

## OVERVIEW OF HR POLICIES AT CAREPAY

CarePay demonstrates its commitment to its people and maintaining a healthy and quality working environment by:

- Providing a flexible, and productive work environment
- Valuing each employee by treating them with fairness and dignity at all times
- Inviting External inspirational speakers on a monthly basis, as part of our “CarePay Inspirational Series”
- Organizing social activities for our people and our partners such as office drinks, parties, team away days on a regular basis
- Developing and encouraging conditions for mutual trust, courtesy and mutual respect.
- Valuing each employee for their knowledge, skills, talents, service orientation, commitment and the creativity they bring to the company.
- Supporting conditions for development of personnel and utilization of their full potential.
- Inspiring and nurturing talent by ensuring that employees have the opportunity to grow within the organization and progress in their careers.
- Building teamwork and mutual support by encouraging cooperation and collaboration.
- Promoting employee involvement in meeting the challenges of a growing and changing staff community.

### **Equal Opportunity Employer:**

CarePay is an equal opportunity employer. It is our policy and practice to comply with all applicable fair employment practices and equal opportunity laws where CarePay employees work, as well as provide employment opportunities, while administering all terms and conditions of employment, to every qualified person on an equal basis. We will never tolerate discrimination and/or harassment.

CarePay prohibits discrimination against any employee or applicant for employment based on race, color, religion, sex, national origin, ethnicity, age, disability, marital status, sexual orientation, or any other category protected by law.

### **Ongoing Coaching and Feedback:**

We encourage ongoing, two-way communication so that our employees know how they are doing and what they need to do to further develop as professionals.

### **Performance Management and Professional Development:**

At CarePay, we are keen on employee growth. Attracting, developing and retaining exceptional people is a key priority for us. To support employee development and job satisfaction, we offer career opportunities, access to learning and development programs as well as continuous coaching and feedback.

### **Benefits and Compensation:**

At CarePay our greatest resource is our human resource. We ensure that our employee compensation and benefits are competitive reflecting our value and care for them.

#### **CarePay provides various employee benefits that include:**

- Annual leave
- Sick leave
- Maternity leave
- Paternity leave
- Compassionate leave
- Study leave – especially during exams
- Medical Cover for employee and dependants
- Pension Scheme