

Non-Insured Benefits Refresher

Mainland China

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Wellbeing

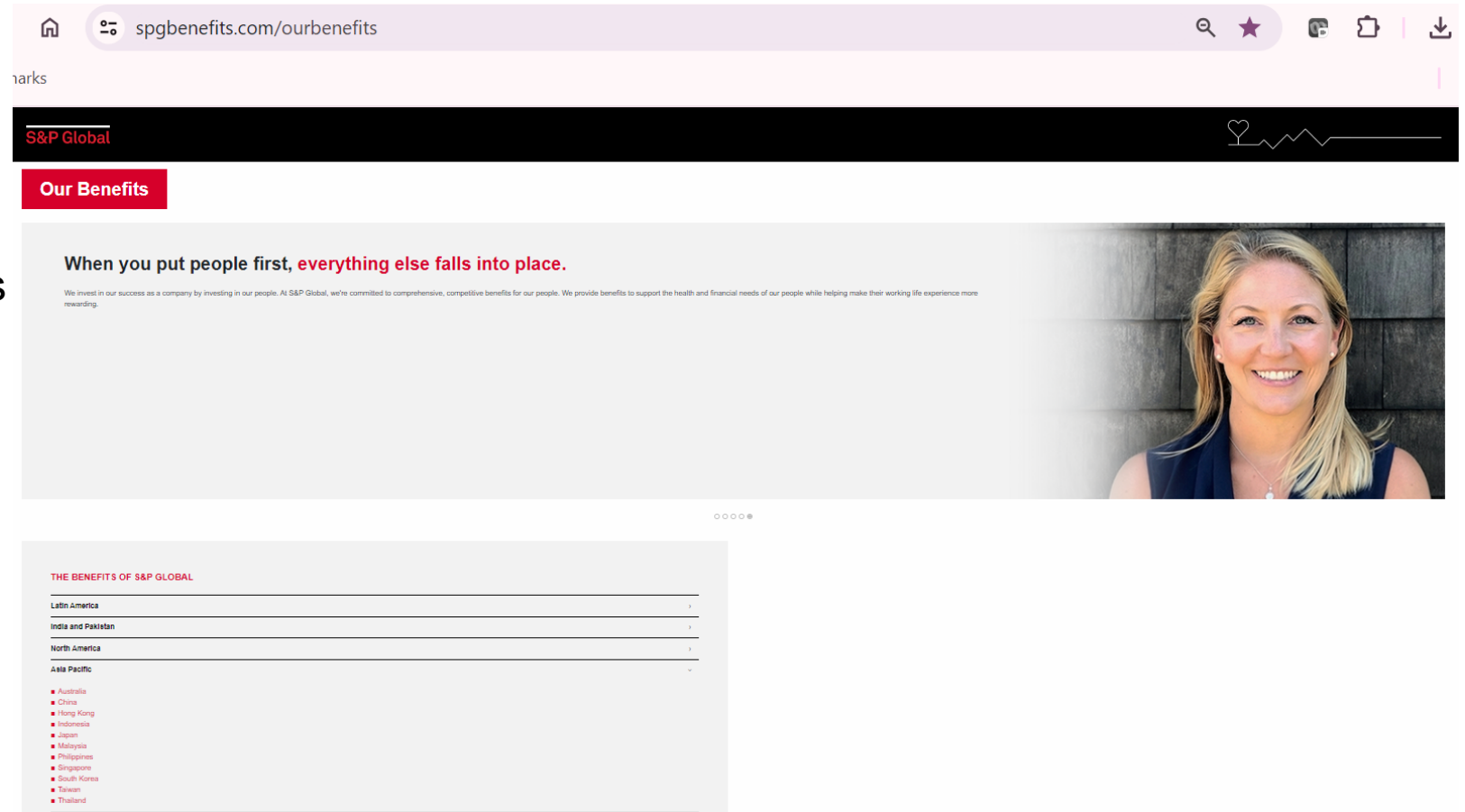
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Where to find Benefits Information?

