FREEDOM EMPLOYABILITY ACADEMY
Building ethical, productive mindsets
and core employability skills

Medical Reimbursement Policy

(Last updated on 10.10.2025)

Coverage: All employees of Freedom English Academy (managed by AAM Foundation) who have completed six months of service. The following persons will be covered by the policy:

- FEA employee who has completed six months of service and have submitted the enrolment form identifying the dependants who will be eligible for coverage under this policy.
- One dependent out of two dependants who are part of the employee's immediate family means spouse, children, parents and parents in-laws and are declared/nominated by the employee as beneficiaries under the policy.

Note- Employees covered under Employees' State Insurance (ESI) shall not be covered under this policy post 10th October, 2025.

Duration of Policy: This policy will come into effect from April 1, 2024 and will continue till stopped/modified by Management.

Amount of Coverage: The amount of coverage under this policy will be a maximum amount of Rs 1 lakh (Rupees One Lakh Only) per year for medical treatment requiring hospitalisation for more than 24 hours. Exclusion: will not include maternity coverage and complication arising out of it. Coverage for eligible medical expenses will be provided by way of reimbursement of expenses incurred on the treatment of self or dependents covered under the policy. **As the policy is a reimbursement only policy, employees are required to pay for eligible medical expenses from their own sources and submit the bills to the Accounts Department for reimbursement.** This policy allows the employee to claim reimbursements in instalments (maximum 2 instalments) by submitting bills for a partial claim for the same hospitalisation.

The medical reimbursement under this policy can be claimed only once during the year irrespective of the amount claimed.

Corpus of Fund: The annual corpus of the fund will be decided by the management of the Foundation, and will be be utilised for providing medical reimbursement towards eligible expenses incurred by the employee for self and covered dependants. Reimbursement will be provided on first-cum-first-serve basis till the corpus of the fund is exhausted and no further amount is available for reimbursement. Un-utilised funds at the end of the year will not be carried forward to the next year.

Reimbursement Policy: The policy provides for reimbursement of medical expenses, in a recognised hospital, for employees or covered dependants, of treatment requiring hospitalisation of 24 or more hours. Hospitalisation should arise from any serious ailment or accident, the treatment for which is essential to maintaining the life of the covered individual/s for normal functioning. This reimbursement policy will not cover expenses for treatment of cosmetic surgery or ailments that do not result in hospitalisation for more than 24 hours. The management reserves the right to reject reimbursement applications where it feels that the treatment is not for serious and life-threatening ailments or hospitalisation done for non-serious ailments.

Additionally, hospital room charges will be reimbursed under this policy, upto a maximum rate of Rs. 4,500 per day. Expenses for medicines, doctor's fee, Operation Theatre charges, medical test conducted during the period of hospitalisation will be fully covered under this policy. This policy will not cover test and hospital expenses incurred for the periods before and after the hospitalisation. Post-hospitalisation expenses incurred on medicines will be covered up to seven days from the date of discharge from the hospital.

Reimbursement Methodology: All claim bills (in original) along with claim form and hospital discharge report should be submitted to Mr. Abhishek Singh in the Accounts Department. The claim will be settled by accounts department within four weeks from the date of submission and money will be transferred to the account of the employee. The accounts section will verify bills and have the right to ask for additional documents or can reject the claim, in full or in part, if false information or misrepresentation of facts is found.

Right of Organization: The organization reserves full and exclusive right and control on this policy and can refuse to entertain claim request from the employee without assigning any reason thereof. Employees should be clear that this is a welfare policy provided by the AAM Foundation and thus employees do not have any legal right and claim to the policy other than the amount reimbursed by the organization.

Declaration: Employee's seeking reimbursement under this policy will not seek to profit from this policy by submitting a claim to an insurance company. All employees submitting the claim form will be required to declare that they have not / will not submit a claim towards any other scheme that they may be a part of.

Death and Permanent Disablement of AAMF Employees due to an accident while on AAM Foundation duty.
(Last updated on 10.10.2025)

Coverage: This scheme covers death, permanent total disablement and permanent partial disablement of the employees due to an accident during working hours or during travel exclusively for work purpose while being employed at AAM Foundation.

Note- Employees covered under Employees' State Insurance (ESI) shall not be covered under this policy post 10th October, 2025.

Duration of Policy: Effective October 20, 2023, and continued unless otherwise specified by the Management.

Maximum Sum insured: Rupees Twenty Lakhs

Payment: Amount shall be paid in 12 equal monthly installments after the deduction of applicable TDS.

Coverage: The legal heirs of the employee (in case of employee's death) or the employee (in case of disablement) shall be paid sum insured subject to the terms, conditions and exclusions of this Policy.

In case of Permanent partial disablement, sum insured shall be applicable as per applicable % of sum listed in Annexure I.

Permanent partial benefit clause covers losses to the Employee due to Loss of use or physical separation which arises solely and directly from an injury, within twelve months from the date of accident resulting in such injury, provided that the date of occurrence of the accident falls during the service period.

Permanent total disablement means when due to the accident, it is declared by the competent medical authority that the person is permanently disabled.

Reimbursement: Documents like FIR copy, post-mortem report, hospital bill, hospital discharge report, Death Certificate with cause of death, payment receipts, should be submitted within 3 months of the date of accident to Ms. Suman Lata in the AAM Foundation Accounts Department. The accounts section will verify documents and have the right to ask for additional documents or can reject the claim, in full or in part, if false information or misrepresentation of facts is found.

Right of Organization: The organization reserves full and exclusive right and control on this policy and can refuse to entertain claim request from the employee without assigning any reason thereof. Employees should be clear that this is a welfare policy provided by the AAM Foundation and thus employees do not have any legal right and claim to the policy other than the amount reimbursed by the organization.

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ANNEXURE - 1

Benefits available: Permanent Partial Disablement (PPD) resulting from Accident

	Losses covered	**% of Sum insured**
i	Loss of toes – all	20
	Great both phalanges	5
	Great - one phalanx	2
	Other than great if more than one toe lost each	1
ii	loss of hearing- both ears	75
iii	loss of hearing- one ear	30
iv	Loss of four fingers and thumb of one hand	40
v	Loss of four fingers	35
vi	Loss of thumb - both phalanges	25
	one phalanx	10
vii	Loss of Index finger - three phalanges	10
	two phalanges	8
	one phalanx	4
viii	Loss of middle finger - three phalanges	6
	two phalanges	4
	one phalanx	2
ix	Loss of ring finger - three phalanges	5
	two phalanges	4
	one phalanx	2
x	Loss of little finger - three phalanges	4
	two phalanges	3
	one phalanx	2
xi	Loss of metacarpus	
	- first or second (additional)	3
	third, fourth or fifth (additional)	2
xii	Any other permanent partial disablement	% as assessed by the Doctor

ANNEXURE – 2

EXCLUSIONS

- Accident due to pre-existing illness
- Being under influence of drugs, alcohol, or other intoxicants or hallucinogens
- Injuries caused by participating in unsafe sports such as rafting, mountaineering, para-gliding, bungee jumping, etc.
- Participation in any kind of motor speed contest.
- Suicide, attempt to Suicide or intentionally self- inflicted injury, sexually transmitted conditions, mental disorder, anxiety, stress, or depression.
- Participation in actual or attempted felony, riot, strikes, protests, civil commotion, crime, misdemeanour, etc.
- Committing any breach of law of land.
- Death or disablement resulting from Pregnancy or childbirth.
- Terrorism including Radioactivity, Nuclear risks, ionizing radiation and war.