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31/05/2027

HUMAN RESOURCES MANAGEMENT MANUAL

Plot No:4454 &4455 Zana- Bunamwaya P.O. Box 27109, Kampala – Uganda Movit Road- off Entebbe Road Tel: 0312 165 700

DIRECTORS: SIMPSON BIRUNGI. BRUCE MPAMIZO



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MOVIT PRODUCTS LIMITED

HUMAN RESOURCE MANAGEMENT MANUAL

Plot No:4454 &4455 Zana- Bunamwaya

P.O. Box 27109, Kampala –Uganda


Movit Road- off Entebbe Road

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i) Approval signatures:



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ii) Definitions of Key terms and Abbreviations:


“Abuse”	Means the uttering of any words/ gestures inciting hate, ridicule or contempt towards any person or group or race, tribe, religion, political opinion, sex or such other descriptive attribute.
“Acting Appointment”	Is when an employee of the company is called upon by Management to take on duties and responsibilities of a post higher than his/her official position.
“AIDS”	Means Acquired Immune Deficiency Syndrome
“Basic Pay”	Is the employee's rate of pay excluding overtime and other benefit costs.
“Bonus”	Means extra payment paid to employees from time to time in the event that certain performance-based targets are attained or exceeded.
“Board”	Means MPL Board of Directors, and its committees established under the Memorandum and Articles of Association of MPL.
“EXCO”	Means the MPL Executive Committee and includes any person authorized as such by CEO.
“CEO”	Means Chief Executive Officer of Movit Products Limited, appointed under the Memorandum and Articles of Association.
“Child”	means a dependent, biological or legally adopted, who is below the age of 18years.
“Company”	shall mean Movit Products Limited.
“Contract”	Means an agreement of employment in the service of the MPL for a specific, prescribed period under such terms and conditions as agreed upon and prescribed in service agreement entered between an employee and MPL.
“Discrimination”	Includes any distinction, exclusion or preference made based on race, colour, sex, religion, political opinion, national extraction or social origin, the HIV status or disability which has the effect of nullifying or impairing the treatment of a person in employment or occupation, or of preventing an employee from obtaining any benefit under a contract of service.
“Diversity”:	All the ways in which people differ, including but not limited to visible and underlying cultural and thinking styles.
“Emergency work”	Means work which, owing to an immediate unforeseen event or circumstance like fire, accident, storm, epidemic, pandemic, act of violence, theft, breakdown of plant and/or machinery or any other unforeseen circumstances, is required to be performed without delay. It is also work in connection with the overhauling or repairing of plant or machinery, or system down time, which cannot be performed within normal working hours.
“Employee”	Shall mean any person in the employment of the company irrespective of grade,rank or title or confirmation status.
“Fraud”	Means any wrongful or criminal deception and conduct intended to result in unfair financial or personal gain.
“Gift”	–Means anything offered to an employee either in cash or in kind by a supplier, customer, fellow employee, etc. during business operations or in the line of duty.



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“Gross misconduct”	means offences of a serious nature as determined under this policy.
“Harassment”	means unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people either as individuals or as a group. Harassment is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior.
“Home country”	This is the location where the employment (or partnership) relationship exists before the international assignment. It is usually the location where the assignee is based prior to the assignment. For the purpose of this policy, home location, or home country all refer to the home location.
“Host country”	This is the location where the employee is deployed during the term of employment.
“Inclusion”:	Making each employee feel valued for what they bring and contribute to MPL.
“Line Manager”	Is an employee with authority in the interest of the employer to direct employees on the day-to-day execution of their duties.
“Management”	Means the EXCO and MANCO being responsible for strategic and operational management of all aspects of the Company.
“Redundancy”	Means the situation which exists when a regular employee involuntarily and permanently loses his / her employment having become surplus to the requirements of the Company. It is not associated with dismissal for disciplinary reasons, resignation, retirement, completion of a task, contract of a specified limited period.
Resignation	Is a voluntary decision by an employee to terminate his/her employment with the Company.
“Shift Worker”	Means an employee scheduled to work on any day of the week and whose working hours may not necessarily coincide with the Company's ordinary working hours between 8.00 am and 5.00pm (Monday to Friday) and 8:00am to 1:00pm (Saturday).
“Sick Leave”	Means approved absence from duty caused by illness of an employee as certified by a recognized and qualified Medical Practitioner.
“Spouse”	Means an employee's legal marital partner as registered with the company by the employee.
“Staff”	Means a person or group of employees as designated by management from time to time as falling into the staff category.
“Stakeholder”	Means anyone who has an interest in the affairs of MPL. This includes shareholders, Management, employees, suppliers, customers, consumers, the local authorities, Government, and the community within which the company operates.
“Talent”	Refers to all individuals whose work helps make the organization successful and whose principles are aligned with the MPL's values and company culture. The word, Talent' does not only describe high potential individuals, but refers to all employees in the organization.



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MPL	Movit Products Limited
CEO	Chief Executive Officer
EXCO	Executive Committee
MANCO	Management Committee
ED	Executive Director
CPCO	Chief People & Culture Officer
CCO	Chief Commercial Officer
CMO	Chief Marketing Officer
CFO	Chief Finance Officer
BP	Business Partner
OD	Organizational Development





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CHAPTER 1: INTRODUCTION

1.0. About Movit Products Limited

Movit Products Limited (MPL) is a private limited company whose principal activity is to manufacture, distribute and sell Skin, Hair, and Baby care products.

The Company was registered in 1997 after careful assessment of the Market, the community development needs in Uganda as well as assessment of the surging trends in the regional and global consumption habits.

The Company affairs are governed by the shareholders. There is a Board of Directors which is charged with the responsibility of providing strategic corporate governance of the company. The Company also has a full-time Management Team headed by the Chief Executive Officer, supported by functional Heads, Heads of departments and staff.

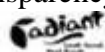
1.1 The Human Resource Management Manual


- a) This Manual is an official document designed to address Human Resource, general management and development issues aimed at advancing the Vision and Mission of the Company. It is based on a review of the Human Resource systems and practices in the Company, National labour laws, other international employment laws and policies applicable in Uganda.
- b) The Manual defines and explains the relationship between the Company and its employees. It contains the policies, procedures, terms, and conditions of service which govern these relationships.
- c) This manual replaces any other MPL Human Resource Management Manual previously in existence.
- d) The Human Resource Management Manual has been developed to guide the actions and govern the rights of employees at MPL. The manual contains policies annexed herein approved by Management from time to time.
- e) This manual has been developed by MPL in consultation with staff, Management, and all other stakeholders.
- f) An employee shall be bound by this Human Resource Management Manual and all subsequent amendments upon execution of his or her contract of employment with MPL.
- g) The approval of this Manual and subsequent amendments shall be by Management.

1.2 Objectives of the Manual

The objectives of this Manual are:

- i) To serve as an administrative and guiding framework for the strategic management and administration of Human Resources in the Company.
- ii) To define the obligations, duties and rights of the employer and the employee.
- iii) Provide standard and clear guidelines for application of Human Resource function.
- iv) To maintain consistency and predictability in decision-making.
- v) To ensure transparency and accountability in Human Resource/ Resource Management and



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Development; and

- vi) To promote adherence to the set rules, regulations, behavior, and general culture pertaining to the company.

1.3 The Company Mission, Vision, and Core Values

Mission: Enhancing Everyday Living!

Vision: The preferred choice of beauty, comfort, and care products in every household.

The following corporate values have been established to guide the accepted norms and behavior of all employees as they strive to achieve the Company's Mission and Vision.

Core Values: Teamwork, Integrity, innovation, Customer focus and Accountability (**THICA**).


a) Teamwork

- vii) Sharing knowledge and best practices for the good of our customers.
- viii) Work with others to get things done and collectively achieve the set targets.
- ix) Embrace diversity.
- x) Have a sense of unity and enthusiasm for common interests.
- xi) Foster flexibility and responsiveness, especially the ability to respond to organizational change.
- xii) Performing at your best to support pre-determined team goals.
- xiii) Highly articulate, confident, and persuasive team builders, able to communicate and achieve exceptional business performance.
- xiv) Good interpersonal skills, communication skills and productive in tasks given to handle.
- xv) Tolerant to cultural, educational, religious, and other diversities.

b) Integrity

- i) Acting with honour, transparency, honesty, and mutual trust in carrying out duties and embody these principles when working with customers, suppliers, and colleagues.
- ii) Speaking up if something feels wrong.
- iii) Demonstrating sound moral and ethical principles
- iv) Consistently doing what's moral, just, and fair in every situation.
- v) Doing what's right even when it's difficult or won't be acknowledged by others.
- vi) Treating everyone the same way regardless of their position in the organization.



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vii) Innovation

- i) Willingness to make things better or to do things differently.
- ii) Refining creative ideas into simple to execute solutions/ improvement ideas that add value from a customer's perspective.
- iii) Thinking out-side the box/comfort zone.
- iv) Creativity coupled with the ability to generate novel ideas.
- v) Staying relevant, adopting ideas to meet the changing needs of our customers.

viii) Customer Focus

- i) Seeing customers as partners; our success goes hand in hand with the success of our customers.
- ii) Driving all decision making from the angle of attaining customer/consumer benefit.
- iii) Prioritizing the needs, preferences, and overall satisfaction of customers.
- iv) Having a mindset that considers both internal and external customers' interests.
- v) Customer empathy-putting yourself in the shoes of your customer.
- vi) Listening to customers and responding to their needs positively.

ix) Accountability

i) Reliability

- ii) Honouring commitments to Management, staff and customers.
- iii) Taking full ownership of work assigned regardless of the result.
- iv) Smart working and willing to take new responsibilities and responding with good initiatives.
- v) Competent person committed to the job and able to deliver results with minimum or no supervision.


1.4 Accessibility of the Manual

All shareholders, Board Members, Stakeholders and Employees of the Company shall have access to copies of the Manual. Its distribution outside the Company shall be at the discretion and approval of the Chief Executive Officer (CEO).

A copy of the manual will be accessible to all employees on induction, and at all times during the term of their employment with MPL. Employees may consult the People & Culture department or Line Manager or their Departmental/Sectional Heads on any aspect of the terms and conditions of service that might not be understood.

MPL shall make available this Human Resource Management Manual for inspection by all employees, conduct an induction and have them sign an acknowledgement to the effect that they have read, understood the contents of the Human Resource Management Manual, and religiously commit to abide by all sections of the Manual after signing the Contract of employment.



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1.5 Application and Legality

a. Application

This Human Resource Management Manual shall apply to all employees of MPL save as may be waived or modified in individual contracts of employment; but in all cases, they must not conflict with the Laws of the Republic of Uganda and the Laws of the Host country where MPL employees are based.

b. Legality

The provisions in this Manual and additions as well as amendments thereto, which may be laid down from time to time and duly notified, shall apply to all persons (Hereafter called "Employees") employed by MPL and shall constitute conditions of Contract of Service between MPL and each of such employees.

The contract of service is to be read in conjunction with the Human Resource Management Manual and where there is a conflict between the provisions of the individual contract and those of the Human Resource Management Manual, the provisions of the Human Resource Management Manual must prevail.

It is the responsibility of every employee to ensure that they are conversant with the Terms and Conditions applicable to them as set out in their individual letters of appointment and in the Human Resource Management Manual.

Ignorance of these terms and conditions in the Human Resource Management Manual shall not constitute an excuse in the event of disciplinary action arising from breach of the terms and conditions.

The Employment laws of the country shall form the context of the Human Resource Management policies and procedures for this Manual.

In the event of a conflict between the provisions of the Human Resource Management Manual and the Employment Act, 2006 statutes, the provisions of Employment Act shall prevail.


c. Revision of the Manual

Revision of the Manual may be made as and when deemed necessary by the Management of the Company. Suggestions for revisions or additions to the Manual shall be submitted in writing to the Line Head of Function through the People and Culture Office.

The Chief Executive Officer in consultations with Management of the Company shall be responsible for review of the Human Resource Management Manual and policies if a need arises. All such reviews shall be effective only upon the Board's ratification.

All policies are subject to reviews and may occur if a need arises for example an amendment or enactment of new Laws and regulations thereunder, a declaration by a court of Law and the affected persons/stakeholders shall be informed forthwith of such amendments.




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d. Terms and Conditions of Service and Rules and Regulations

This Manual shall always be subject to any applicable Employment laws. This Manual shall supersede and substitute all previous manuals effective from and inclusive of the **1st day of June 2024** and shall be cited as MPL, Human Resource Management Manual.

The Company may at its discretion **waive or amend** any of the provisions in this manual to respond to emerging business realities.



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CHAPTER 2: GENERAL RULES AND CODE OF CONDUCT

2.0 Overview

The following sections indicate policy guidelines, affairs, and operational procedures as well as the accepted norms and culture at MPL which are followed in carrying out various responsibilities in managing Human resources at MPL.

MPL is committed to maintaining high professional, moral and ethical business standards and attaches great importance to personal integrity, exemplary level of efficiency and conduct from its entire staff and Management.

