

# Internal Work Regulations (Company Internal Policy)

English Translation

## Preamble

### General Provisions

These Regulations, including all articles and provisions herein, are issued pursuant to Egyptian Labour Law No. 12 of 2003. The provisions of these Regulations shall be affected by any legislative amendments to the Labour Law.

### Objective

To unify the rules and regulations applicable to all company employees, ensuring equality and achieving the required objectives in line with the Company's mission and vision.

### Scope of Application

- All provisions of these Regulations apply to all employees of the Company without exception, regardless of job level.

### Implementation

- The Human Resources Department is responsible for taking and issuing all executive decisions that may amend, add to, or cancel any article of these Regulations in response to unforeseen future changes, provided that such amendments serve the general interest of the employees and the Company and remain consistent with Egyptian Labour Law.
- The Human Resources Department is responsible for all technical and administrative decisions related to personnel matters, including: promotions, transfers, hiring, termination or extension of service, wage and salary structure, incentive and benefits schemes (cash and in-kind), performance appraisal, organizational structure, and the imposition of disciplinary penalties pursuant to the Company's internal disciplinary regulations. The Human Resources Department has the full right to amend any clause or article of the disciplinary regulations, provided that such amendments comply with the provisions of Egyptian Labour Law No. 12 of 2003 and are coordinated in advance with department managers and senior management.
- Failure to comply with any provision of these Regulations shall be deemed a violation that subjects the violator to the appropriate disciplinary action, commensurate with the type and severity of the violation, in accordance with the disciplinary penalties regulations.

### Recruitment and Hiring System

- Each department shall adhere to the positions and headcount approved in the annual hiring plan, approved in advance by senior management in coordination with the Human Resources Department. Hiring shall be initiated through a Hiring Request (Hiring Request Form) approved by the department manager and submitted to the Managing Director for approval, then sent to HR for implementation. The request must specify all conditions required of the candidate, including required experience, skills, age, etc.

- The Human Resources Department shall source candidates and conduct initial interviews. Thereafter, HR shall prepare a shortlist of the best candidates for final interviews with the relevant department manager.
- If the candidate is accepted, an offer letter shall be issued to the candidate including: salary, reporting line, benefits, start date, and terms and conditions.
- The appointed employee shall submit all required hiring documents to HR on the first day of work. HR has the right to postpone or reject hiring if the employee fails to complete the required documents.

## **Required Hiring Documents**

- Two (2) copies of a valid national ID card (valid for at least one year).
- Original military service status certificate.
- Original birth certificate (computer-issued).
- Original academic qualification certificate (or an official extract).
- Proof of registration with the Manpower Directorate.
- Criminal record certificate (police clearance).
- Copies of training course certificates (if any).
- Copies of experience certificates (if required).
- Document evidencing the end of employment with the previous employer, and a social insurance printout for all prior periods of employment.
- Medical examination form.

## **Attendance and Working Hours**

- Fixed working hours for administrative employees: work starts at 08:00 and ends at 16:00. This applies to all administrative employees except department managers.
- Flexible working hours (department managers): department managers may use flexible hours provided that the total working time is not less than 40 hours per week, with attendance before 10:00 and departure after 14:00.
- Fixed working hours for factory employees: work starts at 08:00 and ends at 16:00. This applies to all factory employees without exception.
- Attendance and departure time for all employees shall be recorded through the fingerprint attendance device.
- All employees must submit a written request to both their department manager and the Human Resources Manager when they need to leave during official working hours or arrive late in the morning, subject to a maximum of two permissions per month and a maximum of four hours per permission. Only the first two hours of the total monthly permissions are granted by the Company; the remaining hours shall be deducted from the employee. Either authority may approve or reject the request based on business needs. All employees must fully comply with working normally if the request is rejected.

## **Break Periods**

**Factory employees:** Break time is divided into two periods:

First break	12:30 - 13:15
Second break	15:45 - 16:00

## Leave Entitlements

### 1) Weekly Rest Days

- Friday and Saturday are designated as weekend days for administrative employees only.
- Friday only is designated as the weekly rest day for factory employees.
- The Company has the right to require employees to work during weekly rest days based on business needs, with the employee compensated by additional pay.

### 2) Annual Leave

- During the first three (3) months from the start of employment (probation), employees are not entitled to annual leave. Any leave days taken during this period shall be deducted from the comprehensive wage after recording the employee in absence records for each day taken.
- Employees under an annual employment contract are entitled to 21 days of annual leave, consisting of 15 ordinary leave days and 6 casual leave days, as the total annual leave balance, without any reduction in pay. This entitlement applies where a fixed-term contract is executed for a period not less than one full year.
- Employees under an annual employment contract are entitled to 30 days of annual leave, consisting of 23 ordinary leave days and 7 casual leave days, if the employee reaches the age of fifty (50) years or completes ten (10) years of service with one or more employers. This entitlement does not result in any reduction in pay, provided that the employee has actually completed 360 days of work. The employee is not entitled to this balance if an annual contract is executed without completing the aforementioned duration.
- The Company shall settle the annual leave balance (or the cash equivalent) at least once every three (3) years. If the employment relationship ends before the employee uses their annual leave balance, the employee shall be entitled to the cash equivalent of the unused balance.
- The Company may deprive the employee of wages for the leave period or recover wages paid for such leave if it is proven that the employee worked during the leave for another employer.

