

LIFE INSURANCE

1. Scope:

Security and Management Services (Pvt.) Ltd is committed to cover all of its employees in life insurance policy according to law of the land (Workmen Compensation Act 1923). The sum assured may be changed with respect to contractual requirement, appointments or as per the discretion of the management.

2. Eligibility:

- a. All employees having age 18 to 65 years are eligible for life insurance cover with effect from **first day of employment / after confirmation.**
- b. All employees who are posted on specific project he or she will be eligible for life insurance cover as per contractual obligation.

3. Benefits:

- a. Details of benefits with respect to nature of cases are as under :

Nature of Incident	Category		Sum Assured
Death	GM / NM and Above	A	500,000
	UN Project Staff	B	500,000
	Staff except Cat A and B	C	200,000
Permanent Total Disability (PTD)	GM / NM and Above	A	Sum Assured may be changed according to the case and % age given in "Annex A" attached
	UN Project Staff	B	
	Staff except Cat A and B	C	
Temporary Total Disability (TTD)	GM / NM and Above	A	100% monthly salary up to Rs. 13000
	UN Project Staff	B	
	Staff except Cat A and B	C	

ANNEXURE "A"

TABLE OF BENEFITS OF ACCIDENTAL DISABILITY

ANNEXURE 'A'

S. No	Part I List of injuries deemed to result in Permanent Total Disablement Description of Injuries	Percentage of Principal Amount of Compensation	S. No	Part II List of injuries deemed to result in Permanent Partial Disablement Description of Injuries	Percentage of Principal Amount of Compensation
1.	Loss of both hands or amputation at higher sites	100	20.	Amputation below knee with stump exceeding 3 1/2" but not exceeding 5"	50
2.	Loss of hand and a foot	100	21.	Amputation below knee with stump exceeding 5"	40
3.	Double amputation through leg or thigh amputation through leg or thigh on one side and loss of other foot	100	22.	Amputation of one foot resulting in endearing	30
4.	Loss of sight to such an extent as to render the claimant unable to perform any work for which eye-sight is essential	100	23.	Amputation through one foot proximal to the metatarsophalangeal joint	30
5.	Very severe facial disfigurement	100	24.	Loss of all toes of one foot through the metatarsophalangeal joint	20
6.	Absolute deafness	100		OTHER INJURIES	
	Part II List of injuries deemed to result in Permanent Partial Disablement Description of Injuries	Percentage of Principal Amount of Compensation	25.	Loss of one eye without Complication, the other being normal	40
			26.	Loss of vision of one eye without Complication or disfigurement of eye ball, the other being normal	30
	AMPUTATION CASES			FINGERS OF RIGHT / LEFT HAND	
	UPPER LIMBS			INDEX FINGER	
1.	Amputation through shoulder joint	90	27.	Whole	14
2.	Amputation below shoulder with stump less than 8" from tip of acromion	80	28.	Two phalanxes	11
3.	Amputation from 8" from tip of acromion to less than 4 1/2" below tip of olecranon	70	29.	One phalanx	9
4.	Loss of hand or of the thumb and four fingers of one hand or amputation from 4 1/2" below tip of olecranon	60	30.	Guillotine amputation of tip without loss of bone	5
5.	Loss of thumb	30		MIDDLE FINGER	
6.	Loss of thumb and its metacarpal bone	40	31.	Whole	12
7.	Loss of four fingers of one hand	50	32.	Two phalanxes	9
8.	Loss of three fingers of one hand	30	33.	One phalanx	7
9.	Loss of two fingers of one hand	20	34.	Guillotine amputation of tip without loss of bone	4
10.	Loss of terminal phalanx of thumb	20		RING OR LITTLE FINGER	
	AMPUTATION CASES		35.	Whole	7
	LOWER LIMBS		36.	Two Phalanxes	6
11.	Amputation of both feet resulting in end bearing stump	90	37.	One phalanx	5
12.	Amputation through both feet proximal to the metatarsophalangeal joint	80	38.	Guillotine amputation of tip without loss of bone	2
13.	Loss of all toes of both feet through the metatarsophalangeal joint	40		TOE OF RIGHT/LEFT FOOT	
14.	Loss of all toes of both feet proximal to the proximal interphalangeal joint	30	39.	Through metatarsophalangeal joint	14
15.	Loss of all toes of both feet distal to the proximal interphalangeal joint	20	40.	Part, with some loss of bone	3
16.	Amputation at hip	90		ANY OTHER TOE	
17.	Amputation below hip with stump not exceeding 5" in length measured from tip of great torchanger	80	41.	Through metatarsophalangeal joint	3
18.	Amputation below hip with stump not exceeding 5" in length measured from tip of great torchanger but not beyond middle thigh	70	42.	Part, with some loss of bone	1
19.	Amputation below middle thigh to 3 1/2" below knee	60		TWO TOES OF ONE FOOT, EXCLUDING GREAT TOE	
			43.	Through metatarsophalangeal joint	5
			44.	Part, with some loss of bone	2
				THREE TOES OF ONE FOOT, EXCLUDING GREAT TOE	
			45.	Through metatarsophalangeal joint	6
			46.	Part, with some loss of bone	3
				FOUR TOES OF ONE FOOT, EXCLUDING GREAT TOE	
			47.	Through metatarsophalangeal joint	9
			48.	Part, with some loss of bone	3