Employees have the responsibility to keep abreast with all policies and procedures. The People & Culture department will make these available to all staff. Ignorance of their content shall not constitute an excuse for non-compliance therewith. Non-compliance with the Staff Regulations shall render an employee liable to disciplinary action.

2.1 Discrimination in Employment

MPL is an equal opportunity employer. MPL shall not discriminate any employee on the basis of race, colour, gender, religion, political opinion, national or social origin, Health status or physical disability. Any preference in respect of a particular job based on the inherent requirements of that job shall not be deemed to be discrimination.

The principle of non-discrimination shall apply to recruitment, development, and retention of employees.

2.2 Personal Code of Conduct

This Code of Conduct (hereinafter referred to as the 'Code') requires that the personal behavior of employees of MPL should follow the Corporate Code of Conduct. This is to maintain ethical and cultural standards that will promote MPL's reputation.

Employees shall discharge their official duties and responsibilities efficiently and effectively. The Code applies to all MPL employees.

Any behaviour which conflict with the accepted norms and values of the Company will be construed as breach of the Personal Code of Conduct and shall lead to disciplinary action.

An employee will be regarded to have breached the Personal Code of Conduct if the employee.

- Engages in any formal business activity, other than that at MPL, that competes with their normal work time schedules.
- Fails to respect the confidential nature of information obtained exclusively because of his/her employment at MPL.
- Is unable to continue to conduct activities on behalf of the Company with credibility.
- Puts the reputation of the Company at risk, and/or fails to adhere to rules, regulations, and policies of the Company.

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Nasser Munyagwa

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Bruce Mpaniza

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- e) Economically affects the well-being of the Company and its stakeholders to the detriment of the Company.
- f) Enters into a contract [written or oral] that could reasonably be expected to give rise to a conflict of interest with MPL.

2.3 Dress Code

2.3.1 Policy Statement

MPL dress code policy is aimed at providing guidelines regarding the mode and manner of dress that promotes the Company image, professionalism, and the productive work environment.


2.3.2 Policy principles

- a) Employees shall observe an appropriate dress code which enhances the public image of MPL. Staff are expected to be neat and smartly dressed at all times.
- b) Employee whose duties require them to wear uniform shall always wear the same unless he/she is exempted by Management.
- c) An employee shall consider their day's schedule when dressing.
- d) To enhance a corporate look, all staff are expected to wear MPL branded corporate wear as guided by the MPL Uniform Guide.
- e) Corporate shirts/blouses shall be issued by Management from time to time including guidelines on which Brands should be worn on the specified days of the week.
- f) Male employees shall not wear shorts, "damaged/ripped" jeans, sandals or have unkempt hair/beard while at work.
- g) Female employees shall wear blouses/tops, business suits, trousers, skirts, and dresses below the knee, of decent cuts and length. They shall not wear "damaged/ripped" jeans, Body hugging clothes, clothes that would portray indecent exposure, sandals.
- h) Support staff categorized as Security staff, Drivers and Office assistants shall wear uniforms issued by Management, while on duty in line with set standards from time to time.
- i) The dress code policy shall accommodate all persons from different religions where they are required to dress in a particular way.
- j) Casual dressing of any kind is not permitted during public representation of the Company on any platforms such as television appearances or public speaking forums.
- k) Line Managers shall enforce the dress code policy in their respective areas of supervision.

2.4 Work Hours

MPL staff are required to report punctually for work and attend to their duties diligently. All employees are required to be present at work during designated work hours unless their absence is due to a plausible reason and with permission from their immediate supervisor. Under these regulations, punctuality, time management and daily attendance constitute key requirements and are mandatory for all employees of MPL. Any employee may be called upon to attend emergency work and critical assignments in the course of their employment with MPL outside normal working hours.



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Owing to the exigencies of the service, employees may from time to time be required to perform emergency work, notwithstanding any restrictions or limitations imposed elsewhere in these regulations. The Company reserves the right to recall an employee to work on different or additional days and hours including Sundays and public holidays if business so requires. Payment for any work performed in terms of this clause shall be compensated either by getting time off or in accordance with the overtime and public holiday clauses outlined in clause 2.4.1 of these regulations or as may be communicated from time to time.

The Company operates seven days per week and 24 hours per day, and its operations cover a wide range of activities. As a result, the specific hours of work applicable to an employee may vary from unit to unit and from time to time and location to location.

a) Generally, the normal office hours shall be as provided herein under and can be reviewed from time to time to meet the needs of the Company:

Monday –Friday: 8:00 am to 5:00pm with one hour lunch break each day. **Saturday: 8:00am to 1:00pm**

b) In the interest of MPL:


- i) Employees shall be required to complete their daily duties before breaking off for the day.
- ii) Employees shall work for not more than Fifty-four (54) hours per week.
- iii) Sundays, and legislated public holidays are rest days and any employee required to work on such days and who qualifies for compensation, will be compensated in accordance with the public holiday and rest day clauses of this Manual and as provided for under the Employment Act.
- iv) Meal breaks do not exceed 1 hour per shift or day.
- v) The scheduling and implementation of meal and tea breaks are agreed at Plant/Factory level.
- vi) Operational requirements may make it necessary to change the hours of work and or shift configurations in particular areas.

2.4.1 Working overtime.

The employee is entitled to be compensated for overtime works and the following shall apply while determining the same.

- a) Overtime means working more than the scheduled working hours in a day or a week as per the provisions of this manual.
- b) Overtime payments or time off shall be made to those employees who are eligible and whose overtime work has been authorized by the Line Manager in consultation with the Functional head/EXCO member.
- c) An employee who works overtime shall be compensated as per the overtime schedule.
- d) Overtime must be pre-approved up to the level of the functional head.
- e) Any employee at Manager level and above shall not be eligible to monetary overtime payment. Such employees shall be eligible for compensatory day/s off subject to approval by the functional head in consultation with the Chief People & Culture Officer.
- f) Any employee working outside of the factory shall not be eligible for monetary overtime payment.



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Such employees, if required to work overtime shall be eligible for compensatory day/s off subject to approval by the functional head in consultation with the Chief People & Culture Officer.

- g) Overtime computation for field-based staff is catered for in their respective field facilitation.
- h) Details of the Overtime worked shall be included in the monthly returns.
- i) Payment for overtime work shall be made with the employee's next monthly salary.

2.5 Absenteeism

- a) Any employee who is unable to report for duty for any reason shall inform his/her supervisor by the quickest means possible on the first day of absence. Failure to report for duty without proper and prior communication and approval will result in the employee concerned being subject to a disciplinary process.
- b) The employee shall inform the Line Manager and Business partner on the first day of absence clearly stating the reasons for his /her absence.
- c) In this regard where an employee absents him/herself from duty for at least Five (5) consecutive working days without satisfactory excuse, he/she will be considered to have absconded from duty. The Head of Function shall file a report with the Chief People & Culture Officer, who will institute disciplinary proceedings and action, in accordance with the regulations on discipline.

2.6 Attendance & Time keeping

It shall be the responsibility of every Line Manager to monitor and enforce discipline regarding staff attendance. Staff shall be expected to clock in and clock out each day using the available business technology. Cases of failure by staff to adhere to the set times by various staff shall be subjected to disciplinary action. The Human Resource Business Partners (PEOPLE & CULTURE BPs) will have an administrative role in monitoring and communicating any variations to this expectation.

2.7 Smoking and Alcohol


Smoking and drinking of alcohol/ drug abuse is not permitted in all company premises, sites and properties and the MPL will ensure that it posts no smoking posts within the Company premises.

An employee who is found smoking and drunk within the company premises shall be liable to a disciplinary action.

2.8 MPL Operating policies and Procedures

- a) All Departments shall have operational Manuals in place.
- b) All employees shall be availed with the Departmental operational manuals by Heads of Department and HR policies by People & Culture department.
- c) All employees shall be expected to be familiar with all the operational manuals of the Departments where they work. Deficiencies and omissions arising out of ignorance of Manuals and/or other operational instructions at MPL shall be no defence.



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2.9 Contact and Residence

All employees shall fill the bio data form provided by HR Department, and clearly indicate their permanent and residential physical addresses, telephone contacts and email addresses, or any change(s) therein, to the People & Culture department.

2.10 Compliance with the law

MPL will, always, adhere strictly to laws of Uganda, and other rules and regulations of the land, and requires the same adherence by all its employees.

2.11 MPL Culture.

MPL shall promote a work culture in accordance with its mission statement and core values with the highest standards of professionalism.

2.12 Non-Disclosure and Confidentiality Policy

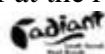
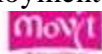
The Employee is aware that in the course of employment, he/she will have access to and be entrusted with information and secrets in respect of the business and financing of the Company and its dealings transactions and affairs which information is or may be confidential.


The staff shall not cause any information he/she received during employment to be shared or discussed with any party outside the organization. Confidential information may only be discussed within the organization on a “need-to-know” basis and shall apply with the contents of the letter of employment on confidentiality.

Confidential information shall extend to all information of a confidential nature or in the nature concerning the organization, Client files, business, finances, database or affairs of the company or any associated company, contracts, proposals, manuals, Standard Operating Procedures (SOPs), computer stored and other computer data, research materials, and other items of business information belonging to the Company, whether they come to your knowledge orally or in writing, and, if written, whether contained in company documentation, on computerized record, on software, or original or copies or otherwise.

The Employee shall not (except in the proper course of his/her duties) during or after the period of his/her employment under this agreement divulge to any person or otherwise make use of (and shall use his/her best effort to prevent the publication or discourse of) any trade secret or any confidential information concerning the business or finances of the Company or (any of its dealings transactions or affairs or any trade secret or any such confidential information concerning any of its suppliers agents distributors or customers.

All notes and memorandum of any trade secrets or confidential information concerning the business of the Company or any of its suppliers agents distributors or customers which shall be acquired received or made by the Employee during the course of his/her employment shall be the property of the Company and shall be surrendered by the Employee to someone duly authorized in that behalf at the termination of his/her employment or at the request of the Board at any time during the course of his/her employment.



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The Employee binds himself/herself to all times conduct themselves honestly and properly in the course of their duties, and not to engage, without the Company's permission, directly or indirectly in any other business or occupation during their employment. Employees will not act in any manner that will prejudice the operation, reputation, and company's business or that of any associated company.

Employees with access to confidential information are responsible for its security. Immediately upon termination of employment, employees must return to Movit Products Limited any files and all other confidential, proprietary, or internal information, and copies there of in any media (including digitized information) to which the employee has access.

2.13 Safety/Security

MPL will provide such requirements and/or facilities that are necessary for security and/or safety of personnel and MPL properties. This will include occupational health and safety training, fire prevention and environmental protection. However, each employee individually is held responsible and accountable for observing and maintaining MPL safety/security regulations as may be prescribed from time to time. The company will adhere to the Occupational Health and Safety Act, regulations, and policies and MPL will provide specific equipment as provided by the Law at no cost to the employee.

2.14 Business Ethics

MPL will always uphold the principle of fair play in business as a pre-requisite for its profitability and sustainability.

2.15 Reporting Malpractice, Misconduct, Fraud


It is the responsibility of every employee to report any misconduct or concerns relating to the conduct of business, financial and regulatory reporting, and reputation of MPL. All employees who know of, or suspect, some kind of malpractice, misconduct, fraud, error, or any concealed practice that is against the policies and procedures of MPL should immediately give such information to:

- An immediate supervisor as the case may be.
- Any member of the EXCO.
- The Whistle blowers Hotline

In this regard the Whistle Blowing Act 2010 and MPL's Whistle Blowing Policy will apply. All employees suspected of fraud or irregularities shall be treated in accordance with this Manual.

MPL maintains a policy of Zero tolerance toward employee corruption and fraud. Disciplinary action will be taken against any employee found to have been involved in fraudulent activities.



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2.16 *Conflict of Interest*

A conflict of interest arises when personal interests or involvement could impact business decisions or activities. Employees must disclose any relationship, activity, role or position which could lead to a conflict of interest internally or externally.

It is anticipated that the primary source of income of each employee is derived from the remuneration received from the Company. In cases where income is derived from other sources, the employee has a duty to disclose, through completing a disclosure form issued by the People and Culture Department. The Company has a right to be informed in order to ensure that interests of the Company are not prejudiced in any way.

The employee must direct their effort and ability during working hours to the duties as assigned in the contract of employment or as may be prescribed on a need basis. The employee must not take any other work, freelance work or business that is similar or competitive business during your working hours without an authority from the CEO/Board of Directors.


Where conflict of interests comes to the attention of the Company other than by disclosure by an employee, the Company may seek disciplinary action on the grounds of non-disclosure of a potential conflict of interest.

Whenever doubt exists about the possibility of a conflict of interest, employees are advised in terms of this manual that written disclosure to the appropriate Functional head or the Chief People & Culture Officer is the best course of action.

