



EXECUTIVE HEALTH CHECK-UP POLICY

Purpose

The Executive Health Check-up Policy is aimed at ensuring the health and well-being of our employees. We believe that there is a larger need for employees to be proactive in managing their health as they grow in age. We advocate and encourage our employees to get regular health check-ups done and lead a healthy life.

This policy is applicable to all Country Club Hospitality & Holidays Limited (CCHHL) employees in Officer and above cadre (including employees on probation and deputation).

Guidelines

The policy includes the following standard operating procedures:

1. To be followed by the Employee:
 - a. It is the employee's responsibility to take care of his/ her health and get the health check-up done, as per policy
 - b. Employees will have to ask for a letter from HR / Health Centre for getting these tests done
 - c. A copy of the report should be submitted to the company doctor at the Health Centre
 - d. Employees are encouraged to take the advice of the company doctor, in case of critical health issues
2. To be followed by the HR Department / Health Centre:
 - a. Health Centre to keep HR informed about the Medical Report (in case of critical cases)
 - b. Guide the respective employees as and when required
 - c. Health Centre should maintain the records about the employee's medical history
 - d. Approve the bills for reimbursement