

Standard conditions of service

CONTRACT

The initial standard contract is of two years' duration. The appointed employee will be required to enter into a written contract with the Management of the Sumaria Group (T) Ltd. or one of its group companies. The contract is renewable upon mutual agreement, normally for a period of two years at a time.

EMOLUMENTS

The emoluments are payable as written and discussed at the time of selection with the Director – HRD.

TRAVEL

When first appointed to Sumaria Group, the employee shall be entitled to an economy class air ticket from hometown of the concerned staff to Dar es Salaam by the shortest practicable route, and by a carrier and at a fare nominated by the Sumaria Group. The cost of travel to onwards journey to the concerned unit / place of work will also be borne by the company. If an employee has been hired with family status, the cost of such travel will be borne for the family also. Family for this purpose includes self, spouse and dependent children. Normally we allow family of a newcomer to join only after a period of three months or so. This is done with a view to allow the newcomer to settle down effectively before the family joins.

The travel cost for leave will be borne by the company for the employee and his / her family if applicable, once in two years.

Similarly, end of employment repatriation airfare entitlement will be from place of work to the hometown of the employee.

We intimate the new recruits as soon as we get the approval of their work permit and await information on their joining date from their end. Upon receiving the date of joining, we collect the work permit copy and fax the same along with PTA (Prepaid Ticket Advice) number so that the selected person can start the journey. We normally send the PTA and work permit photocopy 15 days before the departure date.

SETTLING IN ALLOWANCE

On first arrival in Tanzania, the employee is paid a small settling-in allowance, which is equivalent to one month's local salary.

FREE EDUCATION FOR DEPENDENT CHILDREN

The Sumaria Group will pay for tuition fee of the dependent children of its employee staff at The Indian Expatriate School up to Standard X. At other places of work, a similar arrangement is applicable in the approved schools.

LEAVE

The Sumaria Group year begins in January and ends in December each year. The Privilege Leave which is 30 days per year is governed by the year as mentioned above. Any employee staff joining during the middle of the year will be entitled to PL proportionately.

The HR Policy and Procedures Manual will govern the other details of availing leave.

SICK LEAVE

Sick leave is granted in accordance with the laws of Tanzania.

MATERNITY LEAVE

Maternity leave will be granted in accordance with the laws of Tanzania.

MEDICAL

The staff is entitled to a Medical Treatment Allowance, which is given as per their grade. However for serious illnesses, which require hospitalization, the issue is considered on merit and case-to-case basis by the management.

HOUSING

Furnished accommodation is provided free of charge to all senior staff. We also take care of electricity and water expenses subject to reasonable limits.

Sumaria housing consists of mainly one, two or three bedroom flats in the heart of the city. Each flat has a living/dining room, bathroom and kitchen. The flats are partially furnished. They are equipped with furniture, cooker/stove, fridge/freezer, kitchen cabinets and curtains. Employees will need to provide their own bed linen, cutlery, dishes/crockery, glassware, cooking utensils and pot and pans, etc.

Household help is inexpensive and usually very good at basic cleaning jobs, including hand-laundering clothes.

UTILITIES AND ELECTRICITY RATIONING

We provide electricity, free to employee staff within specified limits. It is expected that the utilisation of electricity should be careful to ensure that it is within limits. The cost of any use over the limits will have to be borne by the employees concerned.

CARS

We provide company maintained cars to senior staff that have joined us in the category of Department Head. We also provide Two-Wheelers to others who do not fall in the above-mentioned category. The Company takes care of fuel expenses as well as maintenance costs subject to reasonable limits. Please feel free to get details of the same upon your joining. You may get this information from Director – HRD.

EMPLOYMENT BENEFITS

PRE-EMPLOYMENT MEDICAL EXAMINATION AND IMMUNIZATIONS

It is important to come to Dar es Salaam in good physical condition. Each employee and family member is expected to provide to Corporate HRD at Sumaria Holdings a doctor's certificate of good health. Yellow Fever vaccinations must be administered before your departure and you must have a valid health certificate showing the Yellow Fever immunisation in order to clear the health authority at Dar es salaam airport on arrival. The Yellow Fever Immunisation is valid for 10 years