2.16.1 Policy Guidelines

- No employee and/or his family may have an interest in any company or business which has any dealings with MPL without the written approval of the CEO. Such approval will only be given if the CEO is satisfied that the interests of MPL will not be prejudiced.
- No employee and/or member of his/her family is allowed to accept any form of remuneration, reward, favour or benefit from any business entity or person that has any dealings with the Company.
- Employees should not accept any gifts or “gestures of goodwill” from any person or institution that might result in them being placed under some obligation/Compromise. Employees should refer to the Gift and Hospitality policy and guidelines on such gifts, rewards, or benefits.
- No employee shall directly or indirectly be employed in any business pursuit other than that of the Company. Permission for extraneous part-time engagement will only be granted provided Management is satisfied that employees' efficiency shall not be impaired or compromised by proposed activity or undertaking.
- Communication with employees in competitor companies should be handled with extreme caution and all communication, whether casual or formal, should be shared with the appropriate Functional Head/Line Manager.
- In instances where a family or other close relationship exists between an employee of the Company



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and one of the Company's competitors, the Company reserves the right to be informed of this relationship.

- g) The divulging of confidential information such as sales figures or Company strategies and tactics, without authority, constitutes gross misconduct necessitating appropriate disciplinary action.

2.17 Gifts

It is MPL Policy that all dealings must be conducted fairly and equitably without any influence from third parties.

Principles:


- The policy aims at maintaining the ethical and professional standards expected as per the company policy and values.
- No employee and/or member of his/her family is allowed to accept any form of gift as remuneration, reward, favour or benefit from any business entity or person that has any dealings with the Company.
- The employee should not be influenced by friends, customers, suppliers and be tempted to accept a favour or a gift.
- Employees shall not solicit, directly or indirectly, any cash or monetary equivalents, objects of value or preferential treatment from any person or enterprise were doing so may influence or appear to influence one's judgment in the conduct of MPL business.
- The employee must declare in writing to the Compliance Department or the CEO of the Company any gift exceeding **Ugx. 100,000/=** or else the same will be considered gross- misconduct and managed in accordance with the disciplinary policy. The declaration must be done within 4 working days.
- Non transferable gifts should be avoided. All employees must consult the Compliance Department to understand the acceptable and not acceptable behavior.
- Gifts include donations, favours, as they can be used as a cover for bribery.
- An employee who is found to have violated the gift policy shall be liable to disciplinary action.

2.18 Anti-Corruption, Bribery, and money laundering Policy

It is the intention of MPL to end the bad vice of corruption, bribery, and money laundering.

- MPL is committed to act with honesty, integrity, and transparency, and comply with the existing Laws in fighting corruption and bribery not to harm the reputation of the company/ business.
- All employees are prohibited from soliciting bribes, bribing Government and Private Company officials.
- No employee of MPL shall make any offer, gift, promise to pay or authorization of payment for the purpose of influencing any act, decision in their official capacity, secure any improper advantage, manipulate the selection and appointment process, to influence a Government official to do or omit any act in violation of the law.
- All corporate donations must be authorized by Management.



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- e) All business agreements and payments between the MPL and Business partners must be in writing and must provide the following.
 - Declaration of conflict-of-interest forms
 - Company registration details
 - Financial statement
- f) This policy applies to indirect payments where the ultimate recipient is a covered party, and it is only meant for corrupt schemes.
- g) This policy applies to gifts, direct or indirect payments given by family members that may be seen to compromise an employee.
- h) All contracting departments must carry out due diligence and Know Your Customer (KYC) assessment to make sure it knows all its customers with whom it conducts business.
- i) The Line managers and the CEO must ensure that reviews are done on a quarterly basis to avoid the risk of exposure. The reviews shall be conducted on general Company operations.
- j) Employees should not make or authorize and or receive payments forbidden by this policy, any anti-fraud laws, and other laws of the country.
- k) Employees must not authorize or receive any payment without proper documentation.
- l) Any breach of the policy or laws that are applicable to corruption, bribery and money laundering will lead to dismissal and or criminal proceedings.

2.19 Engagement in outside commercial activities

An employee shall not engage directly either as principal or agent in any trade, profession, business, or occupation which conflicts with the employee's compliance with these terms of service.


2.20 Teamwork

All employees shall be expected to behave in such a manner that promotes cooperation and good relations amongst fellow members. All employees are encouraged not to engage in idle talk and gossip. The company shall, from time to time implement initiatives that promote functional and cross- functional collaboration.

2.21 Public and Political affairs

- a) MPL will neither engage in any form of political activity nor allow its premises to be used for any political campaigning or electioneering.
- b) The company shall not engage in any political activity or be active in politics. However, the company does not preclude its employee/staff from taking part in political activities as citizens of the Country and not as Company employees.
- c) Employees intending to take part in political appointments are required to declare their interest in writing in line with the relevant laws relating to elections.
- d) Employees intending to take part in political appointments are required to declare and resign.
- e) MPL does not support or affiliate to any political party and organization and only provides products to people without regard to a political class.



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- f) All requests to use MPL products for political use or by the political parties must be approved by Management.
- g) Any employee who violates the above guidelines on Public and Political affairs shall be liable to disciplinary action.

2.22 Intellectual Property

- a) MPL shall respect intellectual property rights and no staff shall knowingly infringe upon intellectual property rights belonging to others.
- b) The Company reserves all rights, patent rights, copyright including concepts, designs, molds, reports, templates, business models, research and all the materials developed by the employee or came across during the employment with the Company.
- c) Any intellectual property rights resulting from the course of employment of a staff shall belong to MPL.


2.23 Removal, copying and erasure of Records.

- a) An employee shall not, without the permission of Management remove or delete any company books or records and files from the office or section to which they belong.
- b) Mutilation and/or unauthorized destruction of official records or any other MPL property and equipment, is a punishable offence under these regulations.
- c) An employee shall not make erasures in any of the books or papers of MPL and in case of any approved alterations, the employee concerned shall initial all other alterations made therein.
- d) An employee shall not, without the permission of their Heads of Department erase or remove any electronic records of MPL and any such action will lead to stern disciplinary proceedings against the Employee involved.

2.24 Publication and External Communication

- a) No employee shall, without express permission from the CEO, contribute articles to any Newspaper, journal, magazine or press interviews, on any matter of which has relevance to his/her work in their capacity as an employee of MPL.
- b) Use of social media channels, official (Company) and personal, by staff for communication purposes must be done responsibly to uphold, as the MPL brand and the company values.
- c) The Marketing and ICT departments will be expected to provide direction on the use of social media platforms as part of the wider communications function of MPL.
- d) The CEO shall be the official spokesperson of MPL. As such, no other employee is authorized to communicate to the press or participate in any media event on any matter on behalf of MPL without the express permission from the CEO.
- e) All company communications, policies and decisions shall be done by the CEO through an official company email or the print media within the shortest period.



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2.25 Business Cards, Letterheads and Signing

No employee/staff is permitted to use the Company's seals, Business cards, letterhead and execute agreements on behalf of the Company without the authorization of the CEO.

2.26 Guarantees, sureties, Evidence in Court

- Employees are free to stand surety /serve as guarantors for anyone if such a transaction does not in any way result into financial embarrassment or interfere with their duties/obligations to MPL, customers and staff. The employee has a duty to inform the Chief People & Culture Officer in such instances.
- The above notwithstanding, no employee shall stand surety/guarantor for another employee in a case involving MPL.
- An employee in their official capacity shall not testify in a Court of law without first obtaining permission from the CEO except as mandated by a court order.
- An employee in his/her official capacity once called upon shall be obliged to testify/provide information in a suit brought for or against the MPL.

2.27 Sub-contracting of duties

Any employee shall not, on any pretext or in any way whatsoever, receive remuneration from another employee or subcontract an outside party to do the latter's normal work.

2.28 Diversity and Inclusion

MPL will create and sustain an environment that is based on merit, equality and inclusion which will attract and retain diverse talent, where each employee can develop to their full potential irrespective of their race, ethnicity, gender, marital status, age, disability, religious belief, Pregnancy, and personal political affiliation.

MPL will embrace diversity and inclusion as a long-term commitment as an integral part of achieving the Company's strategic plans and growth in the diverse markets in which it operates. Having equality and diversity amongst our employees will enhance the quality of business planning, decisions and results and we aim to ensure that each employee feels respected and able to give their best.


2.29 Accountable advance

These are funds paid to Departments or to named individuals (Employees) in the form of cash to conduct specific activities. Such funds shall be accounted for on completion of the activity, or when funds are exhausted. This notwithstanding, accountability by staff shall be made within one month of receipt of funds, failure of which, recoveries from monthly salary shall commence.

2.30 Employee Identity Card (ID card)

- The Chief People & Culture Officer or his/ her designate shall ensure that staff are always issued with valid staff IDs.
- The employee shall receive an identification card with his/her photo, ID Number, and name.
- The ID shall serve as a pass and should be worn on a daily basis while at work.



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- d) The Company reserves the right to reprimand any employee who is not putting an ID which may include disciplinary action.
- e) The Identity Card remains a property of the Company and any loss must be reported to the police and a police report submitted before a new one is issued at the cost of the staff.

2.31 Company Vehicles

- a) A company vehicle shall be provided for such positions as Management may determine from time to time, based on business need, and the staff provided with the said car must adhere to all company policies relating to vehicle management.
- b) All Company vehicles shall be fitted with a vehicle tracking system and periodic reports shall be generated. No employee shall tamper with the tracking system without Management's authority.
- c) Failure to comply with the proper usage of the car tantamount to gross misconduct and shall be dealt in accordance with the provisions of this Human Resource Management Manual.

2.32 Place of Work.

Policy: It's the company's policy to create a good working environment for all its staff/employees.

Principles.


- a) The place and nature of work shall be specified in an employee's contract of employment. However, the Company reserves the right from time to time to require an employee to work in a different area whether locally or internationally.
- b) The Company shall explain to all employees where their jobs require special mobility arrangements for example Sales.
- c) The Company shall meet the mobility expenses. However, the same must be approved by the Line Manager/CEO.
- d) No employee should incur an expense on behalf the Company or commit the company or commit the Company's funds without the authorization of the CEO.

2.33 Behavior and work performance

- e) The official language within the MPL premises and to be used as a mode of communication shall be English.
- f) The employees must cooperate with one another while at work.
- g) The following activities are prohibited at work.
 - Fighting while at work
 - Interfering with another person's belongings or property.
 - Sleeping or resting while at work
 - Alcoholism and drug use.
 - Any criminal activity
 - Weapons,
 - Any other behaviour that is against the working conditions

Complaints from Employees shall be handled in accordance with the provisions of this Human Resource Management Manual.



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CHAPTER 3: ADMINISTRATION OF MPL

The CEO is entrusted with running the day-to-day business of MPL.

3.0 *Duties and Powers of the Board*

The Board shall:

- Set and promote strategic direction and corporate governance.
- Approve all MPL policies.
- Ensure that MPL's EXCO consists of a core group of officers with the necessary skills to always manage business units,
- Consider and act on reports from the EXCO.

3.1. *Power to Appoint Employees*


Subject to the provisions of the Employment Act, and the Memorandum and Articles of Association regarding appointments of employees of MPL, powers of appointment shall be vested in the office of the CEO, following structural approval by the Board of Directors. However, under these regulations:

- The CEO of MPL shall be appointed by the Board.
- The CEO shall appointment staff from EXCO to Heads of Department and the same shall be ratified by the Board of Directors.
- The Chief People and Culture Officer or his/her designate shall appoint all other employees of the Company.

3.2. *Organizational structure*

The organizational structure is reviewed by the EXCO, and any justifiable changes therein shall be referred to the Board of Directors for approval depending on the business needs. The current Corporate structure for Movit Products Limited is indicated in **Appendix 4** of this Manual.



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CHAPTER 4: RECRUITMENT AND SELECTION

MPL seeks to operate its business with competent manpower to drive the business.

4.0. Purpose

To provide guidelines for recruitment and selection of the best qualified candidates to support the Company's Vision, mission, policies, business objectives and Manpower.

4.1. Scope

All areas of the business.

The major objectives of the recruitment policies and procedures are:

- To provide guidelines to be followed in the recruitment and selection of suitable candidates for all positions in the company.
- To promote transparency and objectivity in the recruitment and selection processes.
- To help the organization avoid situations of under staffing and/ or over staffing.
- To promote equity in the vertical movement of employee(s).
- To lay down the procedures of creating job positions and acquisition of talent.
- To ensure that the recruitment and selection of staff is conducted in a manner that is systematic, fair, efficient and promotes equal opportunity for all.

4.2. Authority to Recruit

It shall be the responsibility of the Heads of Function with support from the People & Culture department to make the final selection and the said selection shall be based purely on merit.

An interview report shall be prepared, signed by all Panel Members, and shall be forwarded to the Chief People & Culture Officer for approval before a final selection offer is done for the best candidate for positions below Head of department and or Ratification by the CEO/Board for positions at Head of department and above.

For justifiable reasons, interview results of a given position can be used to appoint a candidate into another job role.

4.3. Departmental structures and Staffing plans

MPL's staffing needs will be reflected on approved Departmental structures. It will be against this structure that annual staffing Plans will be developed, budgeted for, and approved by the CEO. These plans may be revised depending on changes in MPL's structure as determined by business needs and approved from time to time.

