

FIVE ▶





DEPENDENT CARE POLICY

PURPOSE AND OBJECTIVE

FIVE supports its employees in all facets to promote workplace flexibility and work-life balance throughout the organization. With this objective, FIVE has created this policy to lay out its initiatives and guidelines for dependent and child-care to support its employees.

APPLICABILITY

This policy applies to all colleagues of FIVE and its related group entities.

This policy will be reviewed on a yearly basis by the Group Director of HR to make any modifications that will further support this initiative.

GUIDELINES

- On-site child-care facility and benefits for operational properties

- Kids' club facility –

FIVE has a kids' club facility at its premises which includes a fully staffed mini-play area specially designed for children where they are entertained for a certain period. Children are entertained in a playful, dynamic, and stylish environment. Kids' clubs offer a wide range of activities such as art, music and dancing, swimming, cookery, and nature experiences.

FIVE recognizes and acknowledges that some employees may need occasional assistance with a childcare area to look after their child/children for them to fulfill their tasks to their best ability.

Kids Club in FIVE is overlooked by a qualified manager and attendants who have undergone Pediatric & First Aid and Fire Fighting Training/s certified by the relevant government authority.

Kids club attendants supervise the children and oversee the operations of the kids' clubs. As a kids' club colleague, their main role is organizing activities for kids, ensuring toys and equipment are clean, and keeping the kids safe. They engage the children and often educate them through fun activities.

As per FIVE Kids Club rules, children below 5 years must be accompanied by an adult.

This benefit is accessible to all colleagues working in FIVE, following the defined due procedure. Should a colleague need to avail the service for more than a few hours or 1 day, they must duly inform their Manager

During the time the parent is engaged in fulfilling their professional deliverables, they can be assured that the child is occupied in social interactions and learning to adapt to a new environment with different children other than those they are used to playing with. Taking part in group activities makes children friendly, caring, giving, and understanding. They also learn the art of expressing themselves and understand the idea of fair share.

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- Education allowance – Colleagues at a certain grade and above are provided with Education Allowance towards tuition fee to promote the objective of children’s education
- **Dependent Care facilities**
 - Financial Support and Emergency support – FIVE has implemented a FIVE CARES policy to provide monetary support to its employees toward medical assistance covering colleagues and immediate family in case of any emergencies. Amount spent by the employee, which would have not /may have not been covered under their medical insurance coverage is reimbursed by FIVE based on defined disbursement slabs in the policy on submission of original bills and payment receipts.
 - Co-operation with nearby facilities – FIVE has tied up with nearby hospitals and pharmacies in case of any workplace injuries or incidents. These tie-ups serve as a recommendation to the employees in case they need to avail any services in case of any emergencies. Refer to our ‘Medical Benefits’ policy for more details.
 - Emergency Leave – FIVE has an emergency leave policy which is provided under exceptional circumstances for dependent care to employees for a period of 7 days.
 - Medical facility – FIVE has an on-site nursing team and 24/7 on-call VIP doctor on the facility. These services are available on-site only. In case the employees’ dependents any such services, FIVE may permit employees to avail these requests

In addition to the above, FIVE has implemented a ‘Special Leaves’ policy containing the applicable leave benefits which can be availed by employees in case of any emergency situations for dependent and child-care (emergency leaves, bereavement leaves, maternity, and paternity leaves).

COMMUNICATION AND TRAINING

All employees are provided information on these policies as a part of the orientation trainings held. FIVE hosts these policies on their internal intranet portal for ease of accessibility to all employees.

REVIEW

The policy is reviewed by the Group Director of HR on an annual basis to make any amendments/ improvements in the payment benefits offered to the employees of FIVE.

In case you have any questions or concerns regarding this policy, please reach out to the Human Resources team for assistance.