

# **Tax Magic Rules and Regulations**

## **1. Introduction**

Welcome to Tax Magic. Our mission is to provide exceptional tax, insurance, accounting, payroll, and bookkeeping services to our clients. This document outlines the rules, regulations, and code of conduct that govern our operations to ensure a professional, ethical, and productive work environment.

## **2. Code of Conduct**

### **2.1 Professional Integrity**

- All employees must act with honesty, integrity, and transparency in all dealings.
- Misrepresentation, fraud, and dishonesty are strictly prohibited.

### **2.2 Confidentiality**

- As a standard practice, all employees will be required to complete a non-disclosure agreement (NDA)
- Confidential client information must be protected at all times.
- Employees must adhere to data protection and privacy laws.

### **2.3 Respect and Dignity**

- Treat colleagues, clients, and partners with respect and dignity.
- Harassment, discrimination, or bullying of any kind will not be tolerated.

### **2.4 Conflict of Interest**

- Avoid any activities that could conflict with the interests of Tax Magic and Diginext GobaL.
- Disclose any potential conflicts of interest to the management immediately.

## **3. Rules and Regulations for Tax Magic Employees**

### **3.1 Compliance**

1. You shall be bound by the company's rules and regulations, as in force, or amended from time to time.

2. You shall devote your time fully, efficiently, and effectively to the company during employment.
3. You shall perform, observe, and conform to such duties and instructions as may from time to time be assigned or communicated to you by the company.
4. Your service with the company will be bound by the company's staff services rules.
5. Employee is required to perform the duties and responsibilities related to his/her position as briefed by his/her respective team lead and as per the given job description.

### **3.2 Attendance and Punctuality**

- Employees are expected to be punctual and adhere to their scheduled work hours.
- Notify the supervisor in advance in case of absence or lateness.

### **3.3 Dress Code**

- Maintain a professional appearance appropriate for the workplace.
- Follow any specific dress code guidelines as prescribed by the management.

### **3.4 Health and Safety**

- Adhere to all health and safety regulations.
- Report any unsafe conditions or incidents immediately.

### **3.5 Confidentiality**

- You shall not disclose any information relating to the company or its customers during or after the termination of your employment. All employee to sign the NDA.
- You will not divulge any information or secrets obtained while in the service of the company unless compelled to do so by a competent court of law.

### **3.6 Intellectual Property**

- If you conceive any new or improved design, service, product, process, or formula in relation to the company business, such development will be fully communicated to the company and will remain the sole right/property of the company.

### **3.7 Outside Employment**

- You shall not seek nor accept any employment or do any business outside the company during your employment without the permission of the board of directors.

### **3.8 Dismissal on Disciplinary Grounds**

- The company reserves the right to dismiss you from service on disciplinary grounds in accordance with the procedure of dismissal as per rules of the company and the law of the country.
- In such cases, you will not be entitled to any prior termination notice or payment of salary from the company.

## **4. Entitlement of Benefits**

- You will be entitled to such allowances and benefits as per company policy.

## **5. Probationary Period**

- You shall be required to undergo a probationary period of 90 days depending on performance.
- During probation, your employment may be terminated by 7 days' notice or without notice depending upon the severity of the situation.

## **6. Notice Period**

- After confirmation of your permanent services, your employment will be subject to termination by one month's notice or salary in lieu thereof.
- Employee may terminate employment at any time with or without reason by adjustment of one month's salary if applicable.
- Any employee (permanent, temporary, or contractual) found in breach of the code of conduct will face immediate termination without reimbursement of salary and benefits, or may face penalties or legal proceedings.

## **7. Termination**

- Both employee and employer may terminate services by giving 30 days prior notice.
- The employer has the right to terminate the employee's services without notice and settlement if found breaching the code of conduct.

## **8. Reporting**

- On joining the company, you will report to your department head (HOD).

## **9. Change in Personal Data**

- You shall inform the company immediately of any change in your personal data, e.g., address, mobile phone numbers, etc.

## **10. Lawful Proceedings**

- All lawful proceedings arising from any conflict between you and the company will be dealt with in the court of law within the jurisdiction of Karachi, Sindh, Pakistan.

## **11. Competition**

- Employees are strictly not authorized to do business with company's clients as it consider fraudulent activity due to the fact that the USA Law does not allow anyone to use clients info without consent.

## **12. Relevant Clearance**

- You are expected to obtain proper clearance from your present employer before joining our service and will be required to provide necessary evidence to us in this regard.

## **13. Transfer and Secondment**

- Employees are subject to transfer or secondment (temporary transfer to another job or post) to any place where the company considers necessary or when required in the course of performing their duties.