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4.4. Equal Opportunity Employment

Movit Products Limited is an equal opportunity employer and shall not discriminate on the basis of gender, race, and ethnicity or entertain any other form of discrimination. The organization is committed to non-discriminatory practices with regards to recruitment, selection, promotions, terminations, salary adjustments and any other treatment of applicants and staff members. Employment within the company must be done on merit.

Principles.

- All persons shall be considered with equal opportunities in recruitment, appointment, promotion, payment, training without regard to sex orientation, age, race, ethnic origin, nationality, religion, or the political belief.
- The Company shall not discriminate against any employee or applicant for employment regarding his disability for which he/she is qualified.
- The Company shall use its best abilities while conducting recruitment, appointment, promotion, payment, and training and make sure it creates a good conducive working environment.

4.5. Conditions for creating new positions.

Establishment of new positions in the structure shall be the responsibility of the EXCO in conjunction with the People & Culture department and approved by the Board of Directors for positions at Head of Department level and above.

In case of a need to create new positions in the Organizational Structure, a Head of Function shall give full justification for the need together with the job descriptions and submit requests to the People & Culture department.

The People & Culture department shall carry out a needs assessment and make a recommendation to the CEO.


The Human Resource assessment may include:

- Confirmed Job description, Job specification, Key Result Areas, and other employee' specifications for the position (s); and
- The proposed structural grade, proposed salary scale and or market benchmark.
- The need for the position

4.6. Basis of recruitment in the Company

- Recruitment and selection of an employee shall be based on the Company's structural gaps and in accordance with its strategic and operational requirements.
- The recruitment and selection process shall be transparent and competitive.
- Recruitment shall only be carried out for approved positions in the Company depending on the available resources, budgetary provision, and the need for talent.



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4.7. The recruitment procedure

The recruitment procedure shall be as follows:

4.7.1 Completion of the Job Review and Staff Requisition Form

To fill a vacancy, the Head of Function shall fill a Manpower Requisition form. The recruitment process shall only be initiated once this form has been completed and duly signed off by the CEO or his designate. The duly completed and authorized form shall then be submitted to the People & Culture department and acknowledged for action.

- All jobs that fall vacant in the company shall be reviewed to confirm relevance of the job by taking an independent view of the vacancy.
- In instances where the vacancy has resulted from a resignation, exit interview notes may be reviewed to inform requirements for hiring the replacement.
- The responsibility of reviewing the job rests with the Head of Function with support from the Chief People & Culture Officer.
- The Head of Function must objectively assess the job requirements to inform the criteria that will be used throughout the process.
- It shall be the responsibility of the People and Culture to ensure that the principle of “**quality at the gate**” is upheld during the entire recruitment process.

4.8. Internal Recruitment


As a general principal employees will be informed of the positions that fall vacant and will be given priority to apply for them. However, in instances where employees are considered for appointment based on career development plans and on other considerations, MPL may decide not to advertise such a vacancy. This decision will only be made by the respective Functional Head in conjunction with the People & Culture department.

Internal promotions will depend on the availability of a vacancy, performance record of the employee and suitability of the staff subject to an approved internal assessment(s).

4.9. External Recruitment

- External recruitment methods shall be used where there is no suitable internal candidate or where the business needs necessitate competition between MPL employees and outsiders.
- The People & Culture department should always coordinate all the recruitment and where necessary, in conjunction with an external firm to support the recruitment.
- Following approval of an external recruitment, an advertisement shall be published in the relevant media, through the company website and/ or other online platforms. A copy of the same may be prominently displayed on the employee notice boards at Head Office and field offices where applicable.
- An approved vacant position within the Company structure shall be filled within a maximum period of (90) days for Management and Technical positions and Sixty (60) days for other positions.



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4.10. Unsolicited applications

The Company may receive unsolicited applications from persons scouting for employment prospects. These shall be received and filed. Data for unsolicited applications shall either be archived or placed in the job data bank for future reference. The Company may refer to these applications should a job vacancy arise.

4.11. Interview and assessment procedures.

- The Interview Panel for all positions shall be constituted with guidance from the People & Culture department, the line Head of Function / CEO.
- Interviews shall be conducted by any of or a combination of these methods; oral, written, practical interviews and field assessments or any other professionally recognized methodologies recommended by the People and Culture department and respective Functional Heads.
- The choice of these combinations will depend on the position being hired. Interview panelists will be required to declare conflict of interest if any beforehand or at any stage during the interview.

4.12. Selection Process

A competitive selection process involving a short-listing criterion, interview process shall be applied to choose the right candidates for the right positions.


- It shall be the responsibility of the Heads of Function with support from the People & Culture department to make the final selection and the said selection shall be based purely on merit.
- Following the expiry of the period for receiving applications (Deadline for applications) the approved criteria shall then be used to shortlist the candidates for the next stage of assessment in line with the

4.13. Minimum qualification for the different roles

- In case the hiring is for a new position the People & Culture department shall, in conjunction with the relevant Line Manager or Committee appointed by the CEO draw up a set of short-listing criteria.
- A minimum number of candidates to be interviewed for any position shall be 2(Two).
- Scores shall be compiled and presented to the interview panel for analysis and listing of participants according to their performance.
- The top scoring candidate/applicant in the interviews and assessment should automatically be considered for the position, pending reference checks and the other due diligence checks.
- If the top scoring candidate does not meet the organizational fit criteria, the panel shall document their recommendations accordingly.
- An interview report shall be prepared, signed by all Panel Members, and shall be forwarded to the Chief People & Culture Officer for approval before a final selection offer is done for the best candidate for positions below Head of department and or Ratification by the CEO/Board for positions at Head of department and above.
- For justifiable reasons, interview results of a given position can be used to appoint a candidate into another job role.
- The panel shall be constituted of at least 3 people including the Line Supervisor, a People and Culture



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representative, and a minimum of 1 (one) co-opted member.

4.14. Head Hunting

- k) Given the criticality, level and technicality of a position, the company may decide to Head hunt Talent to fill the positions.
- l) In such circumstances, there shall be a selected committee appointed by the CEO or his/her designate or an outsourced recruitment firm to solicit suitable candidates for the role.
- m) All Curriculum Vitae (CVs) will be forwarded to the People & Culture department for review before shortlisting and it shall then follow the selection process (section 4).

4.15. Background Checks-Verification of certificates and references


- a) All documents and certificates submitted by the applicants shall be verified before successful applicants are considered for appointment.
- b) Referees shall be contacted to confirm/authenticate the information provided by the applicants.
- c) At the time of appointment, an employee shall be required to submit copies of their signed detailed curriculum vitae, academic and professional certificates, complete employee biodata and medical form, a recent passport size photograph, Certificate of service from your previous employer, Certificate of good conduct, National ID and Passport (applicable to all expatriates) to the People & Culture department.
- d) The documents shall be kept in the personal file of the employee (both in electronic and physical form).
- e) The Company reserves the right to authenticate any document and references submitted before or after an appointment. False information knowingly given by an employee/ prospective employee shall lead to summary dismissal or denial of the job position by MPL.
- f) An employee shall be required to declare in writing his/her contact details and next of kin who shall be contacted in case of an emergency. An employee shall reserve the right to change/cancel the name of the next of kin any time provided it is in writing.

4.16. Medical Examination, offer and acceptance of appointment.

All successful candidates shall be subjected to a Medical Examination (save for HIV/AIDS) by a Medical Practitioner/hospital designated by the Company at its own expense and periodically thereafter. All medical results/ report/ recommendations shall provide a basis for the final appointment and offer of employment. Management through the Occupational Health and Safety section shall provide guidelines on how this expectation will be operationalized depending on the envisaged level of risk/exposure for different job categories.

The effective date of appointment shall be the first day of reporting for duty. All appointments shall be done in writing.



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4.17. *Appointment and Contract*

After the ratification of the recommendations for appointment by Top Management, the People & Culture department shall ensure that the appointment letter/ Contract is issued, and a copy signed by the joining employee. This letter of appointment shall include among others the following components:

- The rank at which the employee is being appointed.
- Reporting relationship.
- The salary and salary scale.
- Employee benefits as applicable.
- An employee's written acceptance and date reporting for duty.
- Contract period.
- Duty/ Workstation.
- Working Hours.
- Job Descriptions and Key Result Areas.
- Other terms and conditions of service.

An offer of a job shall remain valid for a period not exceeding five (5) working days with effect from the date of informing the successful candidate by phone call, email, and any other means, unless justifiable reasons are given by the said candidate within the 5 working days.

Salary for the first month shall be determined according to the number of days the employee has served in the month he/she reports for duty on pro rata basis.

4.17.1 Types of Appointment

a) National Contracts

MPL shall appoint all staff on contract terms based on job level and the type of skill being sought. However, Management in consultation with Board, reserves the right to revise the duration of employment contract. Such staff shall be eligible to travel to different countries of operation where so required.

b) Cross Border contracts

Staff currently resident in their home country may be assigned to work in other countries, such staff shall be expected to abide by the laws of the host countries. Staff shall be personally liable for any violations of the respective laws of those countries.

For Employment laws, the host country laws shall take precedence over the home country laws except in matters of policies relating to Performance Management of staff at different stages of the employment cycle.

c) Expatriate contracts.

MPL may from time to time hire expatriates to support business operations at such terms and conditions as may be approved from time to time. Notwithstanding, such employees will be facilitated to obtain work permits and MPL will be responsible for any cost associated with such work permits and travel including repatriation to and from their homecountries.

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d) Renewal of Contracts

- All contract appointments shall be eligible for renewal at the discretion of Management or the Board of Directors as the case may be.
- Where an employee does not wish to renew his/her contract he/she shall let the People & Culture department know in writing through the line manager based on the notice period of an employee's length of service before expiry of the contract period or as stated in their contracts.
- The CEO or his delegated authority shall be responsible for the renewal of contracts for the rest of the employees.
- Renewal of contracts shall be based on successful performance and relevance of the role.

4.18. Acting appointment

Acting Appointment is when an employee of MPL is called upon by Management to take on duties and responsibilities of a post higher than his/her official position.

4.18.1 Procedures of Acting Appointment

- The CEO shall approve all acting appointments for positions at Manager Level and above, on recommendation by the Functional Head.
- The Chief People & Culture Officer in liaison with line Functional head shall approve all acting appointments for levels below a manager.
- A staff will only be regarded as acting in a post when he/she is formally appointed to act by the CEO or Chief People & Culture Officer.
- All recommendations for acting appointments shall be initiated by the immediate supervisor based on performance assessments and due consideration will be given to experience, competence, and relevant technical ability for the job.
- An employee on acting appointment shall receive an acting allowance equivalent to 15% of their current gross salary for positions of Heads of department and above, and 20% of their current gross salary for positions of Manager and below, provided the officer acts for a continuous period of not less than 30 calendar days.
- Apart from the acting allowance, an employee in acting appointment shall not be entitled to benefits attached to a higher position he/she is directly acting for.
- An acting appointment must not continue for more than Six (6) consecutive months without review. Management shall decide during that period to fill the post substantively or make other structural/job redesign recommendations. Exceptions to this requirement shall seek approval from the CEO.
- The acting employee shall not act in a position that is more than 1 level above his/her official level.
- No employee shall act in two (2) positions at the same time to enable development of other staff and to mitigate the risk of likely inefficiency.

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4.19. Extra duty appointment

This is an extra duty appointment where an employee is officially required to carry out duties and responsibilities of a vacant position in his/her grade or a post lower than his/her own.


4.19.1 Procedures for Extra duty appointment.

- j) Extra Duty appointment shall occur in circumstances where a post does not qualify for acting appointment or when a post to which the responsibilities relate is vacant or the substantive holder is not performing satisfactorily his/her functions due to ill health; or when re-organization/structural changes or employee separations demand an employee to perform extra duties or in the event of Maternity leave.
- k) The authority to grant an extra duty appointment is vested in the Functional Head and People & Culture office. The CPCO will review such cases and submit the recommendations for approval.
- l) All appointments for extra duty shall be in writing.
- m) The duration of service in this form of appointment shall be for a period of not less than one (1) calendar month and not exceeding Six (6) months.
- n) Management shall ensure that no employee serves in two (2) positions of extra responsibilities at the same time.


4.20. Staff records

The Company shall maintain records on each of its current and former employees. MPL shall ensure that complete, up-to-date, and accurate personal and job-related information about its employees is kept in a secure, confidential, and appropriate way. Personnel information shall include, but not limited to:

- a) Application letter, curriculum vitae, and copies of relevant testimonials.
- b) Recruitment /interview /summaries and test results.
- c) Contact information, including home address and phone number, and particulars of next of kin, Guarantors (Where applicable).
- d) Reference letters.
- e) Academic background and work experience information.
- f) Performance documentation during employment, provided through staff appraisal reports or memoranda.
- g) Salary and promotion history.
- h) Copies on the completed and signed employee biodata and medical form.
- i) Recent passport size photograph.
- j) Certificate of service from your previous employer.
- k) Certificate of good conduct.
- l) Signed copies of the National ID and Passport (applicable to all expatriates);
- m) Work assignment details.
- n) Training and development programs attended.
- o) Beneficiaries to the Retirement Benefits Scheme in the event of death (Kept separately and confidentially)

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- p) Employees shall notify the Human Resources Department without delay of the following:
- i. Change of residential address.
 - ii. Change in email address(s)
 - iii. Changes in next of Kin
 - iv. Changes in academic or professional qualifications
 - v. Changes in family status, children, and dependent
 - vi. Any activities in the same business as MPL by the prospective employee or members of their immediate family at any stage of the employment cycle.
 - vii. Intention to marry a fellow staff or a business associate of MPL.
 - viii. Any close relatives employed by the MPL.
 - ix. Changes in nomination of beneficiaries of any of the stated beneficiaries of their terminal benefits

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CHAPTER 5: ON BOARDING AND PROBATION POLICY

5.1 Introduction

On boarding is an integration program in which the hiring Manager works with the People & Culture department to ensure that the new employee becomes as effective in their new role as quickly as possible. It includes providing them with the tools, resources, and knowledge to become efficient, effective and productive.

