

BENEFITS

Singapore

A Snapshot of Your Benefits

Group Hospital & Surgical Insurance

You and your dependents are entitled to reimbursement for in-doctor visits, intensive care unit, pre/post hospitalization, surgery, emergency out-patient treatment and rehabilitation.

Group Supplementary Major Medical Insurance

You and your dependents are entitled to reimbursement for your medical expenses in excess of the basic Group Hospital & Surgical insurance incurred by the insured as a result of accidental bodily injuries, disease or sickness. This benefit can reimburse you for hospital boarding, home nursing, parental accommodation and co-insurance.

Group Outpatient Clinical Insurance

You and your dependents are entitled to cashless outpatient consultation from panel clinics (includes panel Traditional Chinese Medicine clinics) or reimbursement for your outpatient medical expenses from non-panel clinics, overseas visits and government polyclinics up to a stipulated limit.

Group Outpatient Specialist

You and your dependents are entitled to cashless outpatient specialist consultation from panel specialist clinics or a reimbursement of up to a stipulated limit per insured member for non-panel specialist clinics, outpatient diagnostic x-rays and lab tests.

Group Dental Insurance

You and your spouse are entitled to dental care treatment from panel dentists and/or non-panel dentists for scaling, polishing, x-rays, root canal and wisdom teeth extraction.

You may choose to enroll your child(ren) onto our group dental plan at your own will. The costs associated with the voluntary dental plan will be payable by you.

Group Term Life Insurance

This benefit insures you against death, total permanent disablement or terminal illness up to 36 times your monthly base salary.

Group Personal Accident Insurance

This benefit insures you against death and total permanent disablement resulting from an accident up to 36 times your monthly base salary.

Group Business Travel Insurance

If you are traveling for the purpose of business, you will be automatically insured under our regional business travel insurance. This benefit covers accidental death, permanent total or partial disablement, double indemnity, medical expenses due to accident and sickness, travel delays, baggage delay and personal money loss.

Global Business Travel Accident Insurance

The Business Travel Accident Insurance pays up to 3 times your annual base or benefit target compensation (for selected sales employees) in the event of accident, death and disability up to USD1,000,000. It can also cover the cost of medical evacuation and repatriation, psychological therapy and rehabilitation expenses. Should your dependents be required to travel on business or relocation travel with you, they will be covered under the policy provided that such travel is authorized by, and at the expense of, Hitachi Vantara. You will be automatically enrolled into this insurance from the start of your employment.

International SOS Travel Assistance

This advice service is available to you and your eligible dependents while you are travelling on business outside your home country. It provides you with 24 hours worldwide quality health care advice and emergency assistance (note this is not a travel insurance and does not pay for any treatment you may need).

Services include but are not limited to access to crisis centres for medical and dental care, loss of travel documents, security and legal advice.

Central Provident Fund

The Central Provident Fund (CPF) is a comprehensive social security savings plan that provides Singaporeans and Permanent Residents (PR) with a sense of security and confidence in their old age.

Working Singaporeans and their employers make monthly contributions to the CPF and these contributions go into three accounts:

- Ordinary Account – the savings can be used to buy a home, Pay for CPF Insurance, invest and education.
- Special Account – for old age and investment in retirement-related financial products.
- Medisave Account – the savings can be used for hospitalisation expenses and approved medical insurance.

If you are a Singaporean PR, your contribution will be staggered for the first 2 years on the scheme followed by the prevailing rates for Singaporeans. You can refer to www.cpf.gov.sg for the prevailing rates and more information.

Employee Assistance Program

Hitachi Vantara provides free Employee Assistance Program to you and your dependents via an external service provider. This is a confidential service which offers coaching and consultation for a wide range of issues such as work and/or life stress, interpersonal relationships, financial and legal. The service is available to you whenever you require assistance.

Education Assistance Program

Hitachi Vantara provides education assistance through the form of subsidies to encourage you to constantly enrich and equip yourself with up-to-date knowledge which is beneficial to your professional growth.

Referral Program

You may be eligible to receive a Referral Award for each referral successfully hired into a regular position. The award amount is dependent on the country and job level which the candidate is being hired into.

Global Recognition Direct System

Recognition Direct is a web-based tool to encourage and acknowledge employees who demonstrate the Hitachi Values by going above and beyond to achieve exceptional performance. There are three programs:

- **Inspired Recognition:** Any employee can send a thank you e-card or nominate a colleague to receive an award in appreciation of great work.
- **Night on the Town:** When an employee goes above and beyond, a manager can reward them with a personal evening outing.
- **Inspired Service:** This program celebrates important career milestones — 5, 10, 15, 20, 25, 30, 35 and 40 years of service at Hitachi Vantara.

Medical Checkup Subsidy Reimbursement

Hitachi Vantara provides you with a medical checkup subsidy program where you can go for medical screening of your choice. You are encouraged to go for regular medical check up to assess your health condition even if you feel healthy. The subsidy amount reimbursable via iExpense is up to an annual limit of SGD375.

Annual Leave

You will receive annual leave depending on the years of service you have completed with Hitachi Vantara:

YOS	No. of Days
1-3	15
4-5	18
6-9	21
10-14	23
15+	25

Public Holidays

You will receive paid leave for all national holidays.

Self Care Day

Each year, Hitachi Vantara may at its discretion grant you an additional day's holiday to take care of you and to help you focus on your mental and emotional health.

Birthday Leave

You can enjoy a day of paid time off on the day of your birthday each year.

Maternity Leave

For female employees, if your child is Singaporean, you will be eligible for a total of 16 weeks of maternity leave. If your child is a non-Singaporean, you are eligible for 8 weeks at full pay for your first 2 pregnancies and an additional 4 weeks of unpaid leave.

The maternity leave eligibility is as per the Ministry of Manpower Singapore.

Paternity Leave

Male employees whose child is a Singaporean born will be entitled to 2 weeks of government-paid paternity leave. The government paid paternity leave eligibility is as per the Ministry of Manpower Singapore.

If the child is not a Singapore citizen, you are eligible for 4 days paid leave.

Adoption Leave

Adoption leave entitlement is as per the Ministry of Manpower Singapore.

Childcare Leave & Extended Childcare Leave

If your child is a Singaporean, you are entitled for Childcare and Extended Childcare leave as per the Ministry of Manpower Singapore.

If the child is non-Singaporean and below age 7, parents will be eligible to enjoy a leave entitlement of 2 days paid leave per annum.

Compassionate/Bereavement Leave

You are eligible for 3 days of paid leave upon the demise of an immediate family member (spouse, parent, sibling or child) and 1 day for that of an indirect family member (grandparent or parent-in-law).

Marriage Leave

You are eligible for 4 consecutive working days of paid leave should you marry.

Sick Leave

You are eligible for 14 days paid sick leave per annum. For long term illness and/or hospitalization, sick leave can be extended up to a maximum of 60 days (inclusive of the 14 days leave).

Volunteer Time Off

Hitachi Vantara offers 1-day Volunteer Time Off (VTO) per year to encourage you to take time off during workweek to participate in volunteer activities at approved charitable &/or non-profit charitable organization.

Exam Leave

Upon completion of your probation, you will be eligible for up to 5 days of paid exam leave per annum, applicable for use on the day of examination for company sponsored course(s) and/or non-company sponsored course(s) which are work related. Non-company sponsored course(s) will be subjected Management approval.

Terms of Use

Hitachi Vantara reserves the right to update, change, modify or otherwise alter this benefit statement at any time without prior notice in its sole discretion.

Employees should always refer to their employment contract and/or the relevant program document on [Connect](#) for more details. Enquiries should be forwarded to AskHR.