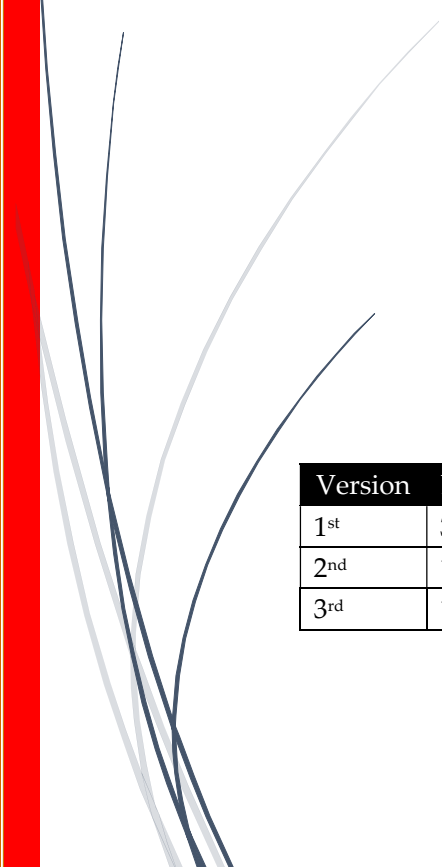




Human Resource Policy and Procedures Manual

ABA ALI HABIB SECURITIES (PRIVATE) LIMITED
DEPARTMENT OF HUMAN RESOURCE



Version	Effective Date	Description of Change
1 st	30 November, 2019	Updates in AML laws and regulations
2 nd	19 October, 2020	Updates in Laws and regulation
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HR Policy and Procedure Manual

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Introduction

The **Aba Ali Habib Securities (Pvt) Ltd.** Human Resource Policy and Procedure Manual provides the policies and procedures for managing and developing staff. It also provides guidelines to **Aba Ali Habib Securities (Pvt) Ltd.** will use to administer these policies, with the correct procedure to follow.

Aba Ali Habib Securities (Pvt) Ltd. will keep HR policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome.

These policies and procedures apply to **all** employees.

Personal Conduct

General policy on personal conduct

Aba Ali Habib Securities (Pvt) Ltd. expects its employees to maintain a high standard of conduct and work performance to make sure the business maintains its good reputation with customers and suppliers. Good personal conduct contributes to a good work environment for all.

This involves all employees:

- observing all policies and procedures
- treating colleagues with courtesy and respect
- treating customers and clients in a professional manner at all times
- working safely at all times

Time attendance policy

Standard Office timing of **Aba Ali Habib Securities (Pvt) Ltd** shall be from 8:30 AM to 5:30 PM. However different attendance time may be allocated to different staff with respect to their signed appointment letter or relaxation may be approved by CEO.

Time attendance policy

Late attendance will be considered from their agreed attendance time. Four late shall be considered as one absent deductible from the salary.

Dress code policy

As a minimum standard, dress should be clean, neat and professional (Managers: Pent Shirt). **Aba Ali Habib Securities (Pvt) Ltd** reserves the right to request an employee to dress to an appropriate standard as a condition of employment.

Phone calls policy.

Making and receiving personal phone calls is limited to 5 number of five-minute calls per day, unless otherwise approved by your manager.

Or

It is expected private phone calls will be kept to reasonable levels.

Email policy

1. Email facilities are provided for formal business correspondence.
2. Take care to maintain the confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
3. Limited private use of email is allowed if it doesn't interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to check if an employee's usage or involvement is excessive or inappropriate.
4. Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
5. All emails sent must include the approved business disclaimer.

To protect **Aba Ali Habib Securities (Pvt) Ltd.** from the potential effects of the misuse and abuse of email, the following instructions are for all users.

1. No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of **Aba Ali Habib Securities (Pvt) Ltd.** in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by management (or persons authorised by management) ensuring compliance with this policy, or by authorised staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
4. When using email a person must not pretend to be another person or use another person's computer without permission.
5. Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.
6. Failure to comply with these instructions is a performance improvement offence and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offence, may include dismissal.

Internet use policy

The internet is provided by **Aba Ali Habib Securities (Pvt) Ltd.** for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offence and will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repetition of an offence, may include dismissal. Staff need to be aware that some forms of internet conduct may lead to criminal prosecution.

