

# Employee Wellbeing

PMRC prides itself on being an equal opportunity employer. We are committed to create and sustain a culture to manage the employee's overall wellbeing. For employees' wellbeing, our focus is on their physical, social, and mental health. For staff's increased morale, productivity, and business effectiveness, the following initiatives were introduced as mentioned below:



## Mental Wellbeing

- **Culture of Continuous Learning and Development:** PMRC believes in investing in its employees. To refine employee skills and competencies, multiple types of relevant trainings are offered to each employee. Further, employees are rotated in different departments to ensure enriching experiences and adding value to their professional development, as advised by the State Bank of Pakistan.
- **Employee Engagement:** PMRC encourages celebrating various occasions, holding lunches or dinners, and organizing team-building activities for its employees. We believe these measures will help in the social wellbeing of the employees by strengthening the bond among team members. Further, we also recognize employee's contribution by organizing farewell for outgoing employees.
- **Leave Policy:** We are dedicated to providing the most productive and flexible workplace for our teams, along with a work-life balance. We understand the importance of generous leave policies as it helps our staff to recharge themselves and serve as a mechanism for dealing with work stress. Hence, it is mandatory for all our employees to take annual leaves. We also encourage our employees by providing Leave Fare Assistance (LFA) to help them relax. PMRC has entitled its staff to the following leaves: **Casual and Sick Leaves, Annual Leaves, Maternity and Paternity Leave, and Religious/Pilgrimage Leave for its Muslims and non-Muslims employees.**
- **Open-door Policy:** PMRC promotes mutual trust, collaboration, open and transparent discussion. Hence, we encourage our staff to implement an open-door policy. This helps to build strong communication between the staff and the Management.
- **Employee Recognition Policy:** PMRC is committed to honoring its staff who contributed through their efforts and actions to the success of the organization. We believe that employees can be recognized and praised in various ways, including letters of commendation, monetary and non-monetary awards, and celebrations.
- **Workplace Diversity and Inclusion:** PMRC supports all different individuals and their ideas/values. As an inclusive work environment, we ensure that our workforce consists of a diverse pool of talents. We strive to create a culture where everyone feels included and a sense of belonging.
- **Technological Advancements:** PMRC believes in making things convenient and easy for its employees. Hence, we have various systems installed for employee and management use. This user-friendly software serves as a platform for employees to track their goals, better manage their resources, and update their managers. This also helps to achieve PMRC's aim to reduce paperwork and promote environmental-friendly practices.
- **Market-competitive Compensation:** PMRC has a market-competitive salary structure. To ensure compensation benefits are aligned with industry norms, periodic compensation and benefits survey is conducted for the entire organization. We want employees to feel secure in their financial future. Hence, we also offer provident and gratuity fund for the employees.

- **Professional Development Program:** PMRC promotes staff professional development by reimbursing training and education costs. We facilitate degree program for our staff as well as certifications. We understand how important education is for our staff to acquire the professional skills needed to compete in a changing environment.
- **Work-life Balance:** PMRC understands how a good work-life balance leads to fewer levels of stress, a lower risk of burnout, and a greater sense of well-being for its employees. We are committed to providing environments that support work-life balance and a healthy lifestyle.
- **Zero Tolerance Policy:** We have the responsibility to create a safe workplace for our employees that is civilized and supportive of the diversity and dignity of all our staff. Therefore, we have zero-tolerance for harassment, bullying, and discrimination against any employee. We promote a culture of respect and mutual trust.
- **New Talent Induction:** We empower our employees to do more and reach their optimal potential. We provide exposure to our Management Trainee Officers (MTOs) by giving them a comprehensive orientation with department heads and placing them in various department for 3 months during their program.

## Physical Wellbeing

- **Gym:** To promote exercise and fitness, we have built a gym inside the office. A gym instructor is also available for the facility of the employees. We strongly believe in creating a physically fit and engaging environment for our workforce.



- **Financial Support:** To support our employees' financial needs, PMRC has a loan policy while purchasing/constructing the house or an automobile, along with advance house rent, for themselves on subsidized markup. We also offer emergency personal loans for our employees without markup.
- **Employee-made Artwork:** PMRC promotes a culture of creativity for the mental wellbeing of its employees. To showcase employees and their family members' artistic abilities, we showcase artwork inside our office premises.
- **Staff Health Care:** PMRC cares for its employees and their family members deeply. Hence, we arrange staff insurance, including group life insurance and group health insurance. This is available for any employee's dependents. We also provide maternity benefits, out-patient medical, and competitive retirement benefits.
- **Contemporary Work Premises:** PMRC promotes a supportive and positive work environment to ensure a happier workforce. Hence, after careful planning and several preparations, new office space was found with better facilities and amenities. This initiative was taken for the convenience and betterment of our employees.
- **Mandatory Staff Medical Assessment:** PMRC strives to create a healthy and productive workforce. With every hiring, we ensure complete medical checkups to ensure optimal employee health. We aim to promote a positive healthy work environment.