The on boarding process occurs at the new employee's workplace to help them settle into their role. It is a process that begins prior to the selection of a suitable candidate and continues through their arrival, first weeks and generally into the third month of employment. It is mainly the responsibility of the Line Manager where the employee will be working.

For the purposes of consistency, MPL defines on boarding duration (time-to productivity) as the entire probation period. The on boarding policy applies to all external hires and internal hires (including role promotions and transfers).

5.2 Induction and orientation

As part of the on-boarding program, all new employees shall be inducted and oriented as a mechanism of providing a good understanding of the Company and specific duty station. It is the Company's policy to orient and induct new staff as a mechanism of providing a good understanding of the Company and specific duty station. This will be implemented in line with the Talent acquisition, learning and development policy.

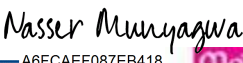
All new employees will follow the induction training program that will provide the necessary information about the Company, the policies, systems, structures, expectations and welcome them to the company.

Induction and orientation shall cover the following, among others.

- The Business Strategy, including the company vision, mission, goals and objectives.
- Eagle Way, Our Culture.
- Company structure, including function and departmental set up, stakeholders and working relationships.
- Code of Conduct.
- Human Resource Management Manual and Quality policy
- OHS Policies and procedures, ICT policies and systems.
- Role clarity and Performance expectations and their contribution to effectiveness of the QMS and the implication of non-conformance.

Head of Function and Manager (s) shall induct employees on the following:

- Departmental vision, mission, and core values.
- Current developments and projects in the department.

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- Department's functions and operational plans.
- Role of joining employees in terms of the departmental initiatives.
- The key roles and responsibilities of the different team members.

5.3 Onboarding Documentation

- All new hires including internal job movers shall be required to complete an induction form with all due signoffs within two weeks of joining the workplace. The inductee will be required to share with the Line Manager and People & Culture a report on the induction process within 3 weeks of joining or internal movement.
- The Chief People & Culture Officer or his designate together with the respective Head of Function will ensure that the information, policies, and procedures indicated on the induction form, Onboarding checklist and the inductee's report, have been reviewed with the new employee and actionable points taken.
- An onboarding checklist to guide the new hire to settle in shall also be completed by the end of the induction period and put on the employees file together with the inductee's report.
- The Chief People & Culture Officer in liaison with the Head of Function, based on the job level, shall ensure that a departmental meeting is convened within the First week of reporting to formally introduce and welcome the staff.
- As part of the onboarding experience, positions at Manager Level and above shall be required to make field visits to understand the market dynamics.
- With guidance of the Line manager and support from the People & Culture function, new hires in positions of Manager level and above shall be required to present their 100 days plan to MANCO or EXCO as may be applicable, by expiry of 14 days from the date of joining MPL.
- The employee shall be required to provide monthly progress on the approved plan to the line Manager for review and guidance.
- Before the expiry of the first 100 days, the employee shall not be expected to make significant changes in the business including the strategy, structure, culture, or processes except otherwise guided by the EXCO.
- Upon expiry of the 100 days, the employee shall be required to present to MANCO or EXCO as may be applicable, the key learnings, observations, and recommendations.
- The People & Culture function shall from time-to-time guide and provide the employee and line manager with the necessary checklists and template to complete the onboarding process.
- The MPL Academy:
 - For all customer facing teams at manager levels and below, new hires shall be required to undergo 2 weeks of extensive training in the academy and 10 days of field exposure.
 - For non-customer facing teams at manager levels, new hires shall be required to undergo 2 weeks of extensive training in the academy.
 - A full program for (i & ii) above shall always be shared by the People & Culture team on the 1st day of the employee's joining.

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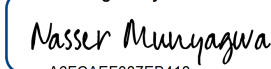
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5.4 Probation

- a) All appointed employees shall undergo a probationary period of six (6) months for Head of department and EXCO positions and three (3) months for positions of Manager and below OR as specified in the appointment letter/ Contract. The period of probation may be extended for a period not exceeding three (3) months based on performance results. Extension of probationary period shall be granted under the following circumstances:
 - i. Where the Head of department deems that the employee needs more time to improve his/her skills and/or behaviour before they can be confirmed.
 - ii. Where the employee's probationary period was interrupted due to health reasons, including but not limited to, pregnancy and childbirth, sickness, and accidents.
 - iii. Where the employee's Probation encountered periods of absence from work for reasons beyond his or her control.
- b) The Probation shall not apply to short term contracts and consultants.
- c) At the end of the probation period, the employee may be confirmed, put on extended probation, or terminated in writing.
- d) A probation performance expectations Form shall be completed between the employee and the Line Manager within two weeks of joining, and a copy of which shall be shared with the People & Culture department.
- e) Two (2) weeks before the expiry of an employee's probationary period, his/her immediate supervisor shall submit an objective, Performance expectations form to the Head of Function for approval and thereafter to the People & Culture Manager for further action.
- f) Such a performance report should recommend his/her confirmation in service, or extension of probation or termination.
- g) The People & Culture department shall convey the decision to confirm or otherwise once made to the employee concerned before expiry of the probation period.
- h) The decision to confirm an employee, extend the probation period, or terminate employment shall be based on the probationary performance report.


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CHAPTER 6: REDEPLOYMENT, TRANSFER AND PROMOTION

An employee is eligible for transfer/redeployment either from one post to another (either vertical or horizontal) or one station to another or from one department to another. An employee may be required to serve in any part of the country or in an outside country at any time.

6.1 Objectives of the policy

- To provide the basis and the procedures of transferring employees within the Company departments, stations, countries.
- To provide the framework for facilitating and managing different employees who are being transferred; and
- To provide for the different types of staff transfer and provide clarity on roles and expectations.

6.2 Reasons for transfer/redeployment

Where the skills of the employee are required elsewhere for the good of both the Company and the individual or for any of the following reasons.

- Medical or health conditions and security etc.
- On relief services/duties.
- On request by an employee and approval by CEO.
- The need to improve employee performance.
- On the basis of job rotation or filling the existing vacancy.
- Transfer on promotion to take up higher responsibilities.
- As a stop gap measure in the transition to another role.

6.3 Transfer Decisions

- It shall be the responsibility of the CEO or his/her designate to approve deployment or transfer of employees to any station or location where the company has operations.
- An employee who declines to be transferred shall state his/ her reasons in writing to the People & Culture department who shall in turn discuss the reasons with the CEO and Head of Function. The CEO shall make the final decision on the transfer status of the employee.
- To avoid performance gaps within and across Business Units that could lead to operational inefficiencies, all transfers should be justified and approved by CEO or his/her designate.


6.4 Transfer/re-deployment.

Employees being transferred to other locations shall be facilitated and supported in accordance with the rewards and remuneration policies/ procedures. The transferred employee shall be facilitated as follows:

- Facilitation on deployment at the approved rate.
- The actual cost of transportation to the new station.

The Chief People & Culture Officer in liaison with Heads of function shall be responsible for coordinating all transfer decisions.



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6.4.1 Types of Transfer

6.4.1.1. Temporary

Where a transfer is made from one station to another on a temporary basis, (not exceeding 30 calendar days), MPL will pay the standard rate of subsistence allowance on a daily basis during the period of temporary transfer.

The period of 30 days could be extended by prior approval of the CEO. Where accommodation is provided, the allowance will be excluding the accommodation rate. This allowance will be payable from the date the member of staff reports to his/her temporary station.

The company shall arrange and pay for relocation transport charges for employees on temporary transfer and the Company reserves the right to determine the mode and manner of transport.

After 30 consecutive days, the new place of work will be deemed to be the individual's permanent station and the allowance will cease. No extension of the period can be granted. This is not applicable to employees who receive a daily allowance (refer to the allowance schedule).


6.4.1.2 Permanent Transfer

It occurs when an employee moves from one department to another or from one station to another as per the MPL policies.

- In the event of transfer from one station to another, MPL shall arrange appropriate accommodation for the employee in a hotel commensurate with his/her seniority grade or rank and pay an equivalent of up to a maximum of 14 days out of pocket facilitation to the employee on transfer to enable him/her settle- in.
- Where housing accommodation is available or is provided, no housing facilitation will be payable, and employees will only receive meals and transport facilitation. However, MPL may pay the out of station facilitation equivalent to a day's rate applicable to the respective job grade.
- MPL will pay transport costs for the member of staff and his/her family travelling on transfer plus transport for personal effects at such rates and conditions as may be set from time to time by Management.

6.4.1.3 Lateral transfer

This occurs when an employee moves from one position in the Company to another position within the Company and both positions have the same salary and grade. Such a transfer may be voluntary to accommodate an employee to gain additional experience and to grow professionally or initiated by the Company to accommodate its needs and growth. The Company reserves the right to make such transfers and the same must be approved by line Managers in consultation with the CEO.

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6.5 Duty Mission

- Where, MPL requires any employee to perform official duties outside one's current duty station or outside the country, such employee shall be entitled to per diem and/or out of station facilitation at such rates as approved by Management.
- No per diem will be paid if the employee is compensated fully by another source. In case of partial payment by another source (for instance for accommodation and meals) that portion will be deducted from the per diem. E.g, a fully sponsored training.
- However, in a situation where per diem or out-of-station from another source is less than the daily per diem/out-of-station facilitation rate of the employee's rank or status MPL will top up the difference.

6.6 Staff Promotion Policy

Promotion of employees to higher positions shall be dependent on qualifications, experience, conduct, performance, capability, perceived potential, competence, and the existence of a vacancy in a higher level or following a substantive change in job content and context. to enhance the selection process for a promotion.

The following rules shall guide the promotion process:

- Promotional interviews will be conducted where a number of equally suitable candidates are available and interested in the promotional position.
- The employee to be promoted must have been confirmed in service within MPL.
- An employee will be considered for promotion where they have not had a case of ethical or other misconduct record while serving at the Company as prescribed by the Ethical code of conduct in the past one (1) year.
- Any exceptions to the above rules shall only be under the written discretion of the CEO.

6.6.1 Promotion Procedure

- The line Head of Function shall make a formal request to promote his/ her staff to the Chief People & Culture Officer for submission to the respective appointing authority.
- The request shall include the following:
 - Written justification for the promotion
 - An approved Departmental structure
 - An up-to-date job description for the promotional position
 - Relevant academic qualifications
 - Record of satisfactory performance history
 - Good disciplinary record.
- Promotion is an upward advancement to a higher position in the MPL's hierarchy. The following shall be guidelines regarding promotions:
 - A case for Promotions also arises when a position falls vacant as a result of a transfer, job review, changes in job scope, through a job evaluation exercise, restructuring, and changes in MPL

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strategy or in the event of resignations or a combination of factors.


- Subject to availability of a vacancy at a higher level, a promotion may arise as a consequence of performance review of staff as indicated in their appraisal reports.
- A Staff who is consistently outstanding over 2 years may be eligible for promotion subject to a promotional interview for the position.
- In all the above cases, there must exist a vacancy approved and provided for in the budget for the period and structure.

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CHAPTER 7: PERFORMANCE MANAGEMENT

7.1 Objectives of Performance Management policy

- Instill a performance culture in employees that will help them to achieve company targets.
- Propose a system that monitors and evaluates employee's growth and development within the framework of the Company.
- Establish a system of holding employees accountable using key measures to determine his/her performance.
- Assist the staff/employee to recognize their achievements, maintain high quality level service which will enhance their skills and performance.
- Drive individual career growth and enhance organizational growth.
- Provide an objective and fair way of evaluating employees for purposes of development and other related Company decisions.
- Provide appropriate feedback on performance to each employee and motivate them to put in more effort for continuous improvement.
- Help identify each employees' training and development needs.
- Provide supervisors with information needed to help subordinates improve their work.
- Generate relevant data for making administrative decisions relating to promotion, placement, and career planning.; and
- Determine the reward to be paid to different staff based on their level of performance.