Recruitment

Policy

Our business always aims to employ the best candidates based on merit and competence.

Procedure

1. Create a simple position description for the job covering key activities, tasks, skills required, expectations, deliverables and safety considerations. When advertising, avoid discriminatory language e.g. young person. Target the attribute e.g. we seek an energetic person.
 2. The recruitment process may include some or all of these: an application form, interviews, practical testing and reference checks.
 3. Give the successful candidate a letter of appointment setting out clear terms and conditions. This includes the nature of employment e.g. permanent part time, casual. The letter should include a welcome note and start details.
 4. Once the candidate has accepted, contact the unsuccessful candidates as a matter of courtesy.
 5. Recruit the employee within agreed budget along with present job description covering the employee fringe benefits and pay structure.
-

Induction

Policy

Aba Ali Habib Securities (Pvt) Ltd. will make sure all new employees feel welcome and are ready to start work safely and competently.

Procedure

Complete an induction plan for each new starter with details of:

- introductions
 - welcome tea
 - business overview
 - who's who
 - a working safely plan
 - training plan
 - IT system orientation
 - copy of the Fair Work Information Statement
 - policy and procedural requirements, e.g. equal employment opportunity
-

Training

Policy

Aba Ali Habib Securities (Pvt) Ltd. will give employees adequate training to do their job safely and competently. Our business believes training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or knowledge they believe they have.

Probation

Policy

Probation is a period of 3 to 6 months of review and appraisal to make sure both the business and the employee are satisfied the role is as advertised, and is being performed satisfactorily. Ongoing permanent employment is given only when the employee satisfactorily completes their probation. Annual bonus, health insurance and further increment as agreed will be applicable after confirmation as permanent employee.

Procedure

1. Give informal and formal appraisal during the probation period.
 2. Give at least one formal appraisal four weeks before the end of probation.
 3. At the end of the probation period, complete a final probation appraisal and advise the employee of the result.
-

Occupational Health and Safety (OH&S)

Policy

Aba Ali Habib Securities (Pvt) Ltd. will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, contractors, visitors and members of the public who may be affected by our work.

To do this, **Aba Ali Habib Securities (Pvt) Ltd.** will:

- develop and maintain safe systems of work, and a safe working environment
- consult with employees and health and safety reps on safety
- provide information and training for employees
- assess all risks before work starts on new areas of operation, for example, buying new equipment and setting up new work methods, and regularly review these risks
- remove unacceptable risks to safety
- provide employees and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)
- Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace.
- All persons responsible for the work activities of other employees are accountable for:
 - identifying practices and conditions that could injure employees, clients, members of the public or the environment
 - controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
 - making sure workers use personal protective equipment (PPE), training workers to use PPE correctly
 - making sure PPE is maintained and working properly

Aba Ali Habib Securities (Pvt) Ltd. demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.

Workers' compensation policy

All employees may be eligible for workers' compensation benefits if injured while at work.

Injury procedure

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact one of **Aba Ali Habib Securities (Pvt) Ltd.**'s first aiders. For a serious injury also call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager.
3. The manager must write a report in the Register of Injuries, Incidents and Near Misses. This standard report must include:
 - employee's name and job details
 - time and date of injury
 - exact location the injury/incident occurred
 - how the injury/incident happened
 - details of the injury/illness and the part/s of the body injured
 - names of any witnesses
 - name of the person entering details in the Register
 - date the employer was notified
4. **Aba Ali Habib Securities (Pvt) Ltd.** will let the injured employee know in writing that we have received notification of any injury or illness reported in the Register. The manager must report serious injuries to WorkSafe immediately.

Equal Employment Opportunity (EEO)

Policy

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by **Aba Ali Habib Securities (Pvt) Ltd.**

It also applies for all recruitment, selection and promotion decisions.

The objective of **Aba Ali Habib Securities (Pvt) Ltd.**'s Equal Opportunity Policy is to improve business success by:

- attracting and retaining the best possible employees
- providing a safe, respectful and flexible work environment
- delivering our services in a safe, respectful and reasonably flexible way

Discrimination, Sexual Harassment and Bullying

Aba Ali Habib Securities (Pvt) Ltd. is committed to providing a workplace free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

For the purposes of this policy, the following definitions apply:

Discrimination:

Direct discrimination occurs when someone is treated unfairly and is disadvantaged because of a personal characteristic that is protected under Victorian law.

