

# **Benefits and Perks**

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Welcome to  
**CloudEmployee**



# Welcome aboard!

We're glad to have you as a new addition to our growing team.

Here at Cloud Employee, we make an effort to keep our staff motivated. Aside from providing our employees with the best equipment and an awesome workspace, we also aim to keep our staff happy and satisfied at work.

As you move on with your career with us, we want to make sure you're getting the best out of working here. You can find in this booklet the employer provided benefits and perks that you'll receive during your stay.

Again, welcome to the team! We're looking forward to work and grow with you.

# What's in store for you

As an employer, Cloud Employee will encourage all staff to maintain a healthy work-life integration and as such will promote initiatives for staff to enjoy.

Here's a summary of what you get.

- ✓ Health and wellness
- ✓ Family and parenting
- ✓ Perks and discount
- ✓ Professional support
- ✓ Celebration



# Benefits Eligibility

## Eligibility

Cloud Employee's Benefits and Perks are immediately available to all full-time employees (office-based only). Part-time, Project- based, and those with permanent Work-From-Home set-up employees are not eligible. Any unused benefit shall be accumulated to the following year.

Eligible employees will sign an undertaking stating that should they decide to leave the company, they have to serve the exact notice period as indicated on the contract. Otherwise, the employee pays the company the equivalent cost of all the benefits received for that year.

## Guidelines

### 1. Medical & Dental Coverage for Additional Dependent

- Cloud Employee offers eligible employees' dependents (LGBT included) medical & dental plans.
- Once qualified, the employee submits the details or additional dependent to HR.
- Enrollment is scheduled every December.
- Details of the health plan coverage will be discussed by HR.

### 2. Service Award Certificate & Duvet Day

- Whenever an eligible employee completes another year of service, a Service Award certificate is presented during the employee's anniversary day.
- A Duvet day or paid time-off is also granted to the employee with the company/client.
- Eligible employee must seek prior approval from his/her Line Manager, then inform HR at least a week prior to the intended day of availment.

### 3. Fitness Classes/Food Allowance

- Eligible employees are offered to book and enjoy fitness classes at top studios in Manila.
- If unused for the first month, it will not be renewed for the succeeding months.
- The employee may also opt for a food allowance in lieu of the fitness classes.
- Classes to choose may include - cycling, boxing, yoga, weights and lifting, and many more.

# Benefits Eligibility

## 4. Cash Incentive for Professional Training/Seminar

- Cloud Employee provides financial support to any professional training/seminar that will help the employee obtain, maintain and improve the skills he/she needs to develop his/her career at Cloud Employee.
- Any training/seminar must not affect in any way the operations/work schedule assigned. Otherwise, approval from employee's line manager must be secured in advance.
- The official receipt of the trainings/seminar must be submitted to HR for proper liquidation and reimbursement.

## 5. Educational Assistance for Dependent

- Cloud Employee offers financial support for eligible employees' dependent children/siblings. This could be used to pay school fees like tuition or books.
- This benefit can be extended to the employee's nephew or niece. However, only 50% of the entitled amount will be given.
- The official receipt of the school fees must be submitted to HR for proper liquidation.

- The amount entitled to the employee will be paid upon submission of a proof of registration to school and details of the dependent.

## 6. A Cloud Employee Engraved Watch & Plaque of Recognition

- An employee who has rendered five (5) years of continuous services will receive a loyalty token and a Plaque of Recognition.
- The loyalty token is in a form of a Cloud Employee engraved watch.

## 7. A two-night stay for two in a 5-star club/hotel

- Cloud Employee treats eligible employees to a two-night stay for two at a 5-star club/hotel.
- This must be availed during the weekend.
- The CEO of the company will also meet and treat the two for dinner either during the 1st or 2nd night.

Upon Hire to

# 1<sup>st</sup> Year

During your 1st year at Cloud Employee, the following benefits and perks await you:



Free Daily Snacks



Medical and  
Dental Plans



Employee  
Appreciation Day



Monthly Social  
Fridays



Leave Benefits



Team Building  
Events



Birthday Cake  
w/ GC



Service  
Award/Certificate



Free haircuts

# 2<sup>nd</sup> Year

On your 2nd year, the following additional benefits and perks await you:



## Health and Wellness

A medical and dental coverage for an additional dependent (LGBT included)



## Celebration

Service Award Certificate and Duvet Day



## Perks and Discount

Enrollment of (4) different fitness classes for 3 months OR a food allowance worth Php 2,000



## Professional Support

An Php 8,000 cash incentive to be used for any professional training/seminar of your choice

# 3<sup>rd</sup> Year

On your 3rd year, the following benefits and perks await you:



## Health and Wellness

A medical and dental coverage for an additional dependent (LGBT included)



## Family and Parenting

Educational Assistance for your dependent up to Php 7,000



## Celebration

Service Award Certificate and Duvet Day



## Perks and Discount

Enrollment of (4) different fitness classes for 6 months OR a food allowance worth Php 4,000



## Professional Support

An Php 15,000 cash incentive to be used for any professional training/seminar of your choice.

# 4<sup>th</sup> Year

On your 4th year, the following benefits and perks await you:



## Family and Parenting

Educational Assistance for your dependent up to Php 15,000



## Celebration

Service Award Certificate and Duvet Day



## Perks and Discount

Enrollment of (4) different fitness classes for 9 months OR a food allowance worth Php 4,000



## Professional Support

An Php 15,000 cash incentive to be used for any professional training/seminar of your choice



# 5<sup>th</sup> Year

On your 5th year, the following benefits and perks await you:



## Family and Parenting

Educational Assistance for your dependent up to Php 15,000



## Celebration

Service Award Certificate and Duvet Day



## Perks and Discount

Enrollment of (4) different fitness classes for 12 months OR a food allowance worth Php 4,000



## Professional Support

An Php 15,000 cash incentive to be used for any professional training/seminar of your choice

# 6<sup>th</sup> Year *and counting*

On your 6th year, the following benefits and perks await you:



## Family and Parenting

Educational Assistance for your dependent up to Php 20,000

A two-night stay in a 5-star club/hotel for yourself and another person (the CEO of Cloud Employee will join and treat you for dinner)



## Celebration

Service Award Certificate and Duvet Day

A Cloud Employee Engraved Watch & Plaque of Recognition



## Perks and Discount

Enrollment of (4) different fitness classes for 12 months OR a food allowance worth Php 4,000



## Professional Support

An Php 15,000 cash incentive to be used for any professional training/seminar of your choice

BALANCE  
FAMILY  
FUTURE  
CAREER



**Don't get so busy making a living  
that you forget to make a life.**

Dolly Parton



# Get in Touch

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