7.2 Performance stages

7.2.1 Performance planning.

The Appraiser and Appraisee shall agree in advance on the targets, criteria, and methodology of appraisal. This shall be done at the beginning of the appraisal period. Performance planning shall among other things involve the following undertakings:

- Align to MPL's Vision and Mission statement, the strategic goal/objectives through the "MPL Eagle way", the future business plans, general performance of the Business Units in meeting targets and relating these to the employees' performance expectation.
- Develop and agree on the "MPL Eagle Way" Key performance indicators (KPIs) at different levels and ensure alignment to **individual KPIs** which are described as a means of measuring performance through Human resource information management system.
- Review job descriptions, schedules of duties and employee's past performance.
- Develop departmental work plans and budgets which are matching with the Company's business/strategic plans.
- Set targets and measurable outputs which will form the basis for performance appraisal.
- Handle the issues of building the capacity of employees to perform better through planned delegation, teamwork, coaching, and mentoring etc.
- Plan and develop the Company, departmental and individual targets as a basis for future measurement of performance.



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- h) The Performance Tools shall be signed by both the Appraiser and Appraisee which shall be shared with the People & Culture department.

7.2.2 Performance monitoring

- To keep performance on track, employees shall carry out activities designated to them, and document evidence of work done in line with the performance management system.
- Appraisers are encouraged to ask for periodic reports from their appraisees and the appraiser should give feedback to the appraisees after reviewing the reports.
- Management shall conduct periodic (bi-annual and Annual Performance Evaluation) performance reviews where departments will present progress reports on what has been done and the way forward.
- Performance monitoring shall be an ongoing activity to help an employee keep on track through support supervision, on job training and coaching, team building, formal training, performance meetings etc.

7.2.3 Performance Assessment/evaluation


The performance of each employee shall be appraised by his/her supervisor in liaison with the People & Culture department in order to determine the extent to which he/she is effective, efficient, innovative and responsive to stakeholders' interests. It aims at promoting fairness, transparency and ownership of the performance of both the staff/employees and management.

7.3 Performance appraisal procedure

Performance Management shall be a continuous process between an employee and his/her supervisor. The Assessment of which shall be carried out on a bi-annual basis and overall score to be given on an annual basis. The procedure shall be as follows:

- The Appraiser and the Appraisee shall jointly agree on Specific, Measurable, Achievable, Realistic and Timely (SMART) targets and standards to be accomplished by the Appraisee.
- The Appraisee shall be informed of the competencies (behavioral attributes associated with superior performance) he/she is expected to exhibit. Movit Products Limited shall follow the core values of MPL as the key performance management behavioral attributes for evaluation.
- The Performance Evaluation process shall follow systematic steps as control measures for quality, avoiding biases and ensuring professionalism in the process.
- At the end of appraisal period, the appraiser shall have a discussion with the Appraisee about their performance.
- The Appraisee shall state whether he/she agrees or disagrees with the appraisal scores with reasons.
- In the case of disagreement with the scores, the People and Culture representative shall facilitate a mutual discussion and agreement.
- Failure to agree on (f) above, the matter will be referred to the Chief People and Culture Officer who will constitute the Performance review Committee under the approval of the CEO.
- The completed appraisal form will then be sent to the People & Culture department who shall review it to ensure correctness for reporting purposes.



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- i) Recognize staff contribution to the Company by relating their individual work performance to the short term and long-term goals of the Company.

7.3.1 The key steps

The key steps shall be;

- The Supervisor shall agree with the Supervisee on ratings and scores by both signing the tool.
- The final Departmental scores/PM results shall be signed by the Departmental Manager/ Head and submitted for final reviews.
- The final results for the supervisee shall be reviewed and signed off by the Line Head of Function and submitted to the Chief People & Culture Officer.
- The Chief People & Culture Officer on receipt of performance results shall constitute a calibration committee.
- The Performance Evaluation process shall follow systematic steps as control measures for quality, avoiding biases and ensuring professionalism in the process.


7.3.2 Performance Rating Scale

At MPL the rating scales for performance reviews are the means to an end and aid in quantitatively measuring an employee's performance. Without them, we cannot accurately and objectively determine their strengths and weaknesses of the talent in the organization.

Below is the performance rating scale based on individual performance that guides Management decision on the performance-based salary reviews, at the end of the year and Bonus allocation.

The Bonus payment will be centred on MPLs Corporate performance for the given year under the discretionary approval from the Board of Directors.



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MPL Performance Rating Scale					
Value	Grade	Scale	Label	Description	Action
1	A	4.5 - 5.0	Outstanding	Performance levels and accomplishments far exceed normal expectations. This category is reserved for the employee who truly stands out and clearly and consistently demonstrates exceptional accomplishments in terms of quality and quantity of work that is easily recognized as truly exceptional by others.	Reward according to approved Policy.
2	B	4.0 - 4.49	Exceeds Expectations	Performance frequently exceeds job requirements. Accomplishments are regularly above expected levels. Performance is sustained and uniformly high with thorough and on time results.	Reward according to approved Policy.
3	C	3.0 - 3.99	Meets Expectations	Performance clearly and fully meets all the requirements of the position in terms of quality and quantity of work. It is described as good, solid performance. Minor deviations may occur, the overall level of performance meets or slightly exceeds all position requirements.	Reward according to approved Policy
4	D	2.0 - 2.99	Needs Development	Performance is noticeably less than expected. Usually performs to and meets job requirements, however the need for further development and improvement is clearly recognized.	Staff to be put on a performance improvement plan with set targets and evaluated after 3 months.
5	E	1.0 - 1.99	Unsatisfactory	Performance must improve significantly within a reasonable period if the individual is to remain in this position. Employee is not performing to the requirements of the job.	Separate upon validation by the Performance Review Committee.


7.4 Performance appraisal -Calibration Stage

Done by the People & Culture Department and reviewed and verified by the EXCO. Performance appraisal Calibration makes it easy to compare teams objectively, and to find, reward, and develop talent in a fair, efficient way.

Inconsistent employee ratings adversely affect performance and can affect succession and career development planning. Calibration makes it easy to assess employee performance objectively, and to identify, develop, and retain the talent that is needed to drive the business. Its objectives are to;

- Assess performance objectively: Effectively compare and analyze performance across teams and geographic locations.



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- Improve performance insight: Present employee data in simple, easy-to-read charts and dashboards to aid decision making.
- Simplify and streamline your process: Make the talent assessment process more efficient and less time-consuming for everyone involved.
- Identify the true top performers: Objective calibration process identifies top and bottom performers across the entire business.
- Tie performance and rewards: Calibrate employee performance with compensation to instill a pay-for-performance culture.

7.5 Performance appraisal output/rewards/incentives

- a) Performance appraisal results will be a basis for determining which employee should be promoted, receive salary increment, redeployed, trained and commended in case of satisfactory performance or given any form of reward as shall be determined by EXCO during the PM Calibration Stage. A comprehensive reward mechanism shall be developed and implemented by the company.
- b) If, through the performance appraisal done in the 1st quarter, an employee is found to be under-performing, such employee shall be placed under a Performance Improvement Plan (PIP) with specific targets and shall be monitored within the next quarter. If he/she does not attain the set target, he/she shall be separated on performance grounds.
- c) Management shall, based on the overall financial performance of the company, and individual staff performance results determine the Performance based rewards for employees that shall act as an incentive to motivate employees to perform better.

7.6 Reward and recognition program.

The overall aim of this reward and recognition Program at MPL is to recognize top talent and their contribution to the Business success. It is our intentional mode to attract and retain top talent.


This Program is also intended to build up an organizational culture where exceptional performance by employees is valued and their tremendous efforts and behavior are duly and timely recognized.

7.6.1 Program statement.

At MPL, we are committed to attracting, retaining our top talent, and ensuring that employees feel valued, appreciated, and motivated to support the achievement of the strategic ambitions and core values of the Business.

- a) We believe that these recognition initiatives shall help employees to re-connect with the organization during and after times of rapid change.
- b) The Program also aims at acknowledging individuals and teams who exceed expectations and excel in achieving results.
- c) We shall endeavor to implement all forms of reward and recognition ranging from open to personal recognition, and monetary to non-monetary rewards.
- d) Bonuses, Sales incentives/Commission, and other Monetary incentives are the obvious examples of rewards highlighting our commitment towards continuous acknowledgement of staff efforts to business success.



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7.6.2. Criteria

- An employee should have been serving the company for at least three months.
- Employees should not have been involved in disciplinary action cases for at least the last 12 months.
- Employees involved in the selection committee are not eligible for recognition unless they formally step down from the selection committee as soon as they learn about their nomination for a reward or recognition. (*Refer to the Rewards and Recognition Program*)

7.7 Sanction for non-appraisal of employees.

- It shall be negligence of duty for the appraiser and Appraisee to fail to conduct the appraisal within the scheduled time. Non-compliance to appraisal shall be handled in accordance with the Company Disciplinary and Grievance Handling Policy. It shall also be negligence of duty for the appraiser to fail to draft/agree on performance targets and indicators at the beginning of appraisal period.
- To ensure easy monitoring of appraisals, the People & Culture department shall be required to submit to the supervisors' performance appraisal schedule as a tool for monitoring compliance. The People & Culture department shall prepare a Company appraisal schedule and post it on the respective notice board and the Human Resource Portal.
- Appraisers who fail to implement the Performance Management System as outlined above will be held responsible in accordance with the Disciplinary Policy and procedures.

7.8 Performance Improvement Plan

After a Performance assessment has been done, both the Appraiser and the Appraisee (who is under performing) shall be required to draw a comprehensive Performance Improvement Plan (PIP) as a monitoring and assessment tool for the next appraisal. It shall cover among other areas of concern, actions to be taken, responsible person(s), resources to be used, monitoring indicators, support required, etc.


This PIP shall be effective for a maximum period of 3 months. After which, an assessment shall be done for the staff. In case the staff is still under performing, the matter shall be handled in accordance with the Disciplinary and performance review hearing procedures.

7.9 Key Roles and Responsibilities of People & Culture department on Performance Management

People & Culture office is responsible for:

- Considering the reports from Departments and generating consolidated and moderated Performance Management reports
- Sensitizing staff about the functionality of the Performance Management framework.
- Reviewing the quality of the staff Performance Management, tools and the quality of the process
- Coordinating the process of reviewing changes in job content and context in reference to Key Result Areas and performance standards for all jobs.
- Reviewing the recommendations of the Supervisors/Managers and submitting concrete recommendations to Management.
- Identify the best staff for different job families for special recognition and further development as




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critical talent.

- j) Isolating performance gaps which may require handling either at team or functional or crossfunctional level that call for collective interventions e.g. training.

7.10 Eligibility for appraisal

- k) All staff that have served MPL for three (3) months or more are eligible for appraisal.
- l) Staff on transfer after serving 3 months at a given duty station shall be appraised before departure as part of their hand over.
- m) All staff on Acting appointments shall be assessed before confirmation in a substantive position.
- n) In instances where the appraisal for confirmation coincides with the end of appraisal cycle or 2 months to the end of the cycle such a staff will not be required to resubmit another appraisal form.

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CHAPTER 8: LEARNING AND DEVELOPMENT

Learning and Development is essential for the improvement of employee performance and career development. It is against this background that MPL shall endeavor to provide its human resources with avenues and opportunities for training and up-skilling.

The company shall support, encourage and where possible facilitate continuous improvement of its employee's ability through training and development as well as coaching and mentoring. The major form of training shall be on - the - job training facilitated by the Line Managers and Supervisors.

The Company believes that training of employees is key for the Company's growth, efficiency, and sustainability. It extends from orientation for new employees to major external courses for Senior Management with full opportunities of acquiring skills at all levels.

Training needs are determined by the Line Manager in conjunction with the employee and the People & Culture department is responsible for coordinating selection of professional institutions and selection of trainees.


8.1 Objectives

- To put in place a framework which will facilitate employees to acquire skills, attitudes and knowledge to improve their performance.
- To provide guidelines for sponsoring employees to keep them abreast with current developments in their fields of specialization and general management skills.
- To ensure that training and development initiatives contribute to the attainment of the Company Vision, Mission, and goals.
- Outline the principles and procedures to ensure that training and development opportunities availed to employees are mutually beneficial to the Company and the employee.
- To assist the People & Culture department in identifying and coordinating training.

8.2 Principles

- Professionalism:** Training should be planned, monitored, and evaluated.
- Transparency:** All decisions concerning training should be fair, and employees should be informed of the training opportunities available.
- Equal Opportunity:** There should be no discrimination in the award of training opportunities.
- Demand Driven:** Training should be based on identified training needs that are job related. The goal is to ensure employee- efficiency, higher and sustainable levels of productivity as well as effective employee succession within the Company. Any training done will consider the employee's relative potential, job requirements and skills gaps.
- Value for Money:** Training funds should be optimally utilized for the benefit of both the employee and MPL.



