

### **Regional Office Benefits (Hong Kong, Kenya, Senegal, South Africa, Mexico)**

We have negotiated global minimum standards for our benefits and these are applied across all of our regional office locations.

**Annual leave:** 37 days per leave year (01 January- 31 December) inclusive of public holidays and 2 grace days. This is pro rata for part-time staff

**Special leave:** Up to 10 days of special leave is available for a variety of reasons including moving house, marriage/commitment ceremonies and examinations

**Hours of work:** Normal working hours are 40 hours per week (including a 1 hour unpaid lunch break)

**Life assurance:** In the event that you should pass away whilst in our employment, Amnesty International provides a Death in Service payment of 4x your annual salary

**Pension:** From day one of employment you are eligible to be a member of the Amnesty International Limited International Savings Plan (or local equivalent depending on location). You will need to complete an application form in order to become a member. This is a defined contribution scheme to which Amnesty International contributes 7.5% of gross salary, and will match individual employee contributions up to 3%. Amnesty International will pay a maximum of 10.5% employer contribution to the scheme

**Health Insurance:** Amnesty International offers 100% employer funded private medical insurance for you and your immediate family (please note some tax may be borne by the employee depending on location). Our provider is CIGNA.

**Family Friendly Benefits:** Amnesty International offers enhanced maternity, paternity/ co-parenting and adoption leave to employees who meet the statutory criterion

**Childcare Allowance:** A childcare allowance is available for children under school age (normally 5 years of age) to assist with the costs of childcare in all of our Regional Office locations

**Employee Assistance Program / Staff Support:** All staff have access to a 24 hour helpline for confidential counselling to deal with trauma or other personal issues

**Transport Contribution Loan:** In countries where a season ticket for public transport can be purchased, a loan is available from AI which will be deducted from salary on a monthly basis.

**Sabbatical:** Employees have the right to request an unpaid sabbatical after 5 years of continuous service

**Relocation Assistance:** We provide a generous relocation assistance package where appropriate. The detail of these packages can be found below and your eligibility to receive these benefits will be discussed at offer stage

**Relocation Benefits for Permanent Relocates to Regional Offices**

To be used in conjunction with the detail included in the IRF	Full relocation		
	With family	With spouse	Single
<b>RELOCATION</b>			
Visa & Work Permit for Employee	Yes	Yes	Yes
Entry Visa for Dependents	Yes	Yes	No
Pre-departure Medical Examination	Employee only	Employee only	Yes
Vaccinations	All	Both	Yes
Tax Advice	Employee only	Employee only	Yes
Dual Taxation Costs	Employee only	Employee only	Yes
Outward Travel to Location	All	Both	Yes
Unaccompanied air freight	70kg	40kg	20kg
Return Travel from Location	All	Both	Yes
Shipment of Personal Effects	Up to 40' container	Up to 20' container	Up to 20' container
Temporary Accommodation	30 days	30 days	30 days
Settlement Leave	5 days	5 days	5 days
Installation allowance	30 days per diem	30 days per diem	30 days per diem
Housing Contribution	No	No	No
Storage of personal effects	No	No	No
School Fees (contribution made, refer to IRF)	Yes	No	No
Language skills for dependents	Yes	Yes	No
Flights home	No	No	No
Reimbursement of costs	Yes	Yes	Yes

**Relocation Benefits for Fixed Term Contract Relocates to Regional Offices**

To be used in conjunction with the detail included in the IRF	Fixed Term Contract			
	Single	Unaccompanied	With spouse	With family
<b>RELOCATION</b>				
Visa & Work Permit for Employee	Yes	Yes	Yes	Yes
Entry Visa for Dependents	No	No	Yes	Yes
Pre-departure Medical Examination	Yes	Yes	Employee only	Employee only
Vaccinations	Yes	Yes	Both	All
Tax Advice	Yes	Employee Only	Employee only	Employee only
Dual Taxation Costs	Yes	Employee Only	Employee only	Employee only
Outward Travel to Location	Yes	Yes	Both	All
Unaccompanied air freight	40 kg	40kg	80kg	100kg
Return Travel from Location	Yes	Yes	Both	All
Shipment of Personal Effects	No	No	No	No
Temporary Accommodation	15 days	15 days	15 days	15 days
Settlement Leave	5 days	5 days	5 days	5 days
Installation allowance	15 days per diem	15 days per diem	15 days per diem	15 days per diem
Housing Contribution	No	Yes	No	No
Storage of personal effects	Yes	No	Yes	Yes
School Fees	No	No	No	Yes
Language skills for dependents	No	No	Yes	Yes
Flights home	None	One	None	None
Reimbursement of costs	No	No	No	No

These relocation benefits are available to candidates who have relocated from a country other than the one they are to be employed in by Amnesty International

It should be noted that some of these benefits may be a taxable and any tax liability arising from the provision of these benefits are the responsibility of the employee.

## **Tax Treatment at Amnesty International**

AI has an obligation to ensure that employees pay tax in the country in which they work by paying a gross annual salary and deducting the necessary tax required by the country. To assist employees with their personal tax compliance Amnesty International offers the following service depending on where an employee originates from.

- **For those relocating to the country**

- Tax briefing for home and host countries with professional Tax Advisors engaged by Amnesty International

- Net pay calculation

- Assistance with one home tax return and two host country tax returns

- **For those recruited in country, but are nationals of a different country**

- Tax briefing for home and host countries with professional Tax Advisors engaged by Amnesty International

- Net pay calculation

- **For those locally recruited**

- No tax support offered as staff member is assumed to have paid local taxes and Social Security previously