

Employee Handbook -

Conrad Labs offers its employees interest-free Loans and Advance Salaries, in accordance with the following loan program. All Loan and Salary Advance requests will be considered on a case-by-case basis. Approval and disbursement is subject to management approval and the availability of funds.

Loans

- All full-time employees who have completed two years of continuous employment are eligible to apply for a loan for up to 3 salaries or PKR 500,000, whichever is less
- Interest-free loans are subject to income tax and may impact monthly tax deductions. Employees are encouraged to consult the accounts department before submitting a loan request
- The maximum repayment period for any loan is 12 months
- The loaned amount shall be repaid in the form of monthly deductions from the employee's salary
- In no case will a new loan be issued to repay an existing loan and/or to create a larger new loan.
- The loan, if approved, will be given by way of cross-check drawn in favor of the employee
- In case of resignation or dismissal of an employee, any remaining amount will be due in full on the date of resignation or dismissal

Salary Advance

- Regular full-time and part-time employees with more than one year of continuous employment can request up to 1 salary advance
- Salary Advance will be given only once in a fiscal year
- For repayment, the disbursed amount will be adjusted from the employee's salary