

## EMPLOYEE ENGAGEMENT SCHEMES

Employee engagement is one of the priorities of FEA. Running an ambitious program like ours requires commitment and competence and we understand that competent and committed employees are developed and nurtured through training and timely support. We believe that the longer an employee works with us, the better will be his/her assigned duties effectively. We would like to attract the best talent available who also have a passion for giving back to society.

The following employee engagement schemes (in addition to an attractive salary package) have been designed to attract capable potential employees to FEA and retain the ones currently employed:

### Self and Family Insurance

All employees who have completed one year of service are entitled to a medical insurance coverage upto 1.5 lacs for self and two dependent family members (spouse, Kids, parents and parent-in-laws). On completion of 1 year of service all employees who fill up the enrolment form are eligible for coverage under this scheme.

### Diwali Bonus

All employees who joined as facilitators are entitled to a 13th month salary, paid as a Diwali bonus in 2017. To be eligible for the bonus the employee must have completed one year of service by March 31 of the year. This bonus is capped at Rs. 17,500.

### Picnics and Events

FEA organizes 4 events every year to help promote the spirit of camaraderie and teamwork. These events include an FEA Picnic in a park or amusement center in Delhi NCR, a Cultural Day organized and hosted by the FEA staff, FEA sports day to bond and play or favorite team sport and an outstation trip to a favourite resort or hill station in Delhi's proximity.

All FEA events are organized/held on a typical working day (just before or after a weekend/holiday) so that the staff can bond and enjoy in each other's company without sacrificing valuable family/ personal time. All FEA events are by contribution only.

### Free Passes

FEA awards free passes to its picnics and events based on the duration of employment at FEA. The free pass allows the employee to participate in the events free of cost as follows:

☞ On completion of 1 year of service	Free pass to either the Cultural Day or the Sports Day
☞ On completion of 2 year of service	Free passes to the Cultural Day and the Sports Day

☞ On completion of 3 year of service	Free pass to the Sports Day, Cultural Day and the FEA Picnic
☞ On completion of 4 year of service	Free pass to outstation trip
☞ On completion of 5 year of service	Free pass to all 4 FEA events

### **Leave Donation**

At FEA, we believe that emergencies can happen anytime and with anyone. To help employees who have exhausted their annual leave entitlement tide over unplanned/unforeseen requirements for additional leaves, FEA allows leave donation among colleagues. To be eligible to donate or to receive leave, the employee must have completed 1 year of service.