



EASA SALEH AL GURG GROUP

POLICY FOR EDUCATION SUPPORT ALLOWANCE

DOCUMENT NO.: ESAG-HR-P-013

REVISION HISTORY

Any revision to this document must be approved by the Group CEO. Any changes to the policy which affect the Delegation of Authorities as set out in this document above the Group CEO must be approved by the Managing Director.

REVISION DATE	BRIEF OF REVISIONS MADE	PREPARED BY	APPROVED BY
Oct 03, 2012	5.1 Employee Entitlement Slabs	GHCD	GGM
June 13, 2021	Revised to incorporate new logo and GCEO	Group HCD	Group CEO
July 12, 2021	5. Policy Statement & Process 5.1. Employee 5.2. Children 5.3. Exclusions 5.4. New, Promoted & Separated employees	Group HCD	Group CEO

POLICY EFFECTIVE DATE & DATE OF ISSUE

This document is intended to be issued on July 12, 2021 and is to be effective as of July 12, 2021. The contents of this policy will be included in the Group Personnel Policy Manual.

1 INTRODUCTION

This policy outlines Easa Saleh Al Gurg (ESAG) Group and its companies Education Support Allowance (ESA) and how it relates to its Employees.

2 PURPOSE OF DOCUMENT

ESAG aims to provide financial assistance to eligible employees; whose child is/children are attending school on a full time basis in the same Country as their business work location. ESAG Group will provide to eligible employees, as per this Policy, financial assistance towards the cost of their children's education, based on their Grades. The purpose of the ESA is to provide financial support towards payment of the direct "core" education fees which apply at the school attended by the child. It is not aimed at paying all the costs.

3 SCOPE

This document applies to all permanent employees within ESAG Group of Companies in Grade 16 and above either within probation or confirmed.

4 AUDIENCE

This document is to inform all permanent employees within Easa Saleh Al Gurg Group of Companies.

5 POLICY STATEMENT

5.1 Employees:

Employees in Grade 16 and above who have been provided with the regular fulltime employment contracts are eligible for Education Support Allowance towards their children's School Fee, The Education Allowance will be paid as a fixed allowance for 10 Months (September to June) every year as per the following yearly entitlements for each approved child as per the terms of this policy:

A certain percentage from employee's eligibility amount will be converted into a credit voucher from Al Gurg Stationery and employee can buy /use this voucher for purchases of stationery and other items from Al Gurg Stationery.

Grade	Eligibility Amount per Child	Al Gurg Stationery Credit Voucher	Remaining Eligible Amount	Monthly Allowance from (Sept – June)	Eligible Months
Grade 16	AED 7,200	AED 250	AED 6,950	AED 695	10 Months
Grade 17	AED 7,600	AED 250	AED 7,350	AED 735	10 Months
Grade18	AED 8,050	AED 250	AED 7,800	AED 780	10 Months
Grade 19	AED 8,500	AED 350	AED 8,150	AED 815	10 Months
Grade 20	AED 10,800	AED 350	AED 10,450	AED 1,045	10 Months
Grade 21	AED 11,400	AED 350	AED 11,050	AED 1,105	10 Months
Grade 22	AED 12,000	AED 500	AED 11,500	AED 1,150	10 Months
Grade 23	AED 12,800	AED 500	AED 12,300	AED 1,230	10 Months
Grade 24	AED 13,500	AED 500	AED 13,000	AED 1,300	10 Months

5.2 Children

ESAG Group recognizes Education Support Allowance, as per the following:

- 5.2.1 Up to two children per employee in Grade 16 and above are eligible for the Education Support Allowance, children should be under employee's sponsorship, if the children are not under employee's sponsorship then a NOC must be obtained from the children's sponsoring parent stating that he/she is not receiving similar benefit from his/her employer;
- 5.2.2 Each child will be eligible if aged 3 years old to their 19th birthday or up to the end of Secondary Education, whichever comes first.
- 5.2.3 If a child turns 3 within the academic year and is already attending school the payment will then be pro-rated to the child's third birth date.
- 5.2.4 Employees with more than two children may nominate their younger child when an elder child attains his/ her 19th birthday and in doing so becomes ineligible;
- 5.2.5 Step-children and adopted-children are fully eligible within the maximum of two children. All that is required in such cases is proof of legal responsibility by the employee for step-children or adopted children.
- 5.2.6 If both parents are working within ESAG Group of Companies, children's ESA entitlements will be calculated based on either parent with higher eligibility as per personal grade. In case of equal parent's eligibility, Education Support Allowance (ESA) will be recognized from legal sponsor as per residence visa and federal laws.
- 5.2.7 Employees who have children with special needs are eligible for ESA as per their Grade Eligibility.

5.3 Exclusions

ESA is provided to assist with tuition fees and excludes the following (this list is not exhaustive and is given as an example only):

- Fees for sports and extracurricular activities including fine-arts;
- Summer Camps;
- Play School / Baby Sitting;
- Supplementary courses such as extra tuition and/ or therapy

5.4 New, Promoted & Separated employees

5.4.1 In case of New Joiner or Separation, allowance will be started/delimited as per the joining date or last working day respectively.

5.4.2 Promoted Employees:

Employees getting promoted during mid-year, the eligibility would be effective month of promotion, on a pro-rata basis.

6 PROCEDURE

6.1 To avail this Education Support Allowance Benefit, employees are required to submit child residency visa and Schooling proof (e.g Admission Slip or any fee receipt which can establish a proof link that the child is studying within the country and attending a School) every year in the month of August

6.2 After all documents are assessed and verified, Group HC will enable Education Support Allowance as fixed monthly allowance in Payroll System for the following academic year (Sept – June), this allowance will reset by June 30th every year and there will be no Allowance paid for the month of July & August.

6.3 Employee's total eligibility amount will be equally divided into 10 months and the same amount will be added to employee monthly salary.

6.4 Education Support Allowance amount cannot be added to Employee's Labor Contract or Bank Loan Letters

7 REFERENCES

NO.	IDENTIFICATION	NAME/DESCRIPTION
1	ESAG-HR-F-003	Education Allowance Form

8 ROLES AND RESPONSIBILITIES

8.1 Human Capital

- Ensure the Policy is followed and facilitate a consistent, equitable and integrated process.
- Ensure transparency of information with the policy contents and support employees in their application process for reimbursement.

- Ensure the compliance of the documents are completed and updated in Human Capital Management System

All Employees

- All employees are responsible for ensuring they comply with the requirements of this standard and specifically, participate in a professional, consistent and equitable manner.
- All employees are also responsible for submitting the true documents, and explanations and inform Entity HC whenever there is a change in Children Sponsorship or moving outside the country

9 REPORTING

9.1 Education Allowance Documents are to be completed by the Employee, submitted to Group HC every year during August 15 to September 30.

9.2 Upon breach of this policy, it is the responsibility of the Business Unit Head or/and Head of HCD to follow up with the relevant individual or/and direct remedial actions as they consider appropriate in the circumstances. Where consistent non-compliance is noted, the remedy may include actions as per the ESAG Discipline and Suspension Policy.

10 EXEMPTION

The Group CEO has the sole right to exempt a person from this policy, or part thereof including standards and procedures required to fulfill the requirements of this policy. The exemption will be null and void unless:

- It is in writing,
- It is signed and dated by the Group Chief Human Capital Officer, and
- A record is kept of the exemption.