Global Benefits Information Site (GBIS)

- Insurance & pension handbooks, forms, etc
- Recordings
- Country Benefit Summaries
- Global Business Travel Policy & Visa Letters
- Global Holidays

From Sphere > Tools & Services > People Portal > Click the Link under Relevant Links

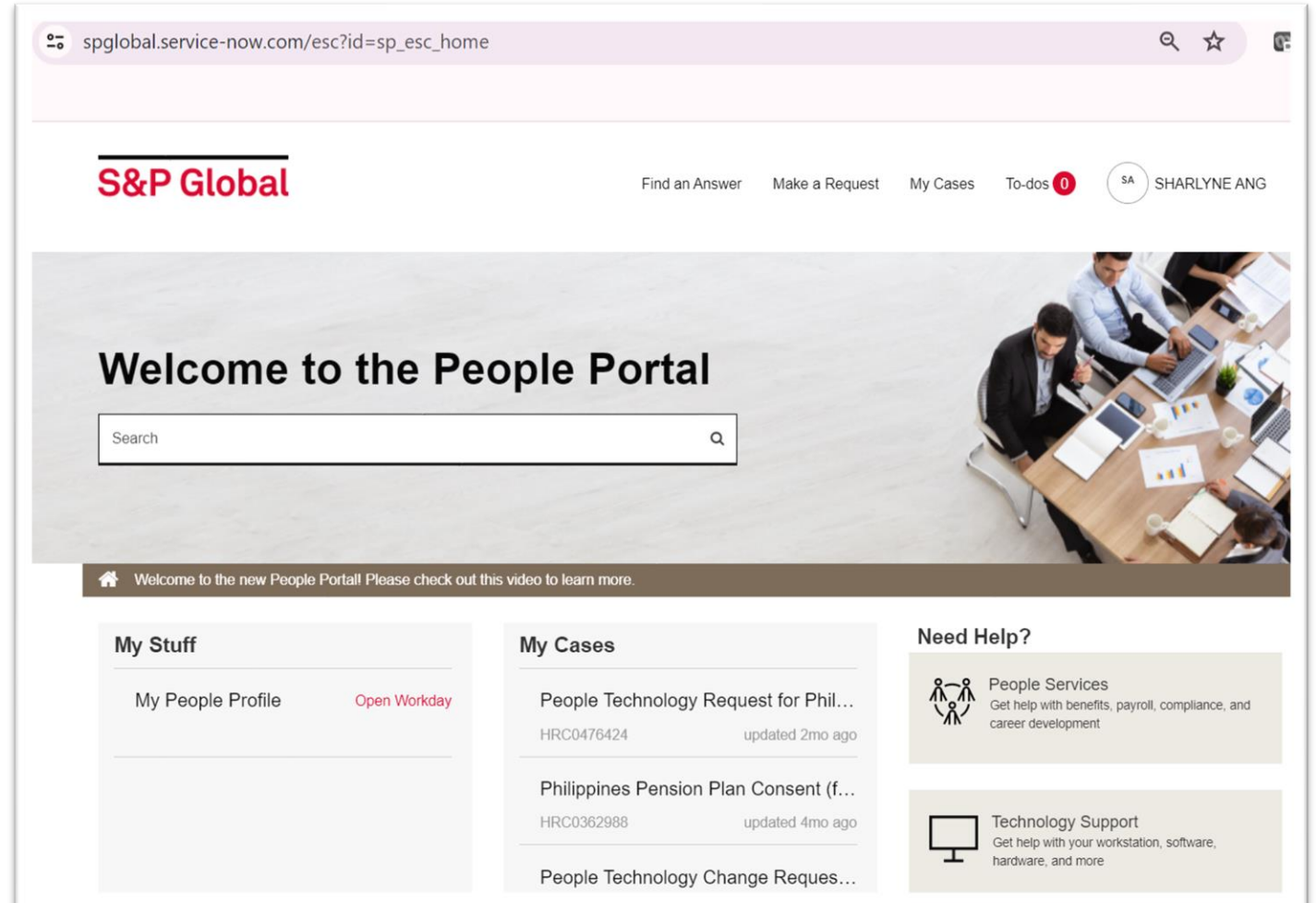


Where to find Benefits Information?

