

Romania – Glasses Reimbursement Process

This process is to support employees who need the special corrective appliances/glasses to correct visual difficulties relating to their work. S&P aims to reimburse the cost of such an expense up to an amount of **450 RON**.

Please review this document for a better understanding of qualifying conditions & process.

The company reserves the right to change, modify and or terminate the provision, terms and conditions of this benefit at its absolute discretion.

Team Member Eligibility

- All regular team members of S&P Global in Romania are eligible. Each team member who has a **medical certificate** with the recommendation to use glasses in front of a computer screen is now entitled to a reimbursement of **once every two years**.
- Team members must comply with this process to be eligible for reimbursement.
- Team members must have an appropriate examination of the eyes and of vision carried out by a person who has the necessary competence:
 - a) before starting the activity at the viewing screen, through the medical examination at employment;
 - b) thereafter, at regular intervals;
 - c) whenever vision disturbances occur that may be caused by activity at the viewing screen.

Team members shall be subject to an ophthalmological examination if the results of the examination provided above looks like it is necessary.

If the result of the examination shows that glasses are necessary, the Company will cover the expenses up to an amount of 450 RON.

Benefit Limit/Taxation

- Reimbursements of such expense will be subject to delivering two documents:
 - 1) A confirmation from ophthalmological examination
 - 2) A proof/an invoice for corrective appliances issued to the employee's name

How to claim expenses:

- An invoice must be attached to the claim and must include employee's name & amount paid
- You will need to submit a claim to gain reimbursement via Concur
- Your account needs to be created in Concur (please follow the steps in instruction)
- Your application will be sent to your manager who will have to approve your application in Concur
- Team members should allow at least three (3) weeks for processing of the expenses. Reimbursement will be paid out directly to employee bank account as per details provided via Concur.
 - **Confirmation from ophthalmological examination**

- This needs to be delivered to People Services (originals) in Bucharest after submitting the claim via Concur.
- Please do not share your personal information and do not attach doctors certificate in Concur.
- It is important to note that people leaders are responsible for examining and evaluating the glasses expense claimed for reimbursement by their team members.

Benefit Limit/Taxation

- This benefit is not taxed and paid through expenses covered up to amount of 450 RON.