

EMPLOYMENT OF RELATIVES DISCLOSURE FORM

TCL Employment Policy

Employees are responsible for disclosing potential existing situations concerning employment of a relative to the Human Resource Department. Non-disclosure may lead to disqualification and/or ineligibility for employment, current, promotion, or transfer. Formal review, approval, and appropriate signatures are required prior to employment, promotion, or transfer of a relative.

- **Definition of Relative:** Spouse or significant other, parent/step parent, child/step child, grandparent, grandchild, brother/brother-in-law/sister/sister-in-law, uncle, aunt, nephew, niece, cousin, in-laws (father, mother, son, daughter). Employees must request authorization by submitting this completed form as directed below.
- No employee may execute direct supervision over or initiate or participate in decisions (including but not limited to initial employment, retention, evaluation, promotion, or work assignments) specifically pertaining to another Treasure Communications Limited employee who is related (refer to definition of relative).

INSTRUCTION:

As per Treasure Communications Employment Policy, this form must be received and approved **PRIOR** to hire or employment action (renewal of service contract), transfer or promotion of any relative within the organization, region and department.

- The completed form **MUST** be sent to the Human Resource Department physically.
- **NOTE:** Incomplete forms (missing signatures or required documentation) will delay the review process.

CURRENT EMPLOYEE

Name: _____

National ID Card Number: _____

Department/Project: _____

Position/Designation: _____

Direct Line Manager: _____

RELATIVE INFORMATION (1)

Name: _____

Department/Project: _____

Position/Designation: _____

Direct Line Manager: _____

Second Level Supervisor for Current Employee: _____

Relation to Current Employee/Applicant: _____

RELATIVE INFORMATION (2)

Name: _____

Department/Project: _____

Position/Designation: _____

Direct Line Manager: _____

Second Level Supervisor for Current Employee: _____

Relation to Current Employee/Applicant: _____

(Additional relatives' information to be filled at the second page)

JUSTIFICATION FOR HIRE: Please describe why the applicant is uniquely qualified to fill this position. Please add attachment, if necessary.

By signing below, I hereby certify that I have read and understand the terms of Treasure Communications Limited's Employment of Relatives Policy, and I acknowledge that an exemption to the Policy is necessary.

Signature: _____

Date: _____