

الشركة السعودية للاستثمارية لإعادة التدوير

Saudi Investment Recycling Company

سياسات عمليات الموارد البشرية

Personnel Records Policies

Date (13. April 2023)

Personnel Records

1 Employee file

1. Following an employee's appointment, the HR Operations function shall open and maintain a Personnel File in the employee's name containing all relevant documents.
2. Employee records are confidential and must be maintained under the custody of the HR Operations Function.
3. The Operations function should ensure that the employees file is complete and that all required compliance requirements has been followed.
4. The HR operations function should develop a standard employee file checklist that must be used to confirm that the employee file contains all the required Information. Each employee file should contain the completed checklist.
5. Employee records should not be disclosed to individuals outside of the Company without the employee's prior written authorization. Except where Information is required to be disclosed by law or legal process.
6. However, when an employee joins another company and his new employer conducts a verification of employment; the HR Operations Function is authorized to provide information for such a request.

2 Updating or Deletion of Information in Personal Records

1. Employees must advise the HR Operations Function of any changes of national address, telephone number, bank account, personal email or other personal circumstances such as change in number of dependents etc.