

NAME OF
ORGANIZATION



Employee Handbook

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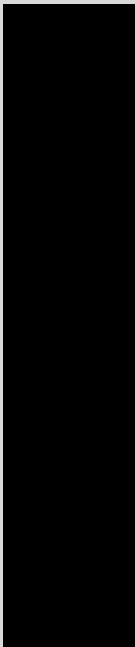
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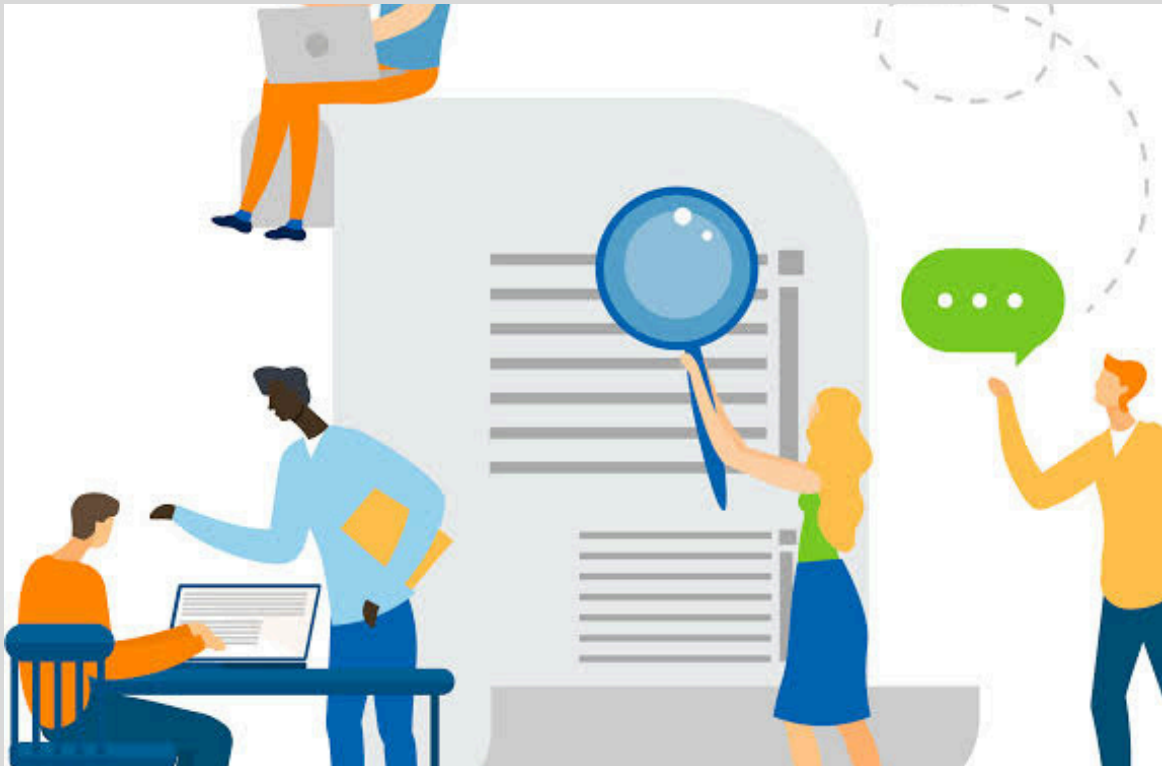
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Acknowledgment Form



INTRODUCTION

Overview of The Employee Handbook



Welcome to (company name) This Employee Handbook serves as a guide to help employees understand the company's policies, expectations, and benefits. All employees are expected to comply with the policies outlined in this handbook.

This handbook is your comprehensive guide to unlocking a successful and fulfilling career. Within these pages, you'll discover our core values, understand your rights and responsibilities, and explore the numerous opportunities for growth and development. We're committed to empowering a well-informed and engaged workforce, believing that together, we'll achieve collective success.

Mission and Values of the Company

Mission

At (company name), our mission is to drive sustainable growth through innovative investment solutions, ethical business practices, and a commitment to excellence. We empower our employees, clients, and stakeholders with opportunities that create long-term value while maintaining integrity, professionalism, and social responsibility.



