

27 Policy on Employer-Employee Insurance

Policy No.	CATALYST\HR\27
Policy Owner	Chief Human Resources Officer
Function	HR & Admin
Approver	Managing Director
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Objective:

Employer-employee Insurance can provide timely financial assistance to employees during health emergencies. It can also help retain the talent pool and generate goodwill for the brand.

Scope:

All employees deputed in the Offices of the Catalyst Service Solutions Partners Pvt. Ltd. and its units are covered under this Policy as per the entitlement chart. Misuse of this policy may attract suitable disciplinary action, including legal action, depending on the severity of the incident.

Eligibility:

All eligible employees who travel for official work must follow their eligible mode of travel as per the table below, which is based on their grade.

1. Any Insurance Policies taken by the Company:

If any Insurance policies are taken out for below-grade-level employees during their employment in the Company, the contribution of the insurance premium will be borne by the Company.

Grade Level	ER Contribution	EE Contribution
M4 & above	YES	NO

Note: ER= Employer contribution, EE= Employee contribution



2. Group Health Insurance Policies for employees whose salary/wages are above the ESIC limit:

Insurance Policies are taken for employees during their employment in the Company; insurance premium contributions will be as under:

Category	Premium Contribution		Insurance Coverage		
	ER	EE	Self	Spouse	Up to two Children
All grade-level employees mapped to HO-BO	YES	NO	YES	YES	YES
Unit Employees (Grade level M12A and above)	YES	NO	YES	YES	YES
Grade level from M12B to M12D	YES	NO	YES	NO	NO
Grade level M13 and below Unit employees	NO	YES	YES	NO	NO

Note: HO-BO= Head Office-Branch Office, ER= Employer contribution, EE= Employee contribution

3. Group Health Insurance Policies for employees who are covered under ESIC:

Insurance Policies are taken for employees who are covered under ESIC during their employment in the Company; insurance premiums contribution will be as under:

Category	Premium Contribution		Insurance Coverage		
	ER	EE	Self	Spouse	Two Kids
All grade-level employees mapped to HO-BO (Except M4 & above)	YES	NO	YES	YES	YES
All grade-level Unit employees who are covered under ESIC	NO	YES	YES	NO	NO

Note: HO-BO= Head Office-Branch Office, ER= Employer contribution, EE= Employee contribution

4. Group Health Insurance Policies for Units specific irrespective of their salary/wages as per Unit requirement:

Insurance Policies are taken for below-grade-level employees during their employment in the Company; insurance premiums contribution will be as under:

Category	Premium Contribution		Insurance Coverage		
	ER	EE	Self	Spouse	Up to two Children



All grade-level Unit specific employees irrespective of their salary/wages	YES/NO	YES/NO	YES	YES/NO	YES/NO
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Note: ER= Employer contribution, EE= Employee contribution

5. Group Personal Accident Insurance Policies:

Insurance Policies are taken for employees during their employment in the Company; insurance premium contributions will be borne by the Company.

Category	Premium Contribution		Insurance Coverage		
	ER	EE	Self	Spouse	Up to two Children
All grade-level employees mapped to HO-BO	YES	NO	YES	NO	NO
Unit employees who are not covered under ESIC	YES	NO	YES	NO	NO

Note: HO-BO= Head Office-Branch Office, ER= Employer contribution, EE= Employee contribution

6. Group Term Insurance Policies:

Insurance Policies are taken for employees during their employment in the Company; insurance premium contributions will be borne by the Company.

Category	Insurance Premium Contribution		Insurance Coverage		
	ER	EE	Self		
Grade Level M4 & above	YES	NO	YES		
All grade-level employees mapped to HO-BO	NO	YES	YES		
All grade-level employees are mapped to Units	NO	YES	YES		

Note: HO-BO= Head Office-Branch Office, ER= Employer contribution, EE= Employee contribution.

The Management, may its discretion, may review this policy periodically and make modifications as necessary from time to time.

