

| Brief | SMSA Support Services grants employees a benefit of a travel package in accordance to the company policies. Such benefits are intended to give the employee an opportunity for mental and physical relaxation. | | | | | | | | | | | | | | | | | | |
|-------------------------|--|--|--------------------------------------|--|-----------|-----|-----|---|------|-----|---|------|-----|---|------|-----|---|------|-----|
| Purpose | To provide employees a benefit in accordance with company policy. | | | | | | | | | | | | | | | | | | |
| Persons Affected | All Full-time employees | | | | | | | | | | | | | | | | | | |
| Guidelines | <p>Leave Travel Package Entitlement:</p> <p>All permanent full-time non-Bahraini employees are eligible for a fixed travel amount upon completion of 12 months from the date of joining. The fixed travel amount is automatically credited to the employee bank account each year with the second payroll after the employee anniversary.</p> <p>Travel Package is paid to the employee based on his family status registered in LMRA to cover employee travel expenses per the employee grade as the below:</p> <table border="1"><thead><tr><th>Job Grade</th><th>Travel amount – Family Employee (BD)</th><th>Travel amount – Non-Family Employee (BD)</th></tr></thead><tbody><tr><td>1-2-3-4-5</td><td>250</td><td>250</td></tr><tr><td>6</td><td>1000</td><td>250</td></tr><tr><td>7</td><td>1000</td><td>250</td></tr><tr><td>8</td><td>1000</td><td>250</td></tr><tr><td>9</td><td>1000</td><td>250</td></tr></tbody></table> <p>Following categories of employees are not eligible for Travel Allowance:</p> <ul style="list-style-type: none">• Bahraini Nationals and/or their children.• Any employee who does not hold any country nationality.• Any employee not under SMSA Support Services Sponsorship. <p>This policy is in test phase one year, can be cancelled, modified or changed at management's discretion.</p> | Job Grade | Travel amount – Family Employee (BD) | Travel amount – Non-Family Employee (BD) | 1-2-3-4-5 | 250 | 250 | 6 | 1000 | 250 | 7 | 1000 | 250 | 8 | 1000 | 250 | 9 | 1000 | 250 |
| Job Grade | Travel amount – Family Employee (BD) | Travel amount – Non-Family Employee (BD) | | | | | | | | | | | | | | | | | |
| 1-2-3-4-5 | 250 | 250 | | | | | | | | | | | | | | | | | |
| 6 | 1000 | 250 | | | | | | | | | | | | | | | | | |
| 7 | 1000 | 250 | | | | | | | | | | | | | | | | | |
| 8 | 1000 | 250 | | | | | | | | | | | | | | | | | |
| 9 | 1000 | 250 | | | | | | | | | | | | | | | | | |