

Document:	Employee benefits
Created:	08/06/2006
Last revision:	10/06/2010
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Benefits	Details	Available	Taxable
Performance related bonuses	1% of annual salary agreed in appraisals for those who achieve most of their development targets - Available to all full time staff who are on 1 year or more contracts.	Yes - is part of basic	Yes
Workman's compensation insurance	Available to all staff.	Yes	No
Accident leave	If you are injured doing your work, you will be given paid medical leave for up to 14 days (60 days if you are hospitalised) Available to all full time staff who are on 1 year or more contracts.	Yes	Yes
Annual Wage Supplement or 13th month pay	One month's pay.	Yes - is part of basic	Yes
Long service award	When you leave the Company after at least 7 years service you can look forward to receiving the Long Service Award of two salaries as a token of appreciation for your loyalty and dedicated service. Available to all staff.	Yes	Yes
End of contract bonus	When you finish a two-year's contract you are eligible to receive an End of contract Bonus of one salary.	Yes	Yes
Letter of support for loans from bank	The Company does not offer loans or advances to any staff, but will assist staff to obtain bank loans by writing a letter vouching for the staff members' employment and payment status. Available to all full time staff who are on 1 year or more contracts	Not yet	No
Start up allowance	Staff joining the Company from another region / country will receive a one-off start up allowance of maximum Tsh 300,000 upon commencement of work to assist with any relocation and resettling costs.	Yes	No
Reference upon end of contract	Upon the end of an employment contract the Director will write a comprehensive letter of reference for all employees.	Yes	No
Lunch / Coffee & tea	Lunchtime and refreshments (coffee, tea etc) will be made available at the Arusha and Moshi work station.	Yes	No
Transport	Remuneration of fuel costs incurred in reaching the place of work: Upon production of receipts. For Management Executive Level only	Yes	No
Transport	Pick-up and drop-off from the staff members' home by company vehicle	No	No
Transport	Contribution to transport costs in reaching the work station of Tsh10,000 per month	Yes - is part of basic	Yes
Study leave	One week's paid leave every year for staff enrolled on a study course, relevant to the position held at the Company.	Yes	Yes
No-pay leave	If you have used up your annual leave but need to take leave to attend to urgent matters, you can apply for no-pay leave. You may also apply for no-pay leave to pursue study, accompany your spouse on familial matters or to look after a young child	Yes	No