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EMPLOYEE BENEFITS SUMMARY - ZAMBIA

Benefit	What you receive
Statutory Leave	**Annual Leave** Employees are entitled to 24 days of paid annual leave per calendar year. Annual leave for new hires and leavers will be pro-rated. A maximum of 10 days annual leave may be carried forward into the next calendar year but to be taken by the end of the following December. Refer to the *Annual Leave Policy* for more information. **Sick Leave** Employees are entitled to their full salary for the first 3 months (90 days) for absence due to illness and thereafter half pay for the next 3 months (90 days). Refer to the *Sick Leave Policy* for more information. **Maternity Leave** Pregnant employees are entitled to 14 weeks of paid maternity leave. Refer to the *Maternity Leave & Adoption Leave Policy* for more information. **Family Responsibility Leave** • Employees who have been in employment with the Association for 6 months or more are entitled to 7 days of paid family responsibility leave per year to nurse a sick spouse, child or dependant. • Employees are entitled to 3 days of paid leave per year to cover responsibilities related to the care, health or education for that employee's child, spouse or dependant. Refer to the *Family Responsibility Leave Policy* for more information. **Mother's Day** Female employees are entitled to 1 day's absence from work each month with full pay without having to produce a medical certificate or give reason to the Association. Refer to the *Mother's Day Policy* for more information.
Non-Statutory Leave	**Marriage Leave** Effective **1 January 2024**, employees are entitled to 3 days of paid marriage leave to be taken within 1 month of the registration or the wedding ceremony. Refer to the *Marriage Leave Policy* for more information. **Adoption Leave** Effective **1 June 2024**, an employee who is the adoptive mother of a child below 12 months old is entitled to 12 weeks of paid adoption leave. Refer to the *Maternity Leave & Adoption Leave Policy* for more information.
Global Leave	**Compassionate Leave** Employees are entitled to 5 days of paid compassionate leave to make the arrangements and attend the funeral following the death of an immediate family member. Refer to the *Compassionate Leave Policy* for more information. **Study and Exam Leave** Employees are entitled to take up to 6 days of study and exam leave per academic year (subject to the Manager's approval) when undertaking courses that are sponsored by the Association.

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Global Leave	**Volunteer Day** Employees are entitled to 2 days o' paid leave per year to take part in volunteer work (subject to the Manager's approval) for eligible organizations. Refer to the *Volunteer Time Off Policy* for more information. **Time Off for Fertility Treatment** Employees are entitled to take up to 5 days of paid leave in one year for an employee to undergo fertility treatment. Refer to the *Time Off for Fertility Treatment Policy* for more information. **Pregnancy Loss** Employees who have been affected by a pregnancy loss (including partners and those with a surrogate mother) are entitled to paid time off, in line with the compassionate leave (KL & Regions) policy. Refer to the *Pregnancy Loss Policy* for more information. **Sabbatical Leave** Eligible employees with more than 12 months' continuous service are entitled to request unpaid sabbatical leave. Sabbatical leave is subject to a minimum period of 6 weeks and a maximum period of 12 months. Refer to the *Sabbatical Leave Policy* for more information. **Paternity/Relevant Parent Leave** Effective **1 January 2024**, employees who are the "relevant parent" are entitled to 10 consecutive working days of paid paternity/relevant parent leave for the birth/adoption of a child. Refer to the *Paternity/Relevant Parent Leave Policy* for more information.
Global Working Guidance	**Menopause** The Association provides guidance for employees and managers to enable them to be able to support employees who are experiencing menopause-related symptoms. The Association provides a safe working environment for all employees and therefore will ensure that adjustments and additional support are available to those experiencing menopause symptoms. Refer to the *Working Guidance on Menopause* for more information.
Health Insurance	Effective **1 February 2024**, employees and their dependents (spouse & 3 children) are entitled to the following health insurance benefits: Inpatient – Annual inpatient limit of $600,000 per person for accommodation, surgery, theatre and ward fees, treating specialists and nursing care, medicine, consumables and diagnostic tests, etc. Also covers major disease, maternity benefits, screening and prevention and chronic illness benefits. Outpatient – Yearly outpatient limit of $2,500 per person for GP and specialist consultations (cover for in-person and virtual consultations). Dental – $725 per person per year for dental care (tooth fillings, extractions, etc). Optical - $175 per person per year for 1 x eye test per person per year, frames and lenses every 2 years and/or set of contact lenses). ** Guidelines for dependents' cover – Employee and dependents must reside in Zambia where the medical cover is offered. Employees can update/change dependents on an annual basis. Refer to the *'Benefits' webpage* for more information.