People Portal

- Non-insured benefits policies / guidelines
- Submit benefit claims & applications (wellbeing, education, professional membership)
- People Services tickets (i.e. people queries, chat support, etc)

From Sphere > Tools & Services > People Portal



Global Programs

Wellbeing Program: Telus Health (formerly Lifeworks)

Emotional
support
and
counselling

Telus Health provides free confidential expert guidance, assessment / referral services to team members and their family members.

<https://spglobal.lifeworks.com> or download the Telus Health app from Google Play Store or Apple Store

Company Code: **SPGcn**

Password: **lifeworks**



Global Wellbeing Support Program

Mind, Body, Spirit

To help live healthiest lifestyle, our people will receive reimbursement up to the country's maximum for wellbeing-related activities.

Team members have the flexibility to decide how to use your wellbeing reimbursement to meet your specific wellness needs.

Reimbursement claims are administered by People Services via the People Portal.

Annual Reimbursement Limit – CNY 4,000



Global Education Support Program

Continuous Learning

S&P Global encourages you to pursue further education and goals by providing financial assistance.

Qualifying courses:

- Must be offered by an accredited college, university or institution
- All courses required for a degree, certificate programs or independent courses must be deemed business related.

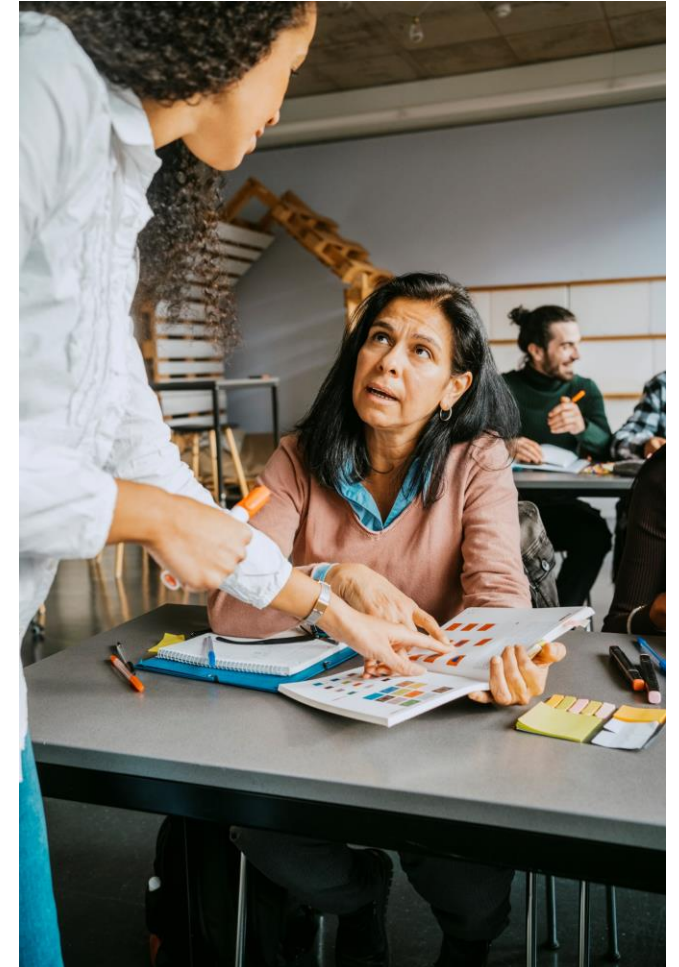
Covered expenses:

- Tuition
- Registration and program fees
- Course related books

Procedure:

- Initial application must be submitted in People Portal prior to taking the course. Upload supporting documents such curriculum, program summary, etc. Approval flow: People Leader – People Services
- Once initial application is fully approved, you may submit claims in People Portal
- Claims should be submitted every end of semester (with marksheets / grades)

Annual reimbursement limit: CNY 35,000



Reproductive Wellness

Parental Support, Family Building & Fertility Support

Maven Parental Support

- Unlimited video chat & messaging with doctors, nurses and coaches across various specialities (OB-GYNs, midwives, nutritionists, etc).

