



Accommodation Policy

Purpose:

This policy defines the company's framework for providing accommodation to employees. It also outlines the related services provided, including guidelines and other benefits like meals, laundry and pets' utilization. The aim is to ensure transparency, fairness, and suitability of housing and associated benefits.

Definitions:

- **Family Members:** Refers to the employee's legally recognized spouse and dependent children living permanently with the employee in the allocated unit. Seasonal or temporary stays do not qualify.
- **School-age Children:** Children formally enrolled in school (typically from 6 years old)
- **Single:** Employee only, without spouse or dependents.
- **Family (Small):** Employee, spouse [without children] or [with 1 child below school age].
- **Family (Large):** Employee, spouse [with school-age children] or [with more than 1 child below school age].
- **Family+:** Family Large, provided the children are enrolled in Somabay schools.
- **Red Sea Employees:** Employees whose permanent residence is within the Red Sea.
- **Somabay based Employees:** Employees whose home city is outside the Red Sea Governorate

1. Lodging:

1.1. Eligibility:

- Somabay based Employees are eligible to stay within the company-provided units according to their job level & family status as below table:
- Red Sea Employees are not eligible to the lodging scheme unless there is a business need requested by the line manager and approved by HR.

Job Level/ Family Status	Chief Officer	Director & Associate Director	Manager & Senior Manager	White Collars	Blue Collars & Clerical Jobs
Single	Residential Unit	Residential Unit 1BR	Apartment 1BR	Studio	Shared
Family (Small)	-	Residential Unit 1BR	Apartment 1BR	King Studio	-
Family (Large)	-	Residential Unit 2BR	Apartment 1BR	Apartment 1BR	-
Family +	-	Residential Unit 2BR	Apartment 2BR	Apartment 2BR	-

1.2. Requests:

- Any request for change in family status that may affect lodging entitlement must be formally submitted to HR, along with the required supporting documentation.
- Lodging eligibility is determined based on verified family status documentation, including marriage certificates, children's birth certificates, and school enrollment records where applicable.
- In case of limited housing availability, HR will prioritize allocation based on family status first, followed by job level, and then the employee's hiring date.



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2. Utilities & Internet facilities:

The Company covers the utility expenses (water and electricity) & internet facilities for:

- All employees reside in company-provided housing units.
- Employees who are renting residential units.
- Employees who are homeowners residing in their own units within Somabay.

3. Meals & Laundry Services:

3.1. Meals:

3.1.1. Eligibility:

- The company provides three meals per day at its cafeteria outlet(s) for Somabay-based employees.
- Red Sea employees are entitled to lunch only.

3.1.2. Serving time:

- Breakfast: 6:45 AM – 7:45 AM
- Lunch: 12:00 PM – 2:00 PM
- Dinner: 5:30 PM – 8:00 PM

3.1.3. Family Members:

- The company covers up to three immediate family members (first-degree relatives). Additional family members or friends may dine at an extra charge.
- Employees are required to complete the “Cafeteria Reservation Form” with the relevant family details. The form should be requested from HR and submitted back to HR for processing at least 3 days prior to their arrival date.

3.1.4. Takeaway:

- Takeaway meals are available only during the designated serving times.
- To support sustainability, employees are encouraged to bring their own suitable containers.
- Takeaway should not be collected on behalf of others.
- All takeaway meals are prepared and packed by the cafeteria chef.

3.2. Laundry

3.2.1. Eligibility:

- Employees residing within the Red Sea Governorate are not eligible for the laundry service except those provided with company uniforms.
- Somabay-based employees and their resident family members are entitled to a monthly limit of 60 pieces per person.

3.2.2. Service Conditions:

- Laundry services in Somabay are provided through the central laundry facility. Collection and delivery of laundry are managed by the designated housekeepers assigned to the housing units.
- Excess items are charged at staff rates.
- The company is not liable for normal wear (e.g., shrinkage, fading).



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4. Pets:

4.1. Ownership Approval:

- Employees must submit a request to HR/Housing before bringing pets.
- Only small and friendly domestic pets are permitted.
- Vaccination and medical records must be submitted with the request.
- HR/Housing will provide written approval or rejection within two working days.

4.2. Guidelines:

- Pets must be leashed and controlled when outside.
- Owners are responsible for hygiene and ensuring pets do not disturb others.
- Aggressive or noisy behaviours will not be tolerated.

4.3. Liability & Compliance:

- Owners are liable for any damages or inconvenience caused.
- Non-compliance may result in loss of pet privileges or disciplinary action(s).

5. House Rules:

5.1. Quiet Hours:

- Quiet Hours: 10:00 PM – 7:00 AM daily.
- During these hours, residents must avoid loud music, gatherings, or other disturbances.

5.2. Guest in house:

- Employees may accommodate guests' family & friends in the same unit. Should additional units be required, they may be booked at the official company staff rates, payable by the employee.
- Employees are fully responsible for the conduct of their guests.
- Guests may not use meals, laundry, or other staff services unless officially authorized with extra charges.

5.3. Property Damage:

- Housing is provided to employees with the expectation that all units, furniture, fixtures, equipment, and other items will be treated with care and respect.
- Employees are responsible for covering the cost of any deliberate or negligent damage to accommodation units, furniture, fixtures, or equipment. In cases of total damage, the replacement cost will be charged at the prevailing market rate; for partial damage, repair costs will apply.

5.4. Safety & Security Breaches:

- Employees are expected to respect and comply with all safety and security requirements within the accommodation premises.
- Any act that compromises the safety or security of the premises—such as tampering with fire safety systems, unauthorized use of electrical appliances, or failure to comply with established security measures—may result in disciplinary action(s).