Indirect Discrimination occurs when a rule seems neutral, but has a discriminatory impact on certain people. For example a minimum height requirement of 6 foot for a particular job might be applied equally to men and women, but would indirectly discriminate on the basis of sex, as women tend to be shorter than men.

Sexual harassment includes unwelcome conduct of a sexual nature in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

Workplace bullying may include behaviour that is directed toward an employee, or group of employees, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

Aba Ali Habib Securities (Pvt) Ltd. provides equal opportunity in employment to all suitably able people without discrimination based on a personal characteristic protected under state and federal Equal Opportunity legislation.

They include:

- age
- breastfeeding
- carer status
- disability/impairment
- employment activity
- gender identity
- industrial activity
- lawful sexual activity
- marital status
- parental status
- personal association with someone having any of these characteristics
- physical features
- political activity/belief
- pregnancy
- race
- religious activity/belief
- sex
- sexual orientation

Any employee found to have contravened this policy will be subject to disciplinary action, which may include dismissal as outlined in the complaint procedure below.

Employees must report any behaviour that constitutes sexual harassment, bullying or discrimination to their manager.

Employees will not be victimised or treated unfairly for raising an issue or making a complaint.

Procedure: To make a complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

1. Tell the offender the behaviour is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident(s).
2. If the unwelcome behaviour continues, contact your supervisor or manager for support.
3. If this is inappropriate, you feel uncomfortable, or the behaviour persists, contact another relevant senior manager. Employees may also lodge a complaint with the Victorian Equal Opportunity & Human Rights Commission, the Australian Human Rights Commission, or take action under the *Fair Work Act 2009*.

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

Procedure: To receive a complaint

When a manager receives a complaint or becomes aware of an incident that may contravene **Aba Ali Habib Securities (Pvt) Ltd.** EEO Policies, they should follow this procedure.

1. Listen to the complaint seriously and treat the complaint confidentially. Allow the complainant to bring another person to the interview if they choose to.
2. Ask the complainant for the full story, including what happened, step by step.
3. Take notes, using the complainant's own words.
4. Ask the complainant to check your notes to ensure your record of the conversation is accurate.
5. Explain and agree on the next action with the complainant.
6. If investigation is not requested (and the manager is satisfied that the conduct complained is not in breach of **Aba Ali Habib Securities (Pvt) Ltd.** EEO policies) then the manager should:
 - act promptly
 - maintain confidentiality
 - pass any notes on to the manager's manager

If an investigation is requested or is appropriate, follow the next procedure.

Procedure: To investigate a complaint

When a manager investigates a complaint, they should follow this procedure.

1. Do not assume guilt.
2. Advise on the potential outcomes of the investigation if the allegations are substantiated.
3. Interview all directly concerned, separately.
4. Interview witnesses, separately.
5. Keep records of interviews and the investigation.
6. Interview the alleged harasser, separately and confidentially and let the alleged harasser know exactly of what they are being accused. Give them a chance to respond to the accusation. Make it clear they do not have to answer any questions, however, the manager will still make a decision regardless.
7. Listen carefully and record details.
8. Ensure confidentiality, minimise disclosure.
9. Decide on appropriate action based on investigation and evidence collected.
10. Check to ensure the action meets the needs of the complainant and **Aba Ali Habib Securities (Pvt) Ltd.**
11. If resolution is not immediately possible, refer the complainant to more senior management. If the resolution needs a more senior manager's authority, refer the complainant to this manager.
12. Discuss any outcomes affecting the complainant with them to make sure where appropriate you meet their needs.

Possible outcomes

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

- disciplinary action to be taken against the perpetrator (counselling, warning or dismissal)
- staff training
- additional training for the perpetrator or all staff, as appropriate
- counselling for the complainant
- an apology (the particulars of such an apology to be agreed between all involved)

Flexible Working Arrangements

Employees may request flexible working arrangements based on parental and career responsibilities. Employees are encouraged to put the request in writing.

