



Benefits and Allowance Policy

Effective Date: 01/01/2020

Policy Statement: At Sueng Enterprises we are committed to attracting and retaining talented employees by providing a comprehensive benefits and allowance package. This policy outlines the various benefits and allowances available to eligible employees and serves as a guide for their proper administration.

1. Leave and Time Off:

3.1. Paid Time Off (PTO): Sueng provides paid time off to employees for vacations, personal time, and other approved absences. A maximum of 21 days P.A

3.2. Sick Leave: Employees are entitled to 7 days of sick leave days and a further 3.5 day per year to address personal illness, injury, or medical appointments.

3.3 Compassionate and Bereavement leave: Sueng provides a paid 3 day Compassionate Leave P.A upon the unfortunate loss of close family members.

2. Flexible Work Arrangements: 4.1. Sueng recognizes the importance of work-life balance and may offer flexible work arrangements, such as telecommuting, flextime, or compressed workweek schedules, subject to operational requirements and management approval.

3. Education and Professional Development:

5.1. Tuition Reimbursement: Sueng may provide financial assistance to eligible employees pursuing job-related educational courses or degree programs. The specific eligibility criteria, reimbursement limits, and procedures will be communicated separately.

5.2. Professional Development: Sueng encourages employees to enhance their professional skills and knowledge through workshops, seminars, conferences, and relevant training opportunities. Subject to approval, Sueng may provide financial support or paid time off for such activities.

4. Allowances and Perks:

6.1. Transportation Allowance: Eligible employees may receive a transportation allowance to offset commuting expenses, subject to applicable guidelines and limitations.

6.2. Meal Allowance: Sueng may provide a meal allowance for employees working extended hours or on business travel, subject to applicable guidelines and limitations.

6.3. Other Perks: Sueng may offer additional perks or benefits to enhance the work experience and employee satisfaction. These perks may include wellness programs, employee discounts, recognition programs, or other initiatives.

5. Policy Review: This policy will be reviewed periodically to ensure its effectiveness and alignment with industry standards. Any necessary updates or revisions will be communicated to all employees in a timely manner.

By acknowledging this policy, employees affirm their understanding and agreement to comply with its provisions.

Sueng Enterprises Ltd



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