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Life Insurance	The Group Life insurance coverage is solely for employees, which includes total permanent disability (TPD) effective **1 June 2024**. Life Insured Amount - 2 x annual salary. TPD Insured Amount - 2 x annual salary.
Pension Scheme	The Association and employees will each contribute 6% of the employee's monthly basic salary towards the Madison Pension Scheme. The Association and employees will each contribute 10% of the employee's monthly gross salary towards NAPSA (National Pension Scheme Authority).
National Health Insurance	The Association and employees will each contribute 1% of the employee's monthly fixed salary towards NHI.
13th Payment	Permanent employees' annual salary is disbursed in 13 payments, with the 13th payment made together with the December salary.
Business Travel Insurance	Employees who are required to travel by air on a single or annual trip for business purposes are eligible for Business Travel Accident Insurance. Please contact your Regional Travel Manager for details. Refer to the *Global Travel & Expense Policy* for more information including names of Regional Travel Managers.
Learning and Development	The Association provides reimbursement for short courses, professional memberships, certification and CIMA qualification, subject to the Manager's recommendation and Corporate Learning and Engagement team's final approval. Refer to the *'Learn' webpage* for more information.
Membership Fees	**Association Membership Fees** The Association employees who meet the criteria for membership are invited to join at no cost. Whether the employee is a CIMA student or a member or a CPA, working towards their license or working in finance and technical functions, the employee can enjoy all the member benefits, as a benefit of employment. If an employee is already a member, the Association will cover their membership fees at the next renewal invitation. **Professional Membership Fees** The Association will fund payment of up to 2 professional membership subscription fees per annum (this excludes the AICPA/CIMA/NCACPA memberships). These must be relevant to the employee's role. Membership of recognized professional bodies is paid for and subject to approval from the local departments.
Summer Fridays	The Association currently observes "Summer Fridays", where employees are allowed and encouraged to take a half day on the final day of their work week during the nine-week period of "summer" (usually between 1st July and 31st August). If employees want to take a full day off on a Friday, then they only need to use a half day of annual leave/paid time off to do so. While Summer Fridays are not contractual or guaranteed, the Association understands the value of employees having additional time to be with families and rest from work, so will aim to offer the same or a similar initiative going forward if it continues to be of value to employees and the organization.

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Employee Assistance Program	The Association offers all employees and their family members a global Employee Assistance Program (EAP) that provides free, comprehensive and confidential well-being support and resources. Key features of the service: • No cost to you. • Available 24 hours a day, 7 days a week, 365 days a year. • Access to 8 counselling sessions per person, per issue, per year. • Confidential counselling. • Independent, impartial source of support. Refer to the *'Benefits' webpage* for more information.

This is an informational guide for employees and candidates for employment and is subject to change at any time without prior notice. It is not intended to create, nor will it be construed to form, a contract between the Association and any one or all of its employees or candidates for employment. This form contains summaries of the policies, programs and benefit plans. It does not provide complete details of benefits, coverages, or policies. The exact terms and conditions of the benefits are governed by Benefit Plan Documents. Any differences between this form and the plan documents are not intended, but if any differences are found to exist, the documents will govern. The Association reserves the right to modify, amend or revoke any employee benefits at any time.

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