To comply with the *Equal Opportunity Act*, **Aba Ali Habib Securities (Pvt) Ltd.** will consider this request, and consider all relevant facts and circumstances in deciding whether or not to agree to the request. Such a request will not be refused unless it is reasonable to do so.

Circumstances that may be relevant to determining whether a refusal is or is not reasonable include:

- the nature of the employee's work and parental or carer responsibilities
- the nature and cost of the arrangements required for an employee to fulfil their family or carer responsibilities
- the financial circumstances of the employer
- the size and nature of the workplace and the employer's business
- the effect of the flexible working arrangements on the workplace, including the financial impact on the business
- the consequences for the employer of having the flexible working arrangements
- the consequences for the employee of not having the flexible working arrangements

Other factors that might be relevant in a particular case include:

- when the arrangements are to commence
- how long the arrangements will last
- information that has been provided by the employee about their situation
- the accrued entitlements of the employee, such as personal, carer's or annual leave
- whether any legal or other constraints affect the feasibility of the employer accommodating the responsibilities, such as occupational health and safety laws or award penalty rates.

In addition, under the National Employment Standards, employees who have at least 12 months continuous service, with responsibility for the care of a child under school age, or for care of a child under 18 with a disability have the right to request flexible working arrangements.

This right applies to all employees including permanent full-time and part-time employees, as well as casual employees, regardless of role of job function.

Employees must put such a request in writing.

Aba Ali Habib Securities (Pvt) Ltd. will provide a written response granting or refusing the request within 21 days and will only refuse such requests on reasonable business grounds. These reasons will be detailed in the written refusal.

Options for flexible work practices

Flexible work options which may be considered by **Aba Ali Habib Securities (Pvt) Ltd.** include:

- permanent, part-time work
- graduated return to work (for employees returning from parental leave), e.g. the employee returns part time and then builds up to full-time work flexible start and finish times for staff to accommodate child care and school pick-up requirements
- flexible rostering such as working split shifts
- job-sharing - where two or more employees share one full-time position, each working on a part-time basis
- work from home
- purchased leave (50/52 leave) – where employees take an additional four weeks leave per year by adjusting their salary to 50 weeks paid over the full 52 weeks
- compressed hours – where the employee works additional daily hours to provide for a shorter working week or fortnight

This is not an exhaustive list, and other options may be agreed.

Employees utilising flexible work practices will be treated no less favourably than any other employee. Flexible working is not a barrier to promotion or supervisory responsibilities.

Leave Policy

General leave policy

Unless specified otherwise, employees referred to in this policy mean permanent full-time employees.

All employees are entitled to leave in accordance with the relevant awards or agreements and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, workplace agreement, employment contract or employment law takes precedence.

All planned leave has to be mutually agreed, and take into account workloads and the employee's needs. Leave must be approved in advance, except when the employee can't anticipate the absence. Any documents regarding leave will be kept on the employee's personnel file.

Annual leave policy

Each employee is entitled to a minimum of **15** days annual leave a year (pro-rata for part-time). Leave entitlements are calculated from the date they started work and accrue in accordance with workplace relations legislation or industrial instruments. Annual leave counts towards continuous service (used when calculating long service leave).

Applications for annual leave need to be lodged **1** weeks in advance.

An employee is expected to take accrued annual leave for business close down periods. If insufficient leave is accrued, **Aba Ali Habib Securities (Pvt) Ltd.** may direct an employee to take paid leaves or refund him.

Aba Ali Habib Securities (Pvt) Ltd. will decide on a case-by-case basis whether it will agree with an employee to 'cash out' annual leave as permitted by workplace relations legislation or any industrial instrument.

In some circumstances, leave in advance of what leave has accrued may be approved. This is conditional on the employee agreeing to the business deducting any advance in the event of termination, or to the employee accepting leave without pay.

Personal (sick) leave policy

An employee is entitled to a maximum of 15 days of personal/career's leave every 12 months which can all be taken as career's leave if required. Unpaid personal leave accrues at the rate of **1** days per month of service and is cumulative.

An employee should notify his/her manager as soon as possible if they are unable to attend work due to illness or injury. Management, at its discretion, may request evidence such as a medical certificate showing that the employee was entitled to take personal leave during the relevant period.

