



CCHHL EMPLOYEE POLICY

Country Club Hospitality & Holidays Limited (CCHHL) employee policy details the policies and guidelines, applicable to all employees in CCHHL, its subsidiaries and associated companies. The policy includes:

- Internal Job Posting which is founded on the principle that where feasible, existing employees of the company be evaluated for open positions and if suitable be selected for them to enhance career growth and enrichment.
- Transfer allowance which is applicable to employees who are transferred from one location to other. It covers packaging expenses, transportation of luggage and settling down allowance.
- Superannuation for CCHHL Employees.
- Resignation Policy for all Confirmed employees & employees on-probation.
- Flexible Compensation Policy which offers employees an opportunity to customize certain elements of compensation structure within the framework of group compensation philosophy and income tax regulations.
- Gratuity Module that details the gratuity payment in the event of death, retirement, resignation or termination of service as the case may be.
- Increments scheme designed to value and reward superior employee performance contributions evaluated through the Performance Management cycle.
- Performance Bonus for Teams Scheme (PBFT) Scheme formulated to align employee efforts and shareholder value creation.
- Medical Benefit Scheme that includes the details of both domiciliary and hospitalization medical benefits applicable to employees and their families.
- Group Term Policy that specifies the insurance coverage for employees in various grades.
- Mobile Usage Reimbursement Policy that discusses procedures and entitlements in order to enable employees to use their mobile phones for making official calls and claim reimbursement towards these expenses.
- Long Service Awards to value contribution of our employees & their service over the years.
- Flexi Working Hours applicable to all employees who are based out of the Head Office.
- Work From Home and Part-Time Work Module.



- Consolidated Privilege Leave Module details the 15 days of Consolidated Privilege Leave which an employee can avail each year and the encashment rules.
- All employees are entitled to Sick Leave on a 'need to' basis.
- Maternity Leave and Benefits comprises 8 months of leave with full pay and benefits and on re-joining work.
- Paternity Leave and Benefits comprises 3 working days of leave with full pay and benefits.
- Domestic Travel Policy that provides entitlement limits on official travel within India.
- International Travel Module that details International Travel for work, sponsored tours, travel on invitation, training or as part of a rewards programme.