

NOT JUST BENEFITS.

YOUR SUPPORT SYSTEM.

*"Good benefits are not a perk. They are a promise.
This handbook is ours to you."*

— Jayashree Ravi, Founder, LearnCraft Studios

Health & Wellness

Time Away

Family Support

Learning & Growth

Everyday Perks

CONTENTS

WHAT IS INSIDE YOUR SUPPORT SYSTEM

01	A Note From the Founder	03
02	Health & Wellness	04
03	Time Away	06
04	Family Support	08
05	Learning & Growth	10
06	Everyday Perks	12
07	Your Benefits at a Glance	14

DEAR TEAM,



Jayashree Ravi

Founder, LearnCraft Studios

When we decided to put this handbook together, we made a deliberate choice to do it differently.

Most benefits documents read like contracts. Long sentences. Legal language. Pages you flip through once and never open again.

We wanted to create something you would actually want to read. Something that feels less like a policy and more like a conversation between us.

Because that is what these benefits are: a conversation. A way of saying we see you, we value what you bring, and we want to make sure that your time here supports your whole life.

Every section was written with one question in mind: what does our team actually need to thrive?

Health, rest, family, growth, and the small daily things that make a workplace feel human. It is all in here.

Read it slowly. Use every single thing that is yours to use.

You earned it.

With warmth,
Jayashree Ravi

Founder | LearnCraft Studios

HEALTH & WELLNESS

"Because you cannot pour from an empty cup."

01

HEALTH & WELLNESS

Your health is not an afterthought here. From day one, you have access to comprehensive coverage that looks after your body, your mind, and everything in between.

- **Medical, Dental & Vision:** Full coverage begins on your first day. No waiting periods, no gaps.
- **Mental Health Support:** Access to licensed counsellors through our Employee Assistance Programme. Confidential and fully covered.
- **Annual Wellness Budget:** \$500 every year for gym memberships, meditation apps, yoga classes, or nutritionist sessions. You choose.
- **Fitness Reimbursement:** Up to \$300 annually on physical fitness — studio, track, or pool. It all counts.

KEY TAKEAWAY

"Your health benefits begin the moment you do. Use all of them, every year."

TIME AWAY

"Rest is not a reward. It is part of the work."

TIME AWAY

Time away from work is not something you earn after proving yourself. It is something you are entitled to from the start, because recharged people think better, lead better, and live better.

- **Annual Leave:** 20 days of paid leave every calendar year, accrued from day one.
- **Public Holidays:** All statutory public holidays observed, plus two company-wide recharge weeks each year.
- **Sick Leave:** Paid sick leave with no questions and no cap for genuine illness. We trust you.
- **Personal Days:** Three personal days each year for the things life throws your way. No documentation required.

KEY TAKEAWAY

"Time off is built into your role, not bolted on. Please use every day that belongs to you."

FAMILY SUPPORT

"Your family matters to us too."

FAMILY SUPPORT

Building a family and building a career should not feel like competing priorities. We have structured our support to make sure you never have to choose.

- **Parental Leave:** 16 weeks of fully paid parental leave for all parents, regardless of gender or how your family grew.
- **Fertility Support:** Coverage for fertility treatments and family-planning consultations, because the path to parenthood looks different for everyone.
- **Childcare Assistance:** Backup childcare reimbursement for up to 10 days per year when regular arrangements fall through.
- **Flexible Return:** A structured, supported return-to-work plan so coming back feels like a beginning, not a shock.

KEY TAKEAWAY

"Family is not a distraction from your career. It is part of your life, and we support the whole of it."

LEARNING & GROWTH

"Curious people build better things."

LEARNING & GROWTH

We hire people who love to learn, and then we invest in keeping that love alive. Growth here is about becoming more capable, more curious, and more confident.

- **Learning Stipend:** \$1,500 every year for courses, certifications, books, or any tool that helps you grow professionally.
- **Conference Budget:** Additional funding to attend industry events – whether to attend, present, or absorb new thinking.
- **Internal Library:** Unlimited access to our curated learning library, updated quarterly with the latest resources.
- **Mentorship Programme:** Structured mentorship connections within and beyond the organisation to accelerate your development.

KEY TAKEAWAY

"Your growth budget is yours to spend freely. No approval needed for anything under \$500."

EVERYDAY PERKS

"The small things that make a big difference."

05

EVERYDAY PERKS

Not every benefit shows up in a policy document. Some are simply part of how we work every day. Flexibility, recognition, and ease are built into the texture of life at LearnCraft Studios.

- **Hybrid Flexibility:** Work from wherever you do your best thinking. Structure your week around your life, not the other way around.
- **Home Office Allowance:** \$800 one-time setup allowance to make your home workspace comfortable and productive from day one.
- **Commuter Benefit:** Pre-tax transit and commuter benefits that reduce what comes out of your pocket when you travel in.
- **Team Celebrations:** Quarterly team events, milestone recognition, and a culture that marks the moments that matter.

KEY TAKEAWAY

"The everyday experience of working here is designed to feel human. That is not an accident."

EVERYTHING YOURS. ALL IN ONE PLACE.

HEALTH & WELLNESS

- Medical, dental & vision from day one
- Mental health counselling included
- \$500 annual wellness budget
- Fitness reimbursement up to \$300

TIME AWAY

- 20 days paid annual leave
- All public holidays observed
- Two company recharge weeks
- Sick leave — no questions asked

FAMILY SUPPORT

- 16 weeks fully paid parental leave
- Fertility and family-planning support
- Backup childcare up to 10 days
- Structured flexible return plan

LEARNING & GROWTH

- \$1,500 annual learning stipend
- Conference and events budget
- Internal library, unlimited access
- Mentorship programme included

EVERYDAY PERKS

- Hybrid work flexibility
- \$800 home office setup allowance
- Pre-tax commuter benefit
- Team events and milestone celebrations

"These are not just policies. They are promises we keep."