

HR POLICY



- 1) Employment Terms and Conditions:** All employees are required to adhere to the organization's code of conduct and workplace policies. Employment is contingent upon the successful completion of a probationary period, during which performance and suitability for the role will be assessed. The organization reserves the right to amend or revise these terms and conditions as necessary to comply with legal requirements or adapt to organizational changes. Any amendments will be communicated to employees in a timely manner.

- 2) Code of Conduct:** The Code of Conduct at our organization establishes the fundamental principles and standards of behaviour that all employees are expected to uphold. This includes maintaining a professional demeanour, respecting the rights and dignity of colleagues, clients, and stakeholders, and adhering to the highest standards of integrity and ethical conduct. Employees must comply with all applicable laws and regulations, as well as company policies and procedures, which cover a range of topics including, but not limited to, confidentiality, conflict of interest, anti-bribery, and anti-discrimination. Employees are required to perform their duties responsibly and to the best of their abilities, ensuring honesty, fairness, and transparency in all interactions and transactions. Any form of harassment, discrimination, or unethical behaviour will not be tolerated and may result in disciplinary action, up to and including termination.

- 3) Attendance and Leave Policies:** Attendance and punctuality are crucial to maintaining a productive and efficient workplace. All employees are expected to adhere to their designated work schedules and report to work on time. If an employee anticipates being late or absent, they must inform their supervisor as soon as possible, providing a valid reason for their absence. Regular attendance is essential, and excessive absences or tardiness may result in disciplinary action, up to and including termination. Family leave is available for maternity/paternity purposes, adoption, and other

family-related matters, in accordance with local labour laws. Employees may also be eligible for bereavement leave in the event of a family member's death. Other types of leave, such as unpaid leave or leave for educational purposes, may be granted at the company's discretion.

4) Performance Management: Performance management is a critical aspect of our organization, designed to ensure that employees' efforts align with the company's strategic goals and objectives. The performance management process involves setting clear and achievable goals, providing ongoing feedback, and conducting regular performance evaluations. At the beginning of each performance cycle, employees, in collaboration with their supervisors, will establish specific, measurable, attainable, relevant, and time-bound (SMART) goals. These goals are tailored to individual roles and departmental priorities, ensuring that each employee contributes meaningfully to the organization's success. Formal performance evaluations are conducted annually, where supervisors assess employees' performance against the established goals and competencies.

5) Health and Safety: The company also promotes a culture of health and wellness by offering programs and resources aimed at improving physical and mental well-being. This includes access to fitness facilities, wellness workshops, and employee assistance programs (EAP) that provide support for mental health and personal issues. Additionally, the company complies with all applicable health and safety regulations and continuously reviews and updates its policies to ensure compliance and effectiveness.

Employees are expected to take personal responsibility for their own safety and the safety of their colleagues by adhering to safety protocols and fostering a proactive safety culture. The company is committed to providing a safe and healthy work environment and will take all necessary measures to prevent workplace accidents and injuries.

6) Training and Development: Training and development are fundamental to our commitment to fostering a knowledgeable, skilled, and adaptable workforce. The organization offers a variety of training programs and development opportunities to support employees in achieving their personal and professional growth objectives. Upon joining the organization, new employees participate in a comprehensive onboarding process that includes orientation sessions, role-specific training, and introductions to company culture and policies. This ensures a smooth transition and equips new hires with the necessary knowledge and skills to succeed in their roles. Continuous learning is encouraged through a range of development programs, including in-house training sessions, online courses, workshops, seminars, and conferences. Employees have access to an extensive library of resources, such as e-learning platforms, industry publications, and professional development materials. These resources cover a wide array of topics, from technical skills and leadership development to project management and soft skills enhancement.

7) Disciplinary Procedures: Disciplinary procedures are established to ensure a fair and consistent approach to managing employee conduct and performance issues. The goal is to address and resolve problems promptly while maintaining a respectful and professional work environment. The disciplinary process typically begins with an informal discussion between the employee and their supervisor to identify the issue and agree on corrective actions. If the problem persists or is more serious in nature, formal steps may be taken.

disciplinary process generally includes the following stages:

1. Verbal Warning
2. Written Warning
3. Final Written Warning
4. Suspension
5. Termination

8) Data Protection and Privacy: Data protection and privacy are of paramount importance to our organization. We are committed to safeguarding the personal information of our employees, beneficiaries, and partners, and ensuring compliance with all applicable data protection laws and regulations. Our data protection policies outline the measures we take to secure personal data, including the use of encryption, access controls, and regular security audits. Employees are trained on data protection best practices and are required to always adhere to the company's data privacy policies.

<u>Policy Track Changes</u>	
Policy Created	September 2025
Date of Approval	27.12.2025
Approved by	General Secretary

Scrutinized & Approved by:

VICTOR,

General Secretary,

