

# HR Policies

## Voluntary Assistance (Feb 19, 2019) VOLUNTARY ASSISTANCE (FEB 19, 2019)

**TO/ FOR : ALL CONCERNED**

**FROM : The Management**

**SUBJECT : Policy & Guidelines for Voluntary Assistance**

**DATE : 19 February 2019**

Voluntary Assistance is solicited money given to bereaved employee with qualifying dependent only.

### 1. Eligible Dependents

| Single Employees |              | Married Employees |                |
|------------------|--------------|-------------------|----------------|
| 1.               | Parents      | 1.                | Spouse         |
| 2.               | Siblings     | 2.                | Child/Children |
| 3.               | Grandparents | 3.                | Parents        |
|                  |              | 4.                | Siblings       |

### 2. While the personnel concerned shall provide the following information to the HR

|    |                          |
|----|--------------------------|
| a. | Complete name            |
| b. | Relationship to deceased |
| c. | Date of Death            |
| d. | Cause of Death           |

### 3. The HRAD Department shall be responsible for the following

|    |   |
|----|---|
| a. | Verify the relationship of employees to the dead person |
| b. | Facilitate the solicitation to employees                |
| c. | Endorse the solicited money to the bereaved employee    |

## MISCELLANEOUS

- If the death of the relative on 2nd degree of kinship like Uncle, Auntie and Cousin may seek an approval from the management to be able to get an assistance.
- If with the approval from management the bereaved employee may personally do the solicitation to the employees. The HR will not facilitate the process.
- The management reserves the right to amend, add, revise and/ or delete these policy and guidelines or any part thereof at anytime it deem necessary to adopt to

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ever changing circumstances and related concerns.

- The foregoing Policy and Guidelines shall take effect on 01 March 2019.

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