

# Employee Benefits Policy Statement

## 1. Purpose

The purpose of this Employee Benefits Policy is to outline the benefits provided by the Company to its employees. This policy ensures all employees are informed about their entitlements and the guidelines for their use.

## 2. Scope

This policy applies to all regular, full-time employees of the Company. Eligibility for certain benefits may vary based on employment status, role, and length of service.

## 3. Policy Statement

The Company is committed to providing a comprehensive and competitive benefits program to support the well-being, health, and work-life balance of our employees.

## 4. Types of Benefits

- Health Insurance
- Dental and Vision Coverage
- Retirement Plan
- Paid Time Off (Vacation, Sick Leave, Public Holidays)
- Parental Leave
- Life Insurance
- Employee Assistance Program
- Professional Development

## 5. Eligibility

Eligibility for specific benefits is determined by the employee's role, employment status, and length of employment. Detailed eligibility requirements can be found in the Company Employee Handbook.

## 6. Administration

The Human Resources Department administers all benefits programs. Any questions regarding specific benefits or eligibility should be directed to HR.

## 7. Policy Review

This policy will be reviewed periodically and may be amended at the discretion of the Company management.

## 8. Acknowledgment

All employees are required to acknowledge they have read and understood this Employee Benefits Policy Statement.

