

Title	Policy on Employee Benefits		
Effective date	July 2019	Last revision	July 2019
Organisation	Song Saa Foundation		
Authorised by	Melita Hunter, Executive Director		

Purpose

The Song Saa Foundation recognises that maintaining a happy, healthy and fulfilled workforce enhances employee retention, employee productivity, and employee morale.

Policy statement

The Song Saa Foundation is committed to providing comprehensive and rewarding benefits to all of its full-time employees (min. 30 hours per week). As such, we offer the following benefits package to all full-time staff:

1. Health insurance for employees that is 100% covered by employer (in-patient care)
2. Complete coverage of all work related travel – including but not limited to buses, taxis, flights and boats; plus a per diem allowance to cover necessary accommodation, food and drink
3. “Resident benefits” for all staff who live remotely for work purposes, including complete coverage of air conditioned accommodation, food (three meals per day), unlimited drinking water, WiFi, utilities, a laundry service, access to an in-house gym, and free medical care from our in-house doctor
4. 18 days of annual leave per year, plus the full allowance of Cambodian public holidays (28 days in 2019)
5. Monthly phone allowance to cover all work related calls
6. Senior leadership staff are provided with a monthly allowance to utilise the restaurants on Song Saa Private Island for food and beverages
7. Annual staff trip within Cambodia – incl. provision of transportation, accommodation, meals etc. Extended to all full time staff, ‘causals’ and interns.