Career's leave policy

Career's leave is available to an employee for the care or support of an ill family or household member or if an unexpected emergency affects a family or household member. It is typically part of personal (sick) leave and is dealt with similarly to above.

Employees including casual employees are entitled to take up to two days unpaid carer's leave for each occasion of family or household member illness or unexpected emergency. An employee cannot take unpaid career's leave if they could instead take paid carer's leave.

Compassionate leave policy

Compassionate leave is unpaid leave taken by an employee to spend time with a family member/member of the employee's household, who has a personal illness, or injury, that poses a serious threat to his/her life, or after the death of a family member/member of the employee's household.

Each employee is entitled to a period of two days paid compassionate leave for each occasion where a family member has died, or the employee needs to spend time with a seriously ill family member. Additional unpaid leave maybe granted at management discretion.

Casual employees are entitled to two days unpaid compassionate leave for each occasion.

Parental leave policy

Unpaid parental leave

Employee who are expecting a child or adopting a child are eligible for 13 weeks of unpaid parental leave if they are:

- permanent full-time or part-time with at least 12 months service prior to the expected date of birth or adoption placement
- casual with 12 months regular and systemic service who have a reasonable expectation of continuing regular and systematic work

After birth or adoption, the parent with responsibility for the care of the child is entitled to unpaid parental leave. Employees who are pregnant may commence leave up to six weeks before the expected date.

Employees may request to extend their leave by a further 3 months (for a total of 6 months maximum), to be submitted in writing at least four weeks before the end of the original 6 months unpaid parental leave.

Aba Ali Habib Securities (Pvt) Ltd. will respond in writing within 21 days and may refuse only on reasonable business grounds. The written response will include details if the request is refused.

Parental leave for partners

Generally, only the parent with responsibility for the care and welfare of the child is entitled to take unpaid parental leave. However, up to three weeks unpaid parental leave may be taken at the same time by both members of an employee couple, with the period of concurrent leave starting on the day of the birth (unless the manager agrees to other arrangements).

Applying for leave

An employee wishing to take unpaid parental leave must provide written notice at least 10 weeks before starting the leave (or as soon as is practicable) including the intended leave start and end dates.

Leave dates or any changes of dates must be confirmed at least four weeks before the leave starts. The manager will confirm the leave and any affected entitlements such as continuous service in writing.

Adoption

Because **Aba Ali Habib Securities (Pvt) Ltd.** recognises that the timing of placement for an adopted child may be uncertain, employees should keep their manager informed of any changes to the likely placement date and commencement of leave.

Annual leave

If the employee has paid annual leave available, he or she may, in agreement with the manager, take some or all of that leave at the same time as the unpaid parental leave.

Time off for antenatal appointments, adoption interviews or examinations

Personal leave may be available for attendance at medical appointments. Appointment times and the availability of leave should be discussed with the manager.

An employee may take up to two days unpaid pre-adoption leave. Employees must provide notice of the leave including expected leave period as soon as practicable (which may be after the leave has started).

If an employee requires more than two days pre-adoption leave, they should discuss their requirements with their manager.

Leave for pregnancy related illness

If an employee is ill during her pregnancy, she may access her ordinary sick leave entitlements, including any accrued leave.

During parental leave

Even though the employee is on leave, they will continue to be protected against discrimination as an employee. See the Equal Employment Opportunity policy.

Aba Ali Habib Securities (Pvt) Ltd. respects that some employees do not want any contact while on leave, and others do. The manager should discuss with the employee what sort of communication the employee would like while on leave, and record this agreement.

While an employee is on unpaid parental leave, **Aba Ali Habib Securities (Pvt) Ltd.** will ensure that the employee is considered and kept informed of significant changes that may occur in the business.

Where a decision will have a significant effect on the status, pay or location of the pre-parental leave position, the **Aba Ali Habib Securities (Pvt) Ltd.** will take all reasonable steps to inform the employee and discuss the effect of the decision. During any restructures, employees on parental leave will be treated no less favourably than other employees and will be kept informed of the process.