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8.3 Learning and development policy/ procedures

- Employees have an obligation to continuously improve themselves professionally and/or academically by correspondence or evening classes. It therefore shall be no excuse to fail to perform on account of lack of training.
- The Company's major form of Learning/ Development/ Training shall be on-the-job Training. Specialists/ Knowledge experts shall endeavor to transfer their knowledge and skills to their colleagues in the units. The performance management systems shall, in addition to other parameters, assess through feedback mechanisms, knowledge transfer initiatives.
- Staff who have undergone Company sponsored training will be required to make end of training reports and also conduct knowledge sharing sessions with their teams within a period of 30 days from the date of completion of the training.
- Following a comprehensive induction process, employees shall be given basic training within their departments to ensure they perform to the expected standards of the company.
- Training courses attended by employees should be relevant to the Mission of the Company. Training may be undertaken to provide employees with the requisite job knowledge, skills, attitudes and competencies in order to improve their performance and productivity.
- An employee intending to enroll for a course, or further their studies, either sponsored by the Company, or self-sponsored, shall seek authorization by filling a form from People & Culture department. The purpose is to ensure planned and coordinated employee training which are balanced with Company work. The training to be undertaken shall be in line with the Company training needs and shall have been revealed in the respective employee performance appraisal.
- All relevant Company sponsored courses shall be in line with the annual training and development plan and budget.
- Human Resource will be expected to maintain and update a training effectiveness grid that will be used as a guiding tool by both the Line manager, participant and the trainer.
- The People & Culture department will be responsible for maintaining employee training records.


8.4 Types of Training & Development

8.4.1 In - House Training

This type of training allows MPL to define a program that precisely matches company needs. In - house training will be conducted by either a first-rated training Organization/Consultant or an experienced and knowledgeable employee(s) of MPL at an appropriate authorized location.

HR will conduct in-house refresher training for generic courses as identified from time to time. The Company may also run in-house Train the Trainer (TOT) programs and in –house academies aimed at building internal capacity to deliver training.



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8.4.2 On the Job Training

This is training that occurs at the workplace by more Senior and experienced staff in specialized fields, it is a continuous process available to all categories of employees all the time. This involves the employee learning on the job while executing the same.

It is the responsibility of Heads of Function to plan such programs in liaison with the People & Culture department. This type of training may as well make use of Experts/Consultants who may be engaged from time to time to carry out the training.

On commencement of employment, the Head of department shall delegate an Officer who shall be responsible for the formal on-the- job training of the new employee during the probation period. Those starting their career with MPL, as well as those taking up new assignments, shall be provided with a job description, an Operational Manual and where applicable an individual training plan.

8.4.3 External Training

This is training that occurs outside the Company premises either within or outside the Country.

8.4.4 Short-Term Courses.

MPL shall support and sponsor short post experience courses of one month or less in specialized fields related to MPL operations. These courses shall be attended locally or in exceptional circumstances outside the Country.


8.4.5 Seminars/Workshops

- i. A seminar is a lecture or presentation done with an aim of exchange or discussion of ideas.
- ii. A workshop is a series of educational and work-related sessions where small groups of people meet to inform, problem solve or train on a defined area of concern. MPL will support or sponsor workshops and seminars which will be attended locally or in exceptional circumstances outside the Country.

8.4.6 Attachments and Study Tours.

- i. An Attachment is when one is sent to another organization to study how work is done there.
- ii. A study tour is a travel experience with specific learning goals and objectives. MPL will support and/or sponsor employees for attachments and study tours to local or overseas institutions in order to facilitate transfer and sharing of knowledge between sister institutions of similar character and/or work interests. Such employees in return shall be required to submit/present a report with recommendations on the applicability of their learning to MPL and the execution plan.
- iii. Attachments may also be implemented within and across departments of MPL to enable development of cross functional competencies and skills for effective succession Planning. At the end of the attachment such employees shall be required to submit a report on key observations and any actionable recommendations.



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8.4.7 Mentoring and Coaching.

Mentoring: is a personal development relationship in which a more experienced/knowledgeable person nurtures another geared to making significant transitions in knowledge. It is usually carried out by someone other than the Line Manager.

Coaching: is specific and skills focused. It involves regular reviews of an employee's progress. It is typically carried out by Line Managers who advise employees on how to improve their performance. It provides feedback and can be used to introduce new tasks and responsibilities.

The People & Culture department shall from time to time come up with programs for implementing mentoring and coaching in line with the different sections of this manual such as performance management, succession planning, talent management and any other in line with the business needs.

8.4.8 Knowledge sharing sessions.

This is a process that involves an employee who returns from training conducted off – the job makes presentations to other employees with the aim of sharing the knowledge acquired. It is cost effective and enhances teamwork.

8.4.9 On –line Learning Management System (LMS).

This is an on -line learning and development platform where information is shared for employees to access in order to enhance their knowledge and skills in a structured way at their own convenience.

The LMS will contain specific modules designed to address technical and generic training needs. MPL may also sponsor access to other online courses / training.

8.4.10. Professional Courses and Membership to relevant professional bodies.

A member of staff who completes a designated professional course or qualifies for membership to a recognized institution/ professional association, may have his/her annual membership fees paid by MPL depending on relevance to their current role. Professional courses are defined to include ACCA, CIMA, CPA, CIPD, CFA, ICSA, CISA, and any other relevant professional course.

8.5 Induction of Employees.

Newly recruited staff will undergo a detailed induction course to enable them to get acquainted with the mission, strategy, core values and organizational culture within the first month of on boarding. Internal promotions and transfers shall also be required to undergo a formal induction process in relation to their new roles and responsibilities.

8.6 Bonding

An employee selected/ requesting for sponsorship for professional or specialized job-related training shall sign a written undertaking or Bonding Agreement with MPL prior to starting the course. For an employee to be eligible for sponsorship for any professional or specialized training, they must have been with MPL for a minimum of 3 years or as may be agreed before the training commences. This is also

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dependent on the cost and duration of such training.

8.6.1 Criteria for Bonding

Short term courses for skills enhancement lasting between 1 day to 1 month shall not attract bonding depending on the amount involved as will be stipulated in the individual staff bonding agreement. Factors to consider for Bonding period and amounts will include Job level and Years of service.

8.6.2 Bonding conditions and procedures

- The bonding period shall commence from the date of completion of the training.
- The terms and conditions of the training bond shall be explicitly set out in the Bonding agreement form.
- The bonding period shall be reviewed by Management and may be increased in the event of the Employer having extended or agreeing to extend additional funding/sponsorship to the Employee for further training. Such extension if any shall be in writing consented to by both parties and shall be subject to all the terms and conditions therein contained.
- During the raid period of bonding and subject to any subsequent extension applicable, the Employee shall be in the exclusive employment of the Employer unless otherwise pre-agreed.
- In an event that the employee voluntarily exits before the expiry of the bonding period, he/she shall be required to reimburse the outstanding amount after the calculation of the bonding amount attributed to them.
- The staff may agree to provide any other additional security / Guarantor/ agreeable to by the company.
- Without prejudice to the above, the Company shall exercise its right to disengage a bonded employee on any grounds of violation the provisions as provided for in this Manual, or in the employment contract. Where the bonded employee is disengaged/dismissed from employment for reasons of non-performance, or for any other reason(s) resulting from the employee's conduct/behavior, such employee shall be required to reimburse to the Company the total cost of the training the Company will have incurred/spent to sponsor such employee.

8.7 Graduate Trainees and Internship

The purpose of this policy is to give guidelines for the attraction and management of interns and Graduate Trainees to ensure quality support to university/tertiary continuing students while providing a framework for graduate recruitment.

MPL will partner with all recognized Universities and selected student organizations to recommend students for attachment. (Refer to the detailed Graduate Trainees and Internship policy)

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8.7.1 Internship

The objectives of internship

- To position MPL as the employer of choice, as part of our Employer Branding initiatives.
- To provide a link between academic training and the practical world of work for students thereby, enhancing their future chances of employment.
- To develop self-confidence in participating students and improve their presentation, communication and leadership skills.
- To identify excellent students for future employment at MPL, especially for the Graduate Trainee Program.
- To contribute to the national capacity building through exposing students to broader national and international economic issues as part of our Corporate Social Responsibility.

8.7.2 Graduate Trainee

This program is defined as being a formalized, structured, self-directed development program for high-caliber graduates from recognized Universities and Tertiary Institutions with relevant Degrees and Diplomas, typically of three to four years' duration. These individuals will have little or no prior work experience but would be identified as high potential future talent suited for development via the Graduate Trainee program.


8.7.3 Core principles

- The program is aimed at high-caliber young University and Tertiary graduates with, recognized Degree and Diploma qualifications (Minimum of Second-Class Upper Division).
- It must form an integral part of overall talent management initiatives to develop trainees for the long term to fill the leadership pipeline in the Company.
- It must provide a direct and immediate pipeline feed to identify priority entry-level jobs, often roles that are difficult to fill directly from internal or external applicants.
- A structured approach is vital, with high levels of Learning & Development rigor and management oversight to ensure relevance of the learning outcomes, effectiveness of the learning approach and tight management of progress and performance of the trainees within a set time frame.

8.7.4 The program objectives

- An intensive grounding in essential technical, business, and interpersonal knowledge, skills and abilities in order to equip each trainee with the competencies and behavior required for priority roles in a Manufacturing Company, thereby providing a pipeline of competent talent into these (and subsequent) roles.
- An excellent opportunity for employment and development of top local graduates.
- A structured approach for transfer of knowledge and expertise from specialists within the Company to new entrants, thereby aiding the continuity of corporate memory.
- The programme is not intended for individuals who have moderate to extensive work experience.



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8.8 Key roles and responsibilities

8.8.1 The role of Management in Learning and Development

Management will consider and approve all training, including self-sponsored courses for purposes of planning, coordination and budgeting. Management shall also:

- Recommend and nominate suitable trainees for a particular training.
- Evaluate and approve suitable training requirements for employees in consultation with the People & Culture department.
- Discuss and approve functional training programs.
- Monitor training progress.
- Recommend/ approve the suitability of programs for financial and material support.
- Advise employees on training and development matters.

8.8.2 The role of an Employee

- To participate in training needs assessment and performance appraisals.
- To identify personal and Company training needs during performance Reviews.
- To seek permission to undertake or solicit any relevant training program.
- To fully attend and participate in the training events organized by the company.
- In the event that an employee fails/deliberately refuses to attend and participate or undergo a training that has been already agreed upon with him/her, such employee shall be liable to reimburse to the company the full cost or any other expenses incurred by the company in respect of such training.
- To transfer skills acquired to the team(s) through knowledge sharing sessions or other approved means.
- To attend and participate in training evaluation exercises and provide relevant reports.

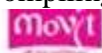
8.8.2 Head of Function


- Provide all necessary skills and competencies (on-job training) to all his/ her team as the first approach to Company training.
- To participate in the training needs assessment and evaluate employee training needs.
- Recommend employees for training to the People & Culture department.
- In liaison with the Chief people & culture officer, identify relevant training opportunities for employees.
- To participate in the post training evaluation exercise.

8.8.3 People & Culture department

The People & Culture department will be responsible for coordinating training and development needs assessment for the Company. The People & Culture department will also perform the following functions:

- Providing overall advisory services to the company on training and staff development.
- Developing, reviewing, and distributing the needs assessment tool to all employees.
- Compiling a database on employee training and development and maintaining updated records.



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- Receiving written training requests or proposals from Departments and other relevant stakeholders.
- Tabling training requests to Management for approval.
- Following up training to ensure that the identified needs are addressed, and the training plan is implemented as scheduled.
- Formulating training and development plan and respective budget in collaboration with all Heads of Function.
- Advising employees on training and development matters.
- Writing training reports and conducting training programs' evaluation.

8.9 Staff Facilitation for Training


8.9.1 Foreign Training.

The foreign training shall be approved by the CEO in consultation with the Line Manager and the Chief people & culture officer. Staff shall be facilitated as per approved foreign travel rates.

8.9.2 Local Training (Outside the Company premises)

Employees undertaking training shall have all meals and refreshments provided by MPL and shall not be paid transport and lunch allowance where the Company has made arrangements to transport them.



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CHAPTER 9: TALENT MANAGEMENT AND SUCCESSION PLANNING POLICY.

9.1. Introduction

The Talent Management policy sets out guidelines on the way MPL will manage people effectively to attract, retain and develop motivated employees who shall deliver high performance and are succession ready for the future.


MPL believes that the quality of our people is a singular business advantage. We aim to attract, acquire and develop high caliber people with the skills and behavioral characteristics to help MPL achieve its strategic objectives.

It is a systematic process that identifies necessary internal competencies and then works to assess, develop and retain a talent pool of employees to ensure continuity of leadership for all key/critical positions at MPL.

9.2. Objectives of the policy

- a) To create an integrated and standardized approach to the assessment management of talent across the business.
- b) To recruit high caliber talent into MPL in a cost-effective manner and aligned to business objectives.
- c) To develop talent pipelines ahead of demand, with a focus on critical/Medium roles at different levels and assurance of appropriate Bench Strength.
- d) To ensure an engaged and motivated workforce through robust people- management processes and management practices.
- e) To develop and nurture the core functional and leadership competencies that enable the Company to acquire the capability to drive business success through the MPL 'Eagle Way'.
- f) To uphold a culture of Continuous Improvement and a learning and self- refreshing' organization.
- g) To enhance the MPL's reputation for Talent Management excellence in order to promote the objective of being an 'employer of choice.

