

Basic Employee Benefits Policy

1. Purpose

This policy outlines the basic employee benefits provided to eligible employees to promote wellness, security, and work-life balance.

2. Scope

This policy applies to all full-time employees. Part-time and temporary employees may be eligible for certain benefits as defined herein.

3. Benefits Offered

1. Health Insurance

- Medical, dental, and vision coverage available to eligible employees.

2. Paid Time Off (PTO)

- Includes vacation, personal, and sick leave as per company rules.

3. Retirement Plan

- Eligibility to participate in company-sponsored retirement savings plans.

4. Life and Disability Insurance

- Basic life insurance and short/long-term disability coverage.

5. Employee Assistance Program (EAP)

- Access to counseling and support services.

4. Eligibility

Eligibility for benefits is based on employment status, tenure, and other factors as detailed in the employee handbook.

5. Enrollment & Changes

Employees may enroll in benefits during initial employment or the annual open enrollment period. Changes may be made following qualifying life events.

6. Policy Review

The company reserves the right to amend or terminate any benefit plan in accordance with applicable laws and regulations.

7. Contact

For questions regarding this policy or specific benefits, employees should contact the Human Resources department.