If an employee has applied for less than 52 weeks unpaid parental leave, they can extend the period of leave once to take the total leave up to a maximum of 52 weeks. The employee must give at least four weeks notice prior to the end date of the original leave period. A period of unpaid parental leave may be reduced by agreement between **Aba Ali Habib Securities (Pvt) Ltd.** and the employee.

An employee can resign while on parental leave but they must give the required notice of resignation as set out in **appointment letter**.

Employees should not undertake any activity during leave which is inconsistent with the employment contract, including other employment and they should remain responsible for the care of the child.

The employee's position may be filled on a temporary basis while they are on leave. **Aba Ali Habib Securities (Pvt) Ltd.** will notify the replacement employee that their employment in this role is temporary and that the pregnant employee has the right to return to the position.

Time in lieu policy

Aba Ali Habib Securities (Pvt) Ltd. will grant time in lieu to an employee who is required to work outside their normal hours. Time worked towards time in lieu must be approved in advance unless exceptional circumstances exist, in which case management will consider granting approval after the time is worked.

Time in lieu will be added to the employee's annual leave. **Aba Ali Habib Securities (Pvt) Ltd.** will record time-in-lieu credits and debits. Generally, employee should take time in lieu in the same financial year within which they accrue it. A manager must approve time-in-lieu leave. An employee cannot accrue more than **8** hours of time in lieu in a month.

Leave without pay policy

Leave without pay may or may not count towards Long Service Leave, depending on the conditions of employment of your employees. If they are entitled to Long Service Leave, you may be able to agree in writing with your employees prior to them taking discretionary unpaid leave that it does not count towards Long Service Leave.

Management has the discretion to approve leave without pay that an employee is not otherwise entitled to.

Emergency services leave policy

If an employee needs to take temporary absence from work because of voluntary emergency management activities (for example, as a volunteer dealing with an emergency or natural disaster, then they should ask management for leave as soon as possible after they become aware of the need to take leave.

Aba Ali Habib Securities (Pvt) Ltd. will support such activities wherever possible, as an important community service.

Aba Ali Habib Securities (Pvt) Ltd. may require evidence of these activities at its discretion.

Performance Management

Policy

The purpose of performance management is to improve performance. It is an ongoing process. It should include informal and formal review. We encourage a two-way process, that is, employees can also give management feedback on performance.

All employees will undergo a formal performance review with their immediate managers at least **one** time a year.

Procedure

1. The manager and the employee agree on the date for a performance appraisal meeting to allow time to prepare.
2. The manager and employee will meet and openly and constructively discuss performance over the period.
3. The manager and the employee will agree any objectives and outcomes for the next appraisal period.
4. Training and development will be considered as part of the process.
5. Notes should be taken of the meeting and copies kept.
6. Outside of this formal process, employees are encouraged to raise any issues they have when they arise.

ANNUAL BONUS AND UNTILIZED PAID LEAVE REFUND POLICY

All employees may be eligible for annual bonus and refund of unavailed annual paid leaves after completion of their one year employment turnover with Aba Ali Habib Securities Private Limited.

ANNUAL INCREMENT POLICY

All employees may be eligible for annual salary increment after a formal performance review with their immediate managers/CEO at least once in a year. The initial eligibility of the employee shall be counted from their joining till their 1 year employment history with Aba Ali Habib Securities Private Limited. For existing employees their salary increment shall be on annual basis with CEO approval.

OFFICE LUNCH POLICY

All employee shall be eligible for office lunch on CEO approval or highlighted in other facilities in his/her advertised job description.

TRAVELLING ALLOWANCE AND OVERTIME POLICY

Aba Ali Habib Securities Private Limited may agree to refund the travelling allowance to office boy or other staff on Rs.--- per Kilometre. However this rate shall be revisable on quarterly basis. Same CEO may approve overtime/ special lunch allowance on condition to condition base.

Performance Improvement

Policy

Where warranted **Aba Ali Habib Securities (Pvt) Ltd.** will use improvement processes to improve performance. Should such improvement processes be unsuccessful in improving an employee's performance, **Aba Ali Habib Securities (Pvt) Ltd.** may decide to end an employee's employment. Depending on the circumstances, performance improvement action may include verbal or written warnings, counselling or retraining.

