

Title	Policy on ‘Family Friendly’		
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 a solid and healthy family life enhances employee retention, employee productivity, and employee morale.

Policy statement

The Song Saa Foundation implements the following family friendly policies:

1. Health insurance for employees that is 100% covered by employer (in-patient care)
2. Life insurance for all local (Cambodian) staff
3. Provision of three (3) days of personal leave (emergency leave) per year
4. Provision of five (5) days of paid sick leave per year
5. Provision of flexible hours, where job needs allow
6. Provision of telecommuting, where job and role permits, under special circumstances
7. Provision of Song Saa Private Island “villa nights” to management staff, for family and friends to utilise at the employee’s discretion
8. 12 weeks paid and employment-protected maternity leave
9. 12 weeks paid and employment protected parental leave
10. 3 weeks paid and employment protected paternity leave

Personal/Emergency leave may be used as-needed and includes, but is not limited to, the following: doctor’s appointments, child illness, voting, jury duty, mental wellness, attending funerals, spousal care at home, and for school emergencies.