## **14. Increments**

- Salary increments will normally be given every year to employees confirmed in employment, but will not be expected as a right.
- The amount of increment will vary depending on the Performance Appraisal of the employee.

## **15. Retirement Age**

- As per company rules, all employees are to retire at the age of 65 years (male) and 55 years (female).
- You may, however, be requested to continue beyond this age limit, which will be subject to a separate contract.

## **16. Confidentiality of Appointment Letter**

- These terms and conditions are to be treated as strictly confidential.

## **17. Past Declaration**

- If any declarations or information furnished by you prove false during employment, or if you are found to have willfully suppressed any material information, the company has the legal right to terminate your services without any notice.

## **18. Responsible for Company Belongings**

- You will be personally responsible for all company belongings provided to you.
- You are also bound to indemnify the company for any loss or damage caused to such company property. In case of loss/damage, a proper FIR will be submitted, and the employee has to pay as per the current market rate.

## **19. Terms of Employment**

- Failure to join the company within the said period/date will result in automatic cancellation of the offer.
- No traveling or daily allowance will be allowed for joining this employment, and you will be penalized as per labor law.

## **20. Company Code of Conduct**

- A copy of the company code of conduct will be issued to you at the time of joining, and you are expected to act in strict compliance with it.

## **21. Cancellation of Previous Contracts**

- This letter supersedes/cancels all previous contracts, oral or written, between you and the company.

## **22. Tax Magic Pakistan Team**

### **22.1 Overtime Pay for Sunday (Effective Jan 1st, 2025)**

- Half day: PKR 500
- Full day: PKR 1000

## **22.2 Working Days**

- Working days are from Monday to Saturday for the Karachi office team (mandatory in-office presence).
- This does not apply to work-from-home staff.
- Work-from-home staff must provide maximum availability on the phone and complete assignments on their own time and schedule.

## **22.3 Paid Holidays**

- Paid holidays are offered when the international market for private business is closed. Holidays for schools and banks are not applicable.
  - New Year: Jan 1st
  - Christmas: Dec 25th
  - Thanksgiving: Nov 28th
  - Independence Day (USA): July 4th

## **22.4 Paid Pakistani Holidays (Religious)**

- Eid Fitr: 1st day (CSR working on Eid Day during Tax Season)
- Additional One Day Salary will be offered
- Eid Udha: 1st day (CSR working on Eid Day during Tax Season)
- Additional One Day Salary will be offered
- Ashura (Muharram)
- Independence Day (Pakistan): Aug 14

## **22.5 Unpaid Holidays**

- Eid 2nd and 3rd days will only be allowed by approval due to the seasonal nature of the business.
- Any Pakistani holidays during tax season, whether paid or unpaid, require the office to be open and aligned with USA office timings, and relevant staff must be present. Staff can rotate among themselves.

- Total 8 paid holidays will be available for staff who have served two years or more.

## **22.6 Leave Policy**

Each confirmed employee is authorized to have 32 days leave in a year.

**Annual Leave:** (AL) 15 Days

**Casual Leave:** (CL) 09 Days (1.5 days in a month)

**Sick Leave:** (SL) 08 Days

Casual Leave and Sick Leave will not be carried forward to next year.

Weekly and or festival holidays falling in between the AL, CL, and SL will be treated as AL CL and SL

SL or CL exceeding the period of 03 days will be than considered as AL.

If employee will avail leave on Saturday or Monday 02 days leaves will be deduct from your AL balance (Club Leave).

If employee will avail leave on Saturday and Monday, 03 days leaves will be deducted from your AL balance (Sandwich Leave).

### **Carry Forward:**

Maximum 10 AL can be carried forward to next year. Maximum balance for New Year should not exceed 25 days.

### **Maternity Leave:**

Married females who have completed one year of service with the company are entitled to 08 weeks maternity leave. Which can be taken before or after the birth. CEO approval is also required in case of Maternity Leaves.

**Special Maternity Leave:**

If the pregnancy ends before the due date without a live birth, unpaid parental leave is not available in this situation, special maternity leave applies which may extend to 28 days on case basis and approval from CEO.

**Procedure to apply for Leave, Half day and Late:**

Email should be send on Team Leads/Department Heads for approval. Once approved email should be forwarded to HR for record.

For AL: Approval 02 weeks prior

For CL: Approval 01 days prior

For SL: Email should be sent to HR/HOD before 11:00 am

**Leave during Notice Period:**

During notice period prior to severance of employment, an employee will NOT be allowed any kind of leave.

**Probation Period:**

01-day leaves on probation period. This leave will not be carried forwarded to next month (in Emergency Cases only). Subject to HR – HOD approval.