## Leave Procedures

Leave shall be obtained by following the procedures applicable to each type of leave, as follows:

### Ordinary Leave

The employee shall submit a Leave Request (Leave Request Form) to their direct manager at least 48 hours before the start of leave. After approval, the department manager shall endorse the request after the personnel affairs officer confirms the available leave balance. The request shall then be submitted to the Human Resources Department at least 24 hours before the leave starts.

### Casual Leave

The employee shall submit a request to the direct manager within 24 hours after returning from the leave. The direct manager approves the request and it is then submitted to HR. Note: the employee is not entitled to take casual leave more than once every two months.

The Company has the full right to temporarily refuse any request for ordinary leave based on work requirements, in which case the requested leave shall be postponed to another date. The

employee must continue performing work normally if the request is postponed.

## **Bereavement Leave**

The employee is entitled to bereavement leave of up to three (3) days in the event of death of any of the following relatives: father, mother, husband, wife, brother, sister, son, daughter.

## **Sick Leave**

An employee suffering from a chronic or non-chronic illness is entitled to sick leave after examination by the competent medical committee, which shall diagnose the case and determine the required sick leave period for treatment until recovery or until partial or total disability is established.

The Social Insurance Authority is responsible for paying compensation for the wages of employees who meet the required conditions for disbursement.

The employee may request that the Company convert their annual leave balance into sick leave to complete the treatment period if the employee is not recovered during the sick leave period.

The Company shall pay the social insurance subscription value on behalf of the employee throughout the treatment period.

## **Salary Payment**

- Salaries for all employees shall be paid no later than the 5th day of the following month.
- If the last working day falls on a weekly rest day or an official holiday, salaries shall be paid on the last working day prior to the holiday.
- The payroll calculation period (for payroll effects) is from the 21st of each month to the 20th of the following month.
- Salary shall be paid by bank transfer to employees' payroll accounts.

## **Grants and Bonuses**

### **Marriage Grant**

- One (1) week leave.
- Grant payment: EGP 1,000.

### **Birth Grant**

- Two (2) days leave (for the father).
- Grant payment: EGP 2,000.

### **Death Grant**

First-degree relatives (father, mother, son, daughter, wife, husband):

- Three (3) days leave.
- Grant payment: EGP 3,000.

Second-degree relatives (brother, sister):

- Three (3) days leave.

To be eligible for these grants, the employee must provide proof of the relevant event and must have completed six (6) months of service with the Company. This period may be exceptionally

waived by the Chairman of the Board (or their delegate).

## **Resignation or Termination of Service**

### **Resignation**

- Resignation shall be submitted through a Resignation Request (Resignation Request Form) to the direct manager.
- If the direct manager approves, the resignation shall be endorsed by the department manager. The resignation submission date must be at least one (1) month before the last working day for factory employees, and at least two (2) months before the last working day for administrative employees.
- Thereafter, the resignation shall be submitted to HR and shall be accepted after conducting an interview with the HR officer.
- The employee shall complete clearance procedures, finalize the financial settlement, and receive their hiring documents on the last working day.

### **Termination of Service**

Termination of service shall occur in two cases only:

#### **Case 1: Termination during the probation period**

The employee may be notified within the first three (3) months that the contract will not be continued, with the reason stated. In this case, the Company is not obligated to compensate the employee. The Company may notify the employee at any time during the first three months and is not obligated to provide a notice period.

#### **Case 2: Termination due to non-renewal of the employment contract**

The employee shall be notified that their employment contract will not be renewed at least two (2) months before the contract expiry date if the employee has served less than ten (10) years. If the employee has served ten (10) years or more, the Company must notify the employee at least three (3) months in advance.

In such case, the employee continues working until the end of the contract term. Clearance shall be completed and the employee shall be paid their financial entitlements and receive their hiring documents on the last working day.

## **Company Commitments**

- The Company undertakes to implement these Regulations in accordance with Egyptian law, given that it is subject to Egyptian law, specifically Labour Law No. 12 of 2003.
- The Company undertakes to apply the disciplinary penalties regulations derived from Egyptian Labour Law for violations committed by employees at the workplace, during work, or due to work.

These Regulations are issued by the Human Resources Department, which has the right to implement, suspend, cancel, or amend them as required by business needs, after referral to senior management.

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HR Manager

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Managing Director