Values

At (company name), we are committed to conducting our business with unwavering Integrity, ensuring that honesty, transparency, and ethical responsibility guide every decision we make. We continuously strive for excellence, upholding the highest standards in service, innovation, and performance to create long-term value for our clients and stakeholders. Our culture is built on accountability, where we take full responsibility for our actions, decisions, and commitments, fostering trust and reliability in all aspects of our work. We prioritize customer focus, understanding that our success is deeply rooted in client satisfaction, and we are dedicated to building long-term relationships based on responsiveness, professionalism, and exceptional service.

Collaboration is at the heart of our operations, as we foster teamwork, mutual respect, and inclusivity to achieve common goals while embracing innovation to stay ahead in a rapidly evolving industry. We recognize our role in society and uphold social responsibility by promoting sustainable practices, ethical investments, and active community engagement. Our employees are the foundation of our success, and we believe in employee empowerment, creating a work environment that encourages continuous learning, professional growth, and overall well-being. Through these values, we remain dedicated to building a responsible, forward-thinking, and impactful organization.

Code Of Conduct And Ethics

Behavior

All employees are expected to:

- Dress professionally according to the company's dress code.
- Communication should be respectful and professional.
- Workplace conflicts should be resolved amicably
- Attend work at the stipulated time everyday
- Employees must act professionally and ethically at all times.
- Respect for colleagues, clients, and stakeholders is essential.
- Confidentiality of company information must be maintained.
- Employees must avoid conflicts of interest.
- Conform to attendance arrangements
- Not leave work during business hours without permission
- Unauthorized absence constitutes a serious breach of the employment contract and may result in:

- Loss of pay

-Termination notice if no satisfactory reason is provided

- An employee who absents themselves from work for three consecutive days without notice, permission, or satisfactory reason will be considered to have abandoned their employment. This will result in

- No pay for absent days

- Summary dismissal notice

- Employees requiring medical treatment must:

- Obtain permission from their departmental head or HR
- Notify management within 24 hours if absent due to sickness
- Provide an excuse duty from the company's registered HMO hospital

- An employee arrested and detained by the police will be suspended without pay. If acquitted within one month, they may be considered for reinstatement at the company's discretion.

Terms and Conditions of Employment

- Management reserves the right to make decisions regarding engagement, confirmation, discipline, transfer, and promotion.
- New employees must complete the company's standard application form and undergo pre-employment tests/interviews.
- Successful applicants will receive a letter of offer outlining employment terms, including position, location, salary, probation period, and commencement date.
- Employment is contingent upon satisfactory references and guarantors.

Medical Examination

- The company may require pre-employment medical examinations, conducted by a company-nominated doctor at company expense.
- Existing employees may undergo medical examinations as necessary.

Documentation

- New employees must provide accurate personal data, including marital status, dependents, and next-of-kin.
- Employees must submit references, guarantors, and passport photographs.
- Employees must notify the company of any changes to personal data.
- Falsification or misrepresentation of personal data may result in dismissal.

Onboarding

- New employees will undergo an induction process to facilitate adjustment to their role and work environment.
- Employees will be introduced to departmental heads and senior staff.

Probation

- New employees are typically placed on six-month probation to assess performance, ability, and integrity.
- The company may confirm or terminate employment at the end of the probationary period.
- Probationary periods may be extended, with written notification to the employee.

Confirmation of Appointment

- Employees who successfully complete their probationary period will receive written confirmation of their appointment.

Identification Card

- Employees will receive a free identification card to facilitate premises entry and collection of entitlements.
- Employees must produce their ID card on request.
- Lost ID cards will be replaced upon payment of a fee and submission of a sworn affidavit.
- Employees must return their ID card upon leaving the company.

POLICIES

Employment Policies

At (company name), we are committed to ensuring full compliance with labour laws and regulations. This manual provides employees and management with guidelines to uphold ethical and legal workplace practices, ensuring fairness, safety, and compliance with national and international labour laws.

