



Reliance Infrastructure Limited

Executive Health Check-up

Prepared & Issued by	Date of Implementation	Version
Corporate HR Reliance Infrastructure Ltd.	01.06.2024	5.0

Title	Executive Health Check-up
Version	V 5.0
Creation Date	1 st June 2024
Business Scope	Reliance Infrastructure and Group / Associate Companies
Geographical	Across locations

Responsibility	<ul style="list-style-type: none"> a. HR is responsible for the maintenance and advocacy of the Policy b. HR is responsible for compliance with local laws/ statutory requirements c. HR and Competent Authority / HODs are responsible for implementing and ensuring communication of this policy to all staff with support of Business HR
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Assurance Check (Optional)	Head Audit
Policy Owner	HR Lead – Operations & Compliance
Final Approval	CHRO (Chief Human Resource Officer)
Topics	This document covers the policies and guidelines with respect to
	Health check-up process
Deviation	Any deviation to the Policy shall be based on final approval of R-Infra CEO / CHRO

Executive Health Check-up

1. Introduction

Executive Health Checkup is a Welfare initiative which enables employees to undergo comprehensive medical check-up with an objective to:

- 1.1 Preserve and promote a healthy life
- 1.2 Prevent disease and disability
- 1.3 To facilitate early diagnosis and treatment of illness

2. Scope

- 2.1 This policy shall cover all executives on rolls of R-Infra and its Associate / Group Companies.
- 2.2 This policy shall cover any additional company to be established within R-Infra Group unless it is decided to have a separate policy for its purpose.

3. Eligibility

- 3.1 Executives who have completed 40 years of age shall be eligible for Executive Health Check-up (EHC).

4. Policy

- 4.1 All executives / OSDs, who have completed 40 years of age shall be eligible for EHC once in given financial year.
- 4.2 Chief Medical Officer (CMO) shall be responsible for tie-up with well-known hospitals at major cities considering Company operations, for EHC facility for executives.
- 4.3 Executives working at location where Tie-up hospital facility is not available shall be eligible for reimbursement of expenses incurred for EHC upto ceiling limit of Rs. 6800/- for males and Rs. 7800/- for females.
- 4.4 Medical tests to be undertaken under each category shall be determined by the CMO.
- 4.5 If the employee wishes so, EHC facility may be extended to the spouse of the employee, cost of which shall be borne by the employee at applicable rates.

5. Procedure

5.1 EHC with Tie-up Hospitals

- 5.1.1 The executive, who wants to undergo EHC, shall contact the respective HR / Medical team for the Authorization Letter and Health Check-up kit to be taken along for the EHC.
- 5.1.2 The Executive shall fix a prior appointment with the Tie-up Hospital for the EHC. In case of failure to attend the EHC on the designated date, the Executive may attend the same on subsequent dates with prior appointments.
- 5.1.3 The hard copies of all the Reports shall be couriered within 3-4 working days by the Empanelled Hospital to the respective Medical / HR team.
- 5.1.4 The concerned HR executive shall forward the EHC Reports to the Medical Center for scrutiny, record updation and recommendations.

- 5.1.5 The hospital shall send the invoice along with a copy of the Authorization Letter from the Company to the concerned HR executive at the address mentioned in the Authorization Letter for further processing.
- 5.1.6 Concerned HR executive shall verify and forward the invoice to Accounts & Finance department for payment.
- 5.1.7 In cases where the Spouse of the Executive has availed this benefit, the payment shall be done to the hospital by cash prior to the initiation of the EHC.

5.2 EHC where Tie-up Hospital facility is not available

- 5.2.1 Executives who are working at location where Hospital Tie-up facility is not available, shall undergo the medical tests as specified, at a reputed hospital / diagnostic centre.
- 5.2.2 The Executive shall coordinate with the concerned HR executive for the medical tests details and the ceiling amount that shall be reimbursed by the Company.
- 5.2.3 Ceiling limit for reimbursement of EHC expenses shall be Rs. 6800/- for males and Rs. 7800/- for females
- 5.2.4 The executive shall send claim form, copy of the reports and payment receipt to concerned HR executive for reimbursement of the expenses.
- 5.2.5 HR executive after verification shall forward the claim form & payment receipt to Accounts & Finance department for payment.
- 5.2.6 Medical reports shall be sent to Medical Center for scrutiny, record updation and recommendations.

5.3 General Guidelines

- 5.3.1 Medical Center shall maintain the employee wise data from the reports received in Medical Software.
- 5.3.2 Medical Reports shall be treated as confidential documents and stored at a proper place for a minimum period of 3 years. If requested by executive, Medical Centre shall share the reports only with the concerned executive.