



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 Condo's Limited (CCL) 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