Equal Opportunity Employment

- The company is committed to providing equal employment opportunities regardless of race, gender, religion, nationality, or disability.
- Ensure adherence to all national and international labor laws.
- Protect employee rights and promote fair treatment.
- Prevent legal risks, penalties, and lawsuits.
- Establish a transparent and legally sound work environment.
- All employment decisions will be made based on merit, skills, and qualifications.
- Background checks and verification of employment eligibility will be conducted in accordance with labor laws.
- Employment contracts will clearly outline terms, conditions, benefits, and legal rights.
- All employees will receive fair wages as per minimum wage laws and industry standards.
- Compensation, bonuses, and incentives will be documented in compliance with labor laws.
- Deductions from employee wages will only be made as permitted by law.
- Overtime pay will be provided in accordance with legal requirements.
- The company will comply with all Occupational Health and Safety (OHS) regulations.
- Regular safety training sessions will be conducted.
- Employees must report workplace hazards immediately



POLICIES

- Emergency procedures will be established and regularly reviewed.
- Standard working hours will be between 8am - 5pm applicable working hours as per labor laws.
- Employees are entitled to breaks and rest periods as required by law.
- Overtime will be voluntary, fairly compensated, and in accordance with labor regulations.
- Employees have the right to fair wages, safe working conditions, and freedom from discrimination.
- Freedom of association and collective bargaining will be respected.
- Employees cannot be forced into work under threat or coercion.
- Termination must be based on legal and justified reasons, following due process.
- Employees will be given required notice periods or severance pay as mandated by law.
- Wrongful termination claims will be handled as per legal dispute resolution mechanisms.
- Discrimination based on gender, age, race, religion, disability, or any protected characteristic is strictly prohibited.
- All employees have equal opportunities for hiring, promotion, and training.
- Complaints of discrimination will be investigated promptly, and disciplinary actions will be taken where necessary.
- Employees are entitled to paid leave, sick leave, maternity/paternity leave, and other statutory benefits as per labor laws.
- Leave entitlements will be clearly outlined in employee contracts.
- Employees must request leave in advance unless it is an emergency.
- Harassment, bullying, and workplace violence will not be tolerated.
- Employees can report incidents confidentially without fear of retaliation.
- Investigations will be conducted, and disciplinary action will be taken where necessary.
- Employee and company data must be handled in compliance with data protection regulations
- Unauthorized disclosure of confidential information is strictly prohibited.
- Employees must adhere to company policies on data privacy and cybersecurity.
- Employees are encouraged to report illegal or unethical workplace practices.
- The company ensures confidentiality and protection for whistleblowers.
- Retaliation against employees who report violations is strictly prohibited.
- Regular internal audits will be conducted to ensure compliance with labor laws.
- Non-compliance will result in corrective actions and legal review.
- Employees will receive ongoing training on labor law updates.
- This manual will be reviewed annually to ensure alignment with new labor laws and company policies.
- Employees will be informed of any updates and required to acknowledge changes.
- Full-time Employees: Work at least **40 hours per week.**
- Part-time Employees: Work less than 40 hours per week.
- Contract Employees: Work based on a specific agreement.



Compensation And Employee Benefits

Employees will be paid on a monthly basis.

A

Health Insurance

Provided to eligible employees.

B

Retirement Plans

Details on retirement benefits. .

C

Paid Time Off

Annual Leave: 21 days of paid vacation per year (prorated for new employees).

Sick Leave: 6 days of paid sick leave for illness or medical emergencies.

Public Holidays: Paid time off for all recognized public holidays.

Maternity Leave: 12 weeks of paid leave for new mothers.

Paternity Leave: 3 weeks of paid leave for new fathers

Bereavement Leave: 6 days of paid leave for the loss of an immediate family member.

D

Career Growth Opportunities

Internal promotions, mentorship programs, and leadership trainings.

E

Bonuses and Incentives

Based on performance and company profitability.

PERFORMANCE EXPECTATIONS

Performance Management

- Employees will undergo periodic performance evaluations.
- Promotions and salary increases will be based on performance.

Attendance And Leave Policies

Work Hours

- Regular work hours: 8AM – 5 PM, Monday to Friday

Leave Policies

- Annual Leave: Employees are entitled to 21 paid leave days per year.
- Sick Leave: Employees must notify HR and provide medical proof when necessary.
- Maternity/Paternity Leave: Provided as per labor laws.