Aba Ali Habib Securities (Pvt) Ltd. requires a minimum standard of conduct and performance which will be made clear to employees in management appraisals. If an employee does not meet this standard, **Aba Ali Habib Securities (Pvt) Ltd.** will take appropriate corrective action, such as training. Formal performance improvement procedures will generally only start when other corrective action fails.

If an employee deliberately breaches business policy or procedure, or engages in misconduct, **Aba Ali Habib Securities (Pvt) Ltd.** may start improvement procedures, or, in cases of serious misconduct or breach of policy, may dismiss an employee.

Each employee must understand their responsibilities, be counselled and given the opportunity to reach the standards expected of them. **Aba Ali Habib Securities (Pvt) Ltd.** will give an employee the opportunity to defend themselves before management takes further action.

Procedure

1. **Aba Ali Habib Securities (Pvt) Ltd.** will advise the employee of any shortfall in their performance, and give them an opportunity to respond.
2. Once they respond, the manager will consider their response and decide if performance improvement action should be taken. **Aba Ali Habib Securities (Pvt) Ltd.** will provide support such as training where appropriate.
3. If the employee is given a verbal warning, the manager should make a note of it, date it and sign it.
4. The manager will advise the employee in clear terms what they see as the performance problem or the unacceptable conduct. To highlight the deficiency they should use specific examples, and refer to the correct policy or procedure.
5. The manager will allow the employee to respond before making a decision and consider the employee's responses. The employee may have a support person present at such meetings.
6. The manager will decide if more action is needed.
7. If a written warning is to follow, the manager is to:
 - document it and give the employee a copy
 - give the employee the opportunity (and their support person the opportunity) to sign the warning
 - keep a copy on file
8. The warning must clearly define:
 - the deficiency
 - a clear explanation of the expected standard

- by when the employee needs to achieve it
 - how the business will help the employee achieve the improvement required
 - consequences of failing to improve
9. The manager concerned will keep a record of all meetings, training and/or coaching given and a summary of discussions, and put a copy on the employee's personnel file. This should include date, location and time of discussion.
 10. They will continue to support the employee and note the support they give, for example, training or counselling.
 11. If the employee's performance or conduct doesn't improve, the manager will give the employee a final written warning and follow steps 4–10 above. This document needs to warn the employee in clear terms **Aba Ali Habib Securities (Pvt) Ltd.** will terminate their employment if there is not enough improvement, and a sustained improvement in, their performance.

Note: some circumstances justify going straight to a second or final warning.

Gross or serious misconduct policy

Summary (instant) dismissal for gross or very serious misconduct is possible (depending on the facts involved). Management should seek advice before taking this step.

Procedure

1. The manager is to investigate the alleged offence thoroughly, including talking to witnesses, if any.
2. The manager should ask the employee for their response to the allegation (taking notes of this discussion) and allow them to have representation. The manager should also have a witness present. The manager shall give genuine consideration to the employee's response and circumstances.
3. If still appropriate, following a thorough investigation, the manager can terminate/dismiss the employee.
4. The manager should keep a file of all evidence collected and action taken in these circumstances.
5. **Aba Ali Habib Securities (Pvt) Ltd.** will send the employee a letter of termination noting brief details.

Grievances

Policy

Aba Ali Habib Securities (Pvt) Ltd. supports the right of every employee to lodge a grievance with their manager if they believe a decision, behaviour or action affecting their employment is unfair. An employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible. When necessary, **Aba Ali Habib Securities (Pvt) Ltd.** will escalate a grievance to the next higher level of authority for more discussion and resolution, and continue escalating it to the level above until it is resolved.

Managers will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and lacking substance may result in disciplinary action being taken against the employee lodging the grievance.

Procedure

1. The employee should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still can't be resolved, the process continues and becomes formal.
2. To start the formal grievance the complainants must fully describe their grievance in writing, with dates and locations wherever possible and how they have already tried to settle the grievance.
3. The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues.
4. If the grievance still can't be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the employee.

