



EMPLOYEE SUPPORT PROGRAM

1. Program Overview

RAK Properties is dedicated to fostering a positive, inclusive, and empowering work environment. A comprehensive range of Employee Support Programs is designed to ensure employee well-being, professional growth, and a healthy work-life balance. These programs reflect our values of respect, equity, transparency, and care for our workforce.

2. Employee Benefits

- **Workplace Stress Management:** Regular training sessions and awareness programs are conducted by the HR Department to promote psychological well-being and help employees manage workplace stress effectively.
- **Sport & Health Initiatives:** The Human Resources Department organizes periodic sports and wellness activities, promoting fitness, health awareness, and teamwork among employees.
- **Medical Teleconsultation Services:** As part of the company's health insurance plan, employees and their eligible dependents have access to teleconsultation services for convenient, remote medical support.

3. Work Conditions

- **Flexible Working Hours:** Employees are allowed flexible check-in times to help manage personal responsibilities while fulfilling a standard 8-hour workday. Full details are documented in the HR Manual.
- **Working-From-Home (WFH) Arrangements:** Eligible staff can request up to 3 WFH days per month. Requests exceeding this limit may be approved on a case-by-case basis.
- **Job Flexibility Options:** The company recognizes various work modalities, including full-time, part-time, remote work, and flexible hours.
- **Equity & Non-Discrimination Policy:** RAK Properties upholds a strict policy of non-discrimination based on race, gender, religion, nationality, or disability. Equal pay is ensured for equal work regardless of gender, and all employment policies support inclusion and fairness.

4. Family Support

- **Healthcare Coverage:** Comprehensive medical coverage is provided to all employees and their immediate family members (spouse and children), as per the company's approved manpower plan.

- **Parental Leave:** Paid parental leave is granted to both parents (Male /Female) for five (5) working days, in line with UAE labor regulations and internal policy.
- **Childcare & Breastfeeding Support:** Female employees returning from maternity leave are entitled to daily breastfeeding breaks (up to one hour) for up to six months.
- **Additional Family Leave:** Employees may avail leave for urgent family care needs, such as caring for a sick spouse, parent, or child. Details are provided in the HR Manual.

5. Learning & Development

RAK Properties places strong emphasis on enhancing employee capabilities through structured training programs. The HR Department develops annual training plans that align with the company's strategic objectives and industry demands. These programs address a wide range of competencies, including technical skills, administrative efficiency, leadership development, and digital transformation.

6. Conclusion

The Employee Support Programs are integral to RAK Properties' strategy to enhance employee satisfaction, engagement, and retention. By offering equitable practices, supportive benefits, and flexible work options, the company ensures that employees thrive both personally and professionally.