



**Title:** Holiday Travel Ticket Policy

### Procedures & Forms

Employee Handbook for Retail Employees  
HR Policies and Procedures  
Cash Advance Form ([www.kojhr.com](http://www.kojhr.com))

### Effective Date:

This version supersedes all previous policy and practices related to Holiday Travel tickets. This policy is effective 1<sup>st</sup> March, 2018

### Background

In line with employee contracts across the group, and local requirements governed by labor Law. The board has taken a decision to change the process in which the Group administers the provision of Holiday Flight tickets (for anyone whom is entitled), and ticket encashment.

### Scope

All employees under the umbrella of the “Group” are governed by this policy, in regions / countries where advance payments have to be made.

### Policy and Procedure

Any expatriate employee who is entitled to a Holiday Ticket as part of their employment contract, will now have this benefit added to their monthly salary under the description “Ticket”. This allows you to provide for your own choice of ticket, giving you total flexibility. As a result of this, the ticket encashment and holiday flight booking options will now cease.

To enable us to offer everyone a fair ticket value, we have taken the average ticket cost (as shown in Appendix 1 and 2) of three different months, for each route on the following dates:

- March 1<sup>st</sup> to March 31<sup>st</sup> 2018
- August 1<sup>st</sup> to August 31<sup>st</sup>, 2018
- December 1<sup>st</sup> to December 31<sup>st</sup>, 2018

All flights quoted are based on either Airlines from the country of origin, based from the point country of employment. (Example: for a colleague from Hong Kong the ticket is based on Cathy Pacific Airways). In all cases tickets have been quoted including free baggage allowances.

These fares were analyzed on 6<sup>th</sup> February, 2018 using airlines independent websites.

### Maintenance and amendment of the policy

As with all Group policies (the “Group”) may amend this policy at its discretion at any time.

Appendix 1 – Ticket Values from KSA

<b>Country</b>	<b>Ticket Value</b>	<b>Currency</b>
Afghanistan	2,408	SAR
Bangladesh	1,920	SAR
Djibouti	2,396	SAR
Egypt	1,386	SAR
Eritrea	1,080	SAR
Ethiopia	1,974	SAR
India	1,508	SAR
Iraq	1, 706	SAR
Jordan	1,297	SAR
Lebanon	1,173	SAR
Mauritania	4,940	SAR
Pakistan	1,900	SAR
Palestine	2,110	SAR
Philippines	1,786	SAR
Somalia	4,007	SAR
Sudan	1,687	SAR
Syria (Turkey)	2,408	SAR
Tchad - Ndjamena CITY	4,332	SAR
Tunisia	2,096	SAR
Yemen	1,680	SAR

Appendix 2 – Ticket Values from Gulf Countries

Country	Nationality	Ticket Value	Currency
<b>Bahrain</b>	Bahrain		BHD
	Egypt	213.80	BHD
	Philippines	369.95	BHD
	Saudi Arabia	113.96	BHD
	Tunisia	263.92	BHD
<b>Kuwait</b>	Egypt	151.60	KWD
	Ethiopia	143.28	KWD
	Indonesia	186.15	KWD
	Lebanon	85.11	KWD
	Morocco	162.45	KWD
	Nepal	140.26	KWD
	Philippines	178.46	KWD
	Saudi Arabia	102.23	KWD
	Sri Lanka	110.15	KWD
	Syria	93.51	KWD
<b>Oman</b>	Egypt	225.98	OMR
	Kenya	196.40	OMR
	Morocco	255.45	OMR
	Philippines	233.55	OMR
	Sultanate of Oman	0.00	OMR
	Tunisia	329.23	OMR
<b>Qatar</b>	Algeria	3,407	QAR
	Bangladesh	1,534	QAR
	Egypt	1,986	QAR
	Ethiopia	3,653	QAR
	Kenya	2,359	QAR
	Morocco	3,297	QAR
	Nepal	1,918	QAR
	Philippines	3,083	QAR
	Sri Lanka	1,493	QAR
	Sudan	2,399	QAR
	Syria (Fly IST)	1,528	QAR
	Tunisia	3,766	QAR

Country	Nationality	Average of 3 months	Currency
UAE	Albania	3,262	AED
	Algeria	2,599	AED
	Australia	6,173	AED
	Bangladesh	1,425	AED
	Belgium	3,573	AED
	Burma Union Myanmar	4,795	AED
	Cameroon	5,528	AED
	Canada	5, 833	AED
	China	3,453	AED
	Egypt	2,204	AED
	Ethiopia	1,722	AED
	France	4,045	AED
	Hong Kong	2,753	AED
	India	1,903	AED
	Indonesia	2,055	AED
	Iran	1,485	AED
	Italy	3,171	AED
	Iraq	1,706	AED
	Jordan	1,677	AED
	Kazakhstan	1,097	AED
	Kenya	1,802	AED
	Latvija	4,268	AED
	Lebanon	1,583	AED
	Macedonia	1,855	AED
	Morocco	3,298	AED
	Nepal	1,610	AED
	Netherlands	3,327	AED
	Nigeria	2,237	AED
	Pakistan	1,683	AED
	Prague	2,687	AED
	Palestine	2,243	AED
	Philippines	2,633	AED
	Republic Of Macedonia	1,837	AED
	Russia	1,818	AED
	Rwanda	2,598	AED
	Saudi Arabia	1,408	AED
Serbia	2,429	AED	
Singapore	2,116	AED	
South Africa	4,072	AED	
Sri Lanka	1,361	AED	
Sudan	1,259	AED	
Syria	2,395	AED	
Tunisia	2,738	AED	
Turkey	1,753	AED	
Texas, USA	4, 300	AED	

	Uzbekistan	2,590	AED
	Ukraine	2,150	AED
	Uganda	1,599	AED
	United Arab Emirates		AED
	United Kingdom	4,500	AED
	Yemen	1,680	AED
<b>UAE Total</b>			