Workplace Safety and Security

- Employees must adhere to the company's Safety Manual.
- Emergency exits and fire safety measures must be followed.

Anti-Discrimination and Harassment Policy

- The company maintains a zero-tolerance policy for discrimination and harassment.
- Employees can report concerns confidentially to HR.

Employee Development and Training

- Employees will have access to professional development programs.
- Training sessions will be held periodically to enhance skills.

Code of Conduct and Disciplinary Policy

The company expects all employees to maintain a high standard of behavior and conduct.

Any employee found guilty of misconduct, including but not limited to the following offenses, may face dismissal:

- Theft, fraud, or dishonesty
- Refusal to obey reasonable and lawful orders
- Sleeping on duty
- Drunkenness or drug addiction
- Gross insubordination or disrespect
- Attempted theft or misconduct
- Fighting on duty or company premises
- Gross negligence causing accidents
- Malicious damage or mismanagement of company property

- Malicious damage or mismanagement of company property.
- Corruption or attempted corruption
- Conviction for criminal acts.
- Assault or disorderly behavior.
- Providing false personal data.
- Disloyalty or failure to report misconduct.
- Spying for competitors.
- Dangerous or careless driving.
- Gambling or selling personal goods on company premises.
- Using violence or intimidation.
- Unauthorized use of company equipment or property.
- Removing or damaging company notices.
- Instigating work stoppages.
- Accepting or demanding bribes.
- Distributing sensitive or unauthorized documents.
- Malicious petition writing
- Sexual Harassment/Violence

Disciplinary Procedures

- If an employee is accused of misconduct, they will be invited to a formal hearing with a disciplinary committee comprising at least three management staff.
- The employee will have the opportunity to defend themselves, and if the committee finds the defense unsatisfactory, the employee may be summarily dismissed without notice or payment in lieu of notice.
- Violations of company policies will result in warnings, suspension, or termination.
- Employees will have the right to fair hearings in disciplinary cases.

Termination and Resignation Policies

- Employees must provide at least two [2] weeks' notice before resignation.
- Termination may occur due to misconduct, non-performance, or business reasons.

Reporting Misconduct

Supervisors and above may submit a written report to the HR Manager through the employee's department head regarding any subordinate who engages in any form of misconduct, including but not limited to:

- Unprofessional conduct.
- Breach of company policies or procedures.
- Violation of terms and conditions of employment.
- Harassment (sexual, verbal, physical, or psychological)
- Bullying
- Discrimination
- Retaliation
- Theft, fraud, or dishonesty
- Misuse of company resources or property
- Unacceptable behavior towards colleagues, supervisors, customers, or visitors

The report must clearly and concisely outline the specific incidents, dates, and details of the misconduct.

PROCEDURES

Grievance Procedures

- Any employee with a complaint or concern about unfair or unjust treatment shall follow this procedure without fear of discrimination or victimization:
- Initial Report: The employee shall first report their grievance to their sectional head or supervisor.
- Escalation: If the issue is not resolved satisfactorily, the employee may escalate the matter to the HR Manager, who will notify the company.
- Final Resolution: If the grievance remains unresolved after 48 hours, the HR Manager shall refer the matter to the General Manager/MD, whose decision shall be final.

Grievance Channels:

- Suggestion/Grievance Letterbox: Located at entrance.
- Email: monitored (solely by the HR Manager).
- Any dispute arising from the interpretation, application, or alleged violation of this Employee Handbook or any revised version shall be referred to the HR Manager, who will promptly notify the company

Use of Company Property and Technology

- Employees must use company resources responsibly.
- Unauthorized sharing of company data is strictly prohibited.

Acknowledgment Form

I..... of hereby confirm I have read and understood the terms and condition of employment as laid down in my letter of appointment and in this Handbook.

I fully accept that the liability of **(company name)** subsists for as long as I remain employed by **(company name)**

I agree to respect and abide with these terms and conditions during the subsistence of my employment agreement by the Company.

SIGNED.....

DATE.....

In the presence of.....

FOR **(company name)**

.....

(NAME AND SIGNATURE)
AUTHORIZED SIGNATORY