- The colleague must be a confirmed employee
- Verified reports and bills must be submitted
- Colleagues may avail of this benefit once during their employment
- Any deviation to the above is subject to management discretion

Authorized Signatory: Kabir Mulchandani, Chairman


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