Maven Expressed Milk Shipping

- Offers possible solution for parents to continue feeding with expressed milk after returning to work

FertilityIQ (Confirmation Code: Wellness)

- Find a doctor or clinic for family building topics such as:
 - IVF & Fertility Treatments
 - Menopause
 - Adoption & Foster
 - Surrogacy
 - LGBTQIA+ communities



Global Cancer Support

Support for team members with cancer or other chronic & serious illness

S&P Global may provide up to 1 year of salary protection while team member is out on leave due to treatment or recovery from health condition.



Recharge

Rest, Relax, Renew

Flexible time-off approach where there is no prescribed maximum amount of time off you can take.

Recharge can be requested after Statutory Time Offs are booked in Workday.

CH statutory time off:

- Less than 10 years work experience = 5 days
- 10 years but less than 20 years work experience = 10 days
- 20 years and above work experience = 15 days

Recharge is generally not tracked in Workday.

It is managed offline directly between you and your People Leader

Public Holidays and other types of time offs or LOAs are separate from Recharge.



Global Leaves

Global Care Leave

- 10 days off to care for spouse / domestic partner, child, parent or grandparent in the event of serious illness or health condition. This paid care leave may be offset by any statutory leave that is already in place.

Sabbatical Leave

- You may take 6 months of unpaid sabbatical leave.
- This can be used to educate, innovate and gain knowledge and pursue interests
- Discuss with your People Leader and Divisional People Partner

Unpaid Leave

- You can take up to 8 weeks of unpaid leave or the current statutory minimum by country without exhausting any other paid leave entitlements.

Compassion Leave

- You may take paid compassionate leave following the loss of a close relative of loved one
- Including pets and pregnancy loss via miscarriage, still birth, loss via surrogacy or other failed fertility or reproductive care

Parental Leave

- 26 weeks paid (including China's statutory parental leave)
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Local Programs

Local Leaves

Statutory Annual Leaves	Sick Leave	Prolonged Medical Leave	Marriage Leave	Childcare Leave
<ul style="list-style-type: none">• Less than 10 years of work experience – 5 days• 10 years but less than 20 years of work experience – 10 days• 20 years and above work experience – 15 days	<ul style="list-style-type: none">• 15 days paid sick leave	<ul style="list-style-type: none">• Up to 6 months prolonged medical leave for longer medical care where sick leave and hospitalization leave are unable to support	<ul style="list-style-type: none">• Up to 10 consecutive calendar days of paid marriage leave	<ul style="list-style-type: none">• Paid childcare leave when their children are 0-3 years old for the purpose of taking care of children• To activate the initial year's entitlement in Workday, you have to enter your newly born child's information in Workday.• <u>Team member should input their own dependent information</u> and uploading child's birth certificate in Workday in a timely manner.

Details of the leaves are in [People Portal](#). Type the keywords to search articles.

Overtime and Time Off in Lieu

Type	Compensation- Standard Working Hours Position	Compensation- Flexible Working Hours Position	Remark
Normal Working Day	150% of hourly salary rate	Nil	*pre-approval is required
Weekend (Sat & Sun)	Equivalent time-off in lieu	Nil	<p>*pre-approval is required</p> <p>*Un-availed off in lieu shall be used up till the end of the calendar year. Any off in lieu earned in December can be utilized till the end of the following year.</p> <p>* Off in lieu effective date to follow Workday system input date.</p> <p>*Maximum overtime working hours shall not exceed 36 hours per month.</p>
Legal Public Holiday	300% of hourly salary rate	300% of hourly salary rate	*pre-approval is required

Details of the policy is in People Portal. Click here to go to the direct article.

APAC Professional Membership

- To encourage team members to maintain and develop their professional skills through memberships with professional associations/institutions.
- S&P Global provides financial assistance in the form of reimbursement for subscription or membership fee to 1 professional association per year.
- Annual reimbursement limit: RMB 6,400



*Details of the policy are in **People Portal**. Click **here** to go directly to the article.*

Further queries?

- Submit a ticket via [People Portal](#)
- People Services Chat Support via [People Portal](#)
- For Emerald colleagues: email peopleservices@spglobal.com