



Trees Organic  
COFFEE & ROASTING HOUSE

## **Policies & Procedures**

### **Extended Health Benefits**

Extended Medical & Dental benefits are available to full time employees. The premium costs are 50% paid by the employee and 50% paid by the Company.

In order to be eligible for extended benefits, employees must meet the following requirements:

- Have been continuously employed by Trees Organic Coffee for 3 months
- Be working full time (qualified as 30 hours or more per week)
- Be working a long-term position within the company

The employee's portion of the premium payments will be deducted from each paycheque.