Conflict of Interest

Policy

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of **Aba Ali Habib Securities (Pvt) Ltd.**

All employees are required to act in good faith towards **Aba Ali Habib Securities (Pvt) Ltd.** Employees need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of **Aba Ali Habib Securities (Pvt) Ltd.**

As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with **Aba Ali Habib Securities (Pvt) Ltd.** Employees should aim to avoid being put in a situation where there may be a conflict between the interests of **Aba Ali Habib Securities (Pvt) Ltd.** and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of **Aba Ali Habib Securities (Pvt) Ltd.** will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favour of **Aba Ali Habib Securities (Pvt) Ltd.**

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

Procedure

Employees must:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed by **Aba Ali Habib Securities (Pvt) Ltd.** to management
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by **Aba Ali Habib Securities (Pvt) Ltd.** to management
- avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible

If an employee declares such an interest, **Aba Ali Habib Securities (Pvt) Ltd.** will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation.

Employees must disclose any other employment that might cause a conflict of interest with **Aba Ali Habib Securities (Pvt) Ltd.** to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at **Aba Ali Habib Securities (Pvt) Ltd.** If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with **Aba Ali Habib Securities (Pvt) Ltd.** using knowledge and/or materials gained during the course of employment with **Aba Ali Habib Securities (Pvt) Ltd.**

Engaging in other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with **Aba Ali Habib Securities (Pvt) Ltd.**, in a timely manner, may result in performance improvement proceedings including dismissal.

Intellectual Property and Security

All intellectual property developed by employees during their employment with **Aba Ali Habib Securities (Pvt) Ltd.**, including discoveries or inventions made in the performance of their duties related in any way to the business of **Aba Ali Habib Securities (Pvt) Ltd.**, will remain the property of **Aba Ali Habib Securities (Pvt) Ltd.**.

Employees may be given access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. This must be protected and used only in the interests of **Aba Ali Habib Securities (Pvt) Ltd.**.

Employees must not:

- disclose or use any part of any confidential information outside of the performance of their duties and in the interests of **Aba Ali Habib Securities (Pvt) Ltd.**; or
- authorise or be involved in the improper use or disclosure of confidential information; during or after their employment without the Employer's written consent, other than as required by law.

'Confidential information' includes any information in any form relating to **Aba Ali Habib Securities (Pvt) Ltd.** and related bodies, clients or businesses, which is not in the public domain.

Employees must act in good faith towards **Aba Ali Habib Securities (Pvt) Ltd.** and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and **Aba Ali Habib Securities (Pvt) Ltd.** may also pursue monetary damages or other remedies.

Procedure Documents

Recruitment Documents:

- Manpower Requisition
- Job Description
- Candidate Evaluation Form
- Offer Letter
- Employment Agreement or Letter
- Recruitment Tracker
- Reference Check

Performance Appraisal Documents

- Performance Management Process
- Performance Review
- Performance Improvement Plan
- Performance Appraisal Letter
- Performance Warning Letter

Employee Handbook

Employee Compensation Documents

- Salary Structure
- Components of the Compensation package
- Bonus Calculation
- Increment Calculation
- TA/DA Calculation
- Salary Slips
- Withholding Tax Certificate

On boarding Procedure

- On boarding Checklist
- Employee Induction
- New Employee Announcement Email
- Employee Welcome Email
- New Hire Checklist
- Job Offer Email
- Company Policies Checklist for New Hires
- Welcoming New Employees
- Appointment Letter

Employee Management & Recordkeeping

- Employee Master File
- Admin Manual
- Stationary Request
- Warning Notice for Attendance Issues
- Warning Notice for Behaviour Issues
- Warning Notice for General Behaviour Issues
- Warning Notice for Performance Issues

Warning Notice for Misbehaviour on Specific Date-Occasion
Job Suspension during Misconduct Investigation
Post Probation Increment Certificate
Ad-hoc Increment Certificate
Appraisal Certificate with Increment and Promotion
Appraisal Certificate with Promotion without Increment
Experience or Relieving letter with praise
Experience or Relieving letter
Full-n-Final Settlement with Confirmation
Internship Experience Certificate with Praise
Internship Experience Certificate
Final Warning Notice for Attendance Issues
Final Warning Notice for Behaviour Issues
Final Warning Notice for Performance Issues
Relieving Letter after Resignation
Resignation Acceptance General Key Employee
Resignation Acceptance General
Resignation Withdrawal for Role Change

Exit Process

Leaving Formalities
Relieving Letter
Exit Interview
Clearance Form
Full & Final Settlement