This Table will be applicable to the Policy if the Accidental Disability Benefit is included in the Provisions and Conditions

b. Additional Benefits:-

The company will release an immediate donation of **Rs.10, 000/-** in cash i.e. immediately sent to the deceased's next of kin to cover expenses for burial and also to cater for other social compulsions that are connected to a death.

In case of death of immediate family member of employee following action should be taken:-

- An immediate donation in cash of Rs.2, 000/- , sent to the employee cover expenses for burial and also to cater for other social compulsions that are connected to a death.
- One month advance salary that will be deducted in installments over the subsequent three months.

The HR Department will intimate the Finance Department for the above mentioned amount.

- Special compensation for employees who lay down their lives in the line of duty as follow:
 - a. The widow will be given full salary as pension for two years by the Company.
 - b. The widow will be given half salary as pension till his youngest child attains the age of 18 years.

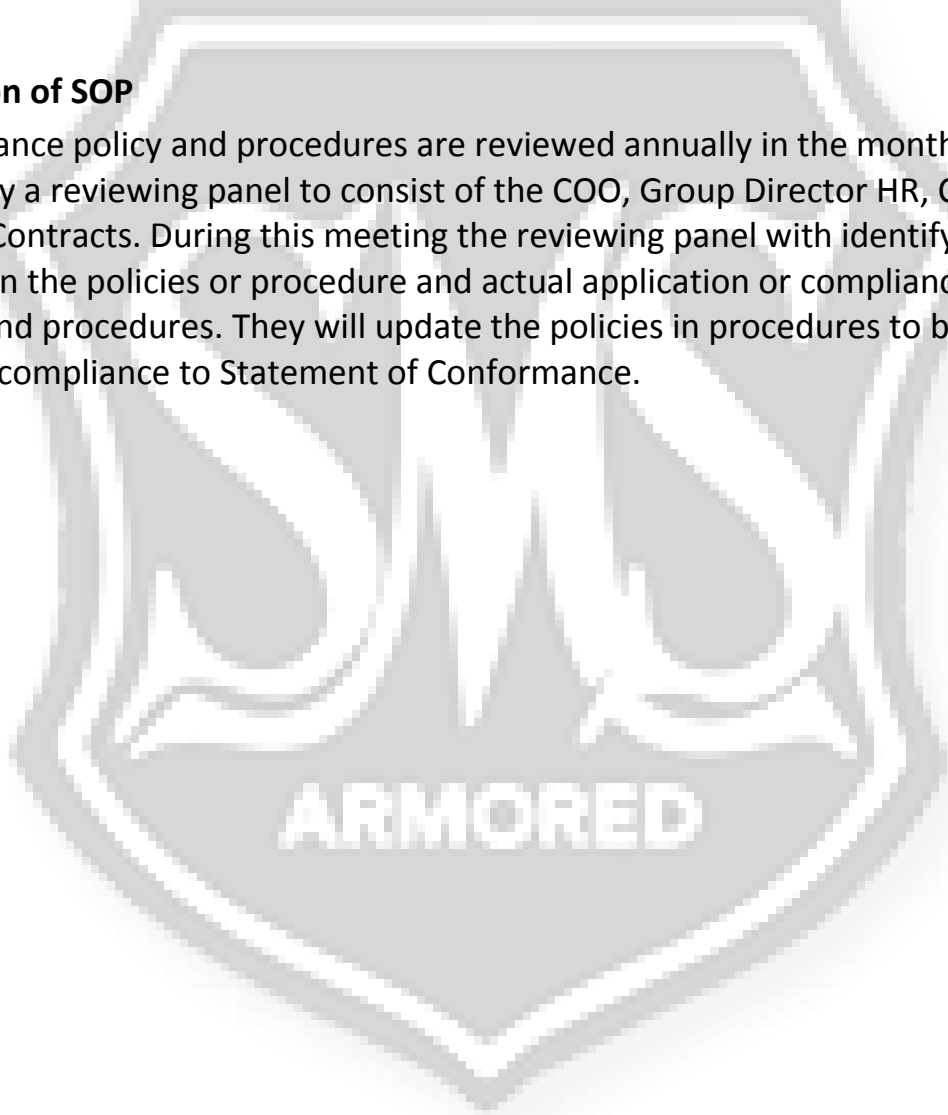
3. Procedure/ Responsibilities:

- a. Whenever an incident takes place concerned Operational staff (BM/OM) will intimate respective HR , RD, family of affected personnel and COO .
- b. He will initiate a proper Incident report within 24 hours to inform all respective offices.
- c. HR will contact to affected family for required documents for processing of death and disability.
- d. HR will assign the responsibility to RCS to help the affected family in collection of required documents.
- e. On collection of documents HR will process the claim and send it to Insurance Company for settlement.

- f. After receipt of Claim Cheque from Insurance Company final pay order will be prepared in respect of NOK or affected employee.
- g. Respective HR head will hand over the Cheque or Pay order to the NOK or affected employee. Proper receipt will be forwarded to HR head Office for record.
- h. Group Director HR and COO SMS will review progress of claims on weekly basis to ensure timely payment of claims to the affected family or personnel.

4. Revision of SOP

Life Insurance policy and procedures are reviewed annually in the month of January by a reviewing panel to consist of the COO, Group Director HR, CFO and Director Contracts. During this meeting the reviewing panel will identify any variance in the policies or procedure and actual application or compliance of such policies and procedures. They will update the policies in procedures to be able to maintain compliance to Statement of Conformance.



1.QUOTE

- a. SMS extends indemnity to the clients and their employees against any liability, claims, losses or damages sustained by them by reason of any breach of contract, wrongful act or negligence by SMS or any of its employees while engaged in the provision of the Guarding Services.
- b. SMS is only responsible to pay damages in respect of any direct, verifiable loss or damage suffered by the client or any third party only if that loss or damage occurs as a direct result of any breach of contract, wrongful act or negligence by or on behalf of SMS in connection with the provision of the Guarding Services and this liability is limited to one month's charges for the Guarding Services per incident or series of incidents arising out of the same event subject to an annual aggregate of an amount equal to three month's charges for all claims in any year of the Agreement.
- c. In return the client will indemnify SMS, its directors and employees against any liabilities, losses, expenses or other costs, SMS may incur in connection with any claims or enforcements against SMS by any third party, in which the Limit of Liability is exceeded or falls outside the scope of SMS's liability.
- d. Moreover the client must give written notice to SMS within 7 days of the occurrence of any breach of contract, negligence or wrongful act of failing which SMS shall not be liable to the client in respect of any loss or damage suffered by them.
- e. Another important point is that SMS does not accept liability in any way whatsoever for any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly that (a) results from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks (b) resulting from or in connection with any loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data from any cause whatsoever unless such loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data was due to an act or the negligence or default of SMS's security personnel.

- f. Also, SMS does not accept liability in any way whatsoever for any loss, injury, damage, cost or expense that (a) results from theft/loss of any moveable goods such as Keys, Laptop Computers, Mobile Phones, CD ROMs, Hard Disks, Organizers or any other similar goods unless SMS personnel are responsible for such theft/loss (b) results from events caused by the acts of the Client, its employees or agents.
- g. SMS's liability under any Agreement is subject to the Client being up-to-date with its payments in accordance with terms of the Agreement. If the Client is in material breach of any of its obligations for payment for services rendered then SMS shall not be liable for any loss or damage howsoever caused, except for death or personal injury caused by its gross negligence or willful misconduct or loss or damage caused as a direct result of any wrongful act.
- h. Another important point is neither SMS nor the Client is liable for any indirect, consequential, special or punitive loss or damages, or for any business interruption, or for any loss of profits, business contracts, revenues or anticipated savings no matter how that is caused.

2.UNQUOTE

We have a insurance policy that covers::

- a. Public Liability insurance for (a) property damage and (b) bodily injury.
- b. Property is defined as "material property".
- c. Bodily injury means injury caused to any person by SMS or SMS employee while
- d. performing duty under an agreement and is caused by violent means which may result in death or disablement.
- e. Efficacy & Contractual Insurance: which covers failure by SMS to perform its services under an agreement either due to willful default, deliberate act or neglect.