

Salesforce Hong Kong Employee Benefits



At Salesforce we believe a huge factor in our success is our employees. We want our employees to feel successful and happy at work by providing a variety of benefits to assist you in achieving a balanced lifestyle.

Health, Wellness and Retirement

- **Medical Insurance:** Liberty Life Cover is for employees and their dependents and includes:
 - Inpatient / Hospitalisation
 - Major Medical, Critical Illness, Out of Country Medical, Dental
 - Outpatient / Extended Health
- **Other Insurances:** Employees receive Group Personal Accident and Term Life Insurance in case of permanent total or permanent partial disablement, temporary total disablement or death. Employees are insured to up to three times their annual base salary.
- **Executive Health Screening:** A variety of tests are available for employees via HMMP. Eligibility for the Executive Health Screening is once per year for employees aged 40 & above; or once every 2 years for those aged 39 & below.
- **Wellness Reimbursement Program:** Salesforce will reimburse up to **HKD 750 a month** towards wellness related expenses such as gym memberships and massages. This amount is a combined amount for your household, so you can claim items for your family.
- **Vision / TCM Reimbursement:** Salesforce provides an entitlement of **HKD 2,000 annually** (1 February to 31 January as per our financial year) which can be used for either Vision or Traditional Chinese Medicine. Please submit your claims via the Wellness Reimbursement Request link in Concierge.
- **Retirement Fund:** Mandatory Provident Fund (MPF) is a comprehensive social security savings plan that enables employees to set aside funds for retirement. Both employer and employee make monthly contributions to the MPF fund.
- **Rental Reimbursement Program:** Entitlements as per legislation.
- **Employee Assistance Program (EAP):** The EAP provides you and your family with confidential help regarding personal issues that can affect your well-being. You and your family are eligible for up to 6 face-to-face counseling visits, per 12-month period, per issue type.
- **International Travel Insurance:** All employees and their families (travelling with the employee) are covered by our International SOS Emergency Travel Assistance Program (ISOS) and travel insurance programs, for both business and personal travel.
- **Salesforce Moves 4 Million Miles:** Join the challenge! Run, walk or swim with your family, friends, coworkers, or sign up for races. Our goal is to log 4 million miles by the end of FY18. Download the Movecoach Million Miles Challenge app in the Apple or Android store and sync to your favourite device.
- **CAREforce:** CAREforce is our health and safety employee engagement program at Salesforce. You'll find everything you need to know on the CAREforce chatter group including emergency response tips and training.

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Leave and Flexible Working

- **Annual Leave:** You accrue 15 paid days per year for the first year of service. An additional 1 day per year of service is earned up to a maximum of 20 paid days. Unused leave is carried forward for 12 months.
- **Medical Leave:** You are entitled to 2 paid sick days each month for the first completed year of service and 4 paid sick days each month thereafter, up to an accumulated maximum of 120 days.
- **Parental Leave:** Salesforce offer primary caregivers 26 weeks paid parental leave and secondary caregivers 12 weeks paid parental leave, at minimum 80% OTE. Paid leave is for employees with minimum 40 weeks service and is inclusive of applicable Government entitlements.
- **Marriage Leave:** Employees are entitled to 2 days paid marriage leave.
- **Compassionate Leave:** Should you have a death in your immediate family Salesforce will support you by giving you up to 5 days paid time off. See policy in Concierge for eligibility.
- **Flexible Work:** Employees may request flexible working arrangements such as working from home, part time arrangements, flexible hours or even a long term leave of absence.
- **Volunteer Time Off:** Salesforce provides 7 days off for your volunteering activities.

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Discounts and Lifestyle Benefits

- **Employee Stock Purchase Plan (ESPP):** You have the chance to buy Salesforce shares and benefit from the success of Salesforce, with a 15% discount on the purchase price. Please refer to the ESPP Chatter group for more information.
- **Education Reimbursement:** You can claim up to **HKD 38,750** per annum on courses through accredited institutions which are work related and pre-approved. Check out the APAC education reimbursement policy for more details.
- **Baby Bonus:** To celebrate and share the joy of your newborn baby's birth, Salesforce will provide you with a **HKD 1,900** baby bonus. Please log a ticket in concierge and attach your newborn's birth certificate.
- **Global Adoption Assistance Program:** Employees are eligible for reimbursement of eligible adoption expenses up to **HKD 62,000**.
- **Employee Referral Bonus:** We are rapidly expanding and we are constantly on the lookout for the top talent around the globe. For each successful introduction you make, you'll receive **USD 2,000** referral bonus.

Note: Benefits will be updated in line with legislation and non-legislated benefits are at the discretion of the company.