The succession planning policy shall be supported by the following policies: ***Learning and Development; Remuneration; Reward and Recognition, Performance management, plus the detailed Talent Management and succession planning framework.***

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9.3. Principles

a) Alignment to business strategy

The MPL's people processes shall be clearly aligned with business strategy and facilitate superior execution.

b) Management accountability

Management at all levels will have accountability for managing, developing, and strengthening their talent pool. MPL shall apply rigorous processes and standards to recruit and retain people with the right talent mix, superior capability and potential to provide future succession.

c) Driving high performance

The Company values are the basis of our people processes and define how we behave and manage. We differentiate employees based on performance and potential. Effective performance is a pre-requisite for career development.

d) Focus on development.

MPL will focus on Employee Development which is core to the business and all employees have the opportunity and responsibility to grow and develop. Development is about continuous learning and not only upward movement. Employees manage their own career with appropriate support, recognition and facilitation from their Line Manager and the Company.

e) **Succession planning** does not entitle staff to positions, promotions or transfers. It is not a guarantee of a position; rather it represents a developmental plan to prepare an individual should opportunities arise within the organization.

9.4. Talent Management Framework


a) Talent acquisition

Talent Acquisition is the process by which we source, select, on-board and integrate talent, either internal or external, to enable their early impact and sustainable performance. *(Refer to the recruitment policy in this manual)*

b) Talent Development

The talent development process is the way individual learning, development and progression over time is managed and self-managed, to drive competence development and to provide ready succession for key roles in line with Company and individual needs *(Refer to the Learning and development policy in this manual)*




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c) Talent Engagement

Engagement is defined as the extent to which employees demonstrate commitment to the Company and is evidenced by the degree to which they are willing to exert additional discretionary effort and remain within MPL. It also refers to the different activities the company undertakes to provide a conducive work environment where everyone is enabled to develop to their fullest potential. It is further defined as the ability to capture the heads, hearts, and souls of employees to instill an intrinsic desire and position for excellence.

d) Talent Analysis, Optimization and Deployment

Talent Analysis, Deployment and Optimization (TADO) is the process by which MPL will integrate standardized information for insightful talent analysis, using the People Balance Sheet (PBS) based on performance and potential segmentation, as a basis for optimal planning, development, and deployment of staff. (*Refer to the detailed Succession planning framework*).

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CHAPTER 10: LEAVE MANAGEMENT POLICY

10.1 Purpose of the Policy

The Company will allow staff various types of leave to enable them respond to needs of a personal nature, relaxation, recuperation as well as Public Holidays in accordance with the existing labour laws. It is the policy of the company to encourage the employees to take up their annual leave and rest.

10.2 Policy objectives

- To provide employees with defined leave for different situations
- To define who is eligible for which type of leave.
- To put in place, the procedures, and principles of managing employees' leave.
- To provide procedures for other work-related policies related to leave management.
- To provide clarity on the different types of leave

10.3 General principles governing all types of leave.

- Applications for leave shall also be applied for online through the respective Head of Function or their designate. Leave may also be applied for in any other prescribed manner.
- All Public holidays and weekly rest days falling within the leave period shall not be counted as part of the leave period.
- An employee shall be required to do a proper handover of his/her duties by submitting a written handover report to his/her immediate supervisor before proceeding on leave. Heads of Department shall ensure employees do not proceed on leave without completing all requisite handover procedures.
- Failure to report back on duty, upon end of leave without official communication, shall be construed as absence from duty without permission.
- All employees shall be entitled to leave with full pay at such times as may be agreed upon.
- Leave should be taken regularly in order to ensure adequate rest time for employees.
- Leave will not be en-cashed as a rule.
- Leave arrangements as much as possible should take account of business sensitivities with regard to peak period management.
- Any employee who fails to apply for leave in accordance with this policy shall forfeit the same.
- All staff on leave shall not have access to the Company SAP system unless explicitly approved by the CEO.

10.4 Types of leave


These include.

Annual Leave, Compassionate leave, Sick Leave, Maternity Leave, Paternity, Compensatory leave, unpaid leave, Study leave and Public Holidays.

10.4.1 Annual Leave

An employee is eligible to accumulate and consume the accrued annual leave with pay once he/she has successfully completed the probation period.



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10.4.2 Leave plan

All Heads of Department shall submit fully signed annual leave plans for employees in their respective Departments and offices, to the Chief People & Culture Officer by the **31st day of January** every calendar year.

The Human Resource function shall be responsible for enforcing compliance to the agreed leave plans. However, failure to execute the leave plan will attract consequences to non-compliance as provided for in this Manual.

10.4.3 Annual Leave Days

- All employees shall earn a fixed number of leave days every year.
- Every employee is entitled to full pay for statutory and public holidays.
- All staff shall earn 21 Working days per year or the rate of 1.75 working days per month that will be earned on a pro rata basis.
- Management with due regard to the existing leave liability position mandatorily requires some staff to take off at least 2 leave days each month.
- Each employee shall be required to take his/her accumulated leave days within the year in which they have been accrued/planned.
- An employee who does not take his leave earned in a calendar year shall be deemed to have forfeited it unless the leave or part thereof was deferred by the Company in writing.
- In such circumstances the leave may be deferred on approval by the CEO and utilized in the first quarter of the next year and in any case, the deferred leave days shall not exceed 5 days.
- No payment will be made for leave not taken within the leave year calendar unless with exceptional approval has been obtained from the CEO.
- Leave will only be deferred where it is established beyond reasonable doubt that due to demands of work, the employee was not able to proceed on leave.
- The leave holiday year runs from January to December.
- All leave days should be planned, applied, and approved through an available leave management system such as SAP Success Factors system. Any leave applied for in the system and not taken shall be deemed as forfeited and the said leave days will automatically be deducted by the system.
- Where the leave days are not taken due to business needs, rescheduling of the said days will be agreed with the Line Manager with approval by the CEO. This reschedule should apply within the same calendar year.

10.4.4 Procedure for processing Annual Leave

- Every member of staff is entitled to annual leave with full pay. Annual leave may be taken at any period of the year.
- In order to enable proper planning and processing, it is important that employees apply for leave at least 2-3 weeks in advance.
- Management may, having regard to requirements of work, recall an employee from leave

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notwithstanding that the employee's leave has not expired.

- p) In instances where an employee is recalled from leave prematurely, the remainder of the leave shall be deferred to an agreed date.
- q) The responsibility of recalling staff rests with the Line Manager and the Head of Function of the respective staff. Communication of the same will be shared with People and Culture office for administrative purposes.
- r) Where an employee fails to return on duty on the due date on completion of their leave, without plausible explanation and/or communication to their supervisor, the provisions of disciplinary/absconding from duty shall apply.
- s) It is the responsibility of the Line Manager to plan properly and administer annual leave, in close collaboration with the People & Culture department and in accordance with regulations in force.
- t) Staff who do not have online access will be required to fill manual leave application forms.
- u) Before departing for leave, all employees shall submit handover reports as per set guidelines to the Head of Function and provide addresses where they can be contacted, should need arise.
- v) Leave shall only be taken upon full approval by the Line Manager/Head of Function.
- w) The company reserves the right to restrict and alter the individual leave days if necessary.

10.4.5 Compensatory Leave.

This will be granted to employees on a normal working hours schedule who work on Sundays /public holidays or those who go through an exerting assignment that officially require them to put in more hours beyond the call of duty. Staff will be eligible for compensatory leave under the following conditions.

- a) Compensatory leave must be authorized by the supervisor. All compensatory leave requests must be accompanied by justification and approval by the Line manager/Head of function and the Chief People & Culture Officer.
- b) The duration of the compensatory leave should be commensurate with the duration of time worked on weekends/public holidays but not exceeding three (3) days.
- c) Compensatory leave should be taken within thirty (30) calendar days of the period worked beyond which it will be forfeited.


10.4.6 Commutation of Leave

A member of staff who separates from the Company shall have his/her accrued annual leave days commuted to cash if and only if there is sufficient proof that he/she requested for leave, but it was not granted.

10.4.7 Compassionate Leave

- a) Compassionate leave on full pay will be granted to staff in cases of sickness, hospitalization or death of a biological parent, a spouse or natural/legal or adopted child for up to six (6) working days, on notification of the line manager and People and culture office. Any other additional days taken will be deducted from accrued annual leave.



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- b) For close relatives consisting of biological brothers/sisters, approval for a maximum of (3) day's leave may be sought.
- c) The affected employee upon return shall apply for leave in system.

10.4.8 Sick Leave.

Sick leave is designed to allow employees who fall ill reasonable paid time off to recuperate pending return to duty. Sick leave shall mean a period during which the employee is genuinely absent from duty owing to serious illness and convalescence.

The Company will grant sick leave on the recommendation and/or advice of an approved medical practitioner or hospital.

10.4.9 Sick Leave Entitlement.

The following shall apply to all employees:

The staff notifying or causing the Company to be notified as soon as is reasonably practicable the reason for the absence with written evidence of the incapacity or illness from a qualified medical practitioner and submitted to human Resource function and shall be validated by the company medical service provider.

This entitlement shall apply to staff who have completed more than one (1) month's continuous service with the Company.


An employee who has completed not less than one (1) month's continuous service with an employer and who is incapable of work because of sickness or injury is entitled to sick pay as follows;

- For the first month's absence from work he/she is entitled to full wages and every other benefit.
- If at the expiry of the second month of sickness, the employee still continues, the employer is entitled to terminate the contract of service on complying with all the terms of service up to the time of termination of the employment.

10.4.10 Sick leave procedure.

- a) The employee must have a medical certificate testifying to the facts provided by a registered medical practitioner. Employees must obtain a medical certificate/report from a qualified medical practitioner for the duration of their absence from work.
- b) The People and Culture Officer shall be notified by the respective Head of Department in the event an employee is unable to report to work as a result of being sick or injured. Such notification and medical certificate shall be given immediately or, in exceptional circumstances, within the first week of absence, which will be forwarded to the People & Culture department.
- c) In the event of illness or hospitalization, an employee who is confirmed in service will be allowed sick leave up to a maximum number of days per annum stipulated under 10.4.9 above.
- d) In all circumstances, a qualified medical practitioner shall issue a recommendation for attention of Human Resource. The People and Culture department may seek an independent review from another qualified medical service provider before taking action.



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- e) The People & Culture department is responsible for seeing to it that the above regulations are adhered to when handling cases of people who are on sick leave.
- f) The company reserves the right to send a medical practitioner to examine the illness at the employee's location.
- g) Sick leave which is not approved may be deducted from annual leave, or be deemed as an act of abscondment, in which case, such employee shall be managed in accordance with the provisions of this Manual.


10.4.11 Maternity Leave

- a) A female employee shall, as a consequence of pregnancy, have a right to a period of sixty (60) working days leave from work on full pay hereafter referred to as “maternity leave”.
- b) A female employee shall be entitled to proceed on maternity leave upon childbirth or miscarriage.
- c) Where an employee requires more time before or after birth over and above the stipulated entitlement of Maternity Leave, she may apply for unpaid leave up to a maximum of one month. This will only apply in the event of exhaustion of annual leave.
- d) If any condition required for maternity purposes, an additional period of absence from duty over and above the maternity leave, shall be regarded as part of her annual leave.
- e) The above arrangement for maternity leave shall apply to all the Company's female employees.
- f) Applications for maternity leave are submitted and processed in the same way as those for annual leave.
- g) For purposes of better planning for business continuity, the line Head of Function shall be required to notify People & Culture department of any impending maternity leave at least two (2) months to delivery date for better manpower planning.
- h) Maternity leave shall not be deferred to a future date.
- i) An employee who becomes pregnant shall have the right to return to the job which she held immediately before her maternity leave or to a reasonably suitable alternative job on terms and conditions not less favourable than those which would have applied had she not been absent on maternity leave.
- j) All female employees on temporary contract or fixed terms contract are eligible for maternity leave with pay during the subsistence of their contract of employment.

10.4.12 Paternity Leave

- a) A male employee shall, immediately after the delivery or miscarriage by the declared wife/ spouse, be entitled to a period of 4 working days' leave yearly herein referred to as “Paternity Leave”.
- b) Paternity leave shall be taken within 2 weeks after delivery or miscarriage of the spouse.
- c) The Head of Function should authorize the paternity leave for all staff under their jurisdiction and should be supported by evidence of delivery by the spouse before submitting it to the People and Culture Department.
- d) In case of an employee with more than one wife, he will be entitled to paternity leave of the spouse registered with People & Culture office and such leave shall not be taken not more than once per



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year.

- e) The male employee shall be required to furnish a medical practitioner's certificate confirming the maternity status of his wife.

10.4.13 Study leave

- Study leave may be offered upon recommendation by the Head of Department and approval by the Chief People & Culture Officer to an employee at the cost of the company.
- Such an employee shall be bonded by MPL before he/she embarks on the course to work for the Company for a period that will be agreed upon depending on the period and cost of the training.
- Study leave shall be granted by the Company to allow an employee, normally sponsored, to attend a course in pursuance of the Company's approved training program, with the approval of the Company, and to sit for examinations.
- Requests for longer periods of study leave must be approved by the CEO with recommendation of the Chief People & Culture Officer.
- All employees pursuing courses outside the Company's approved learning program may be granted study leave at the discretion of the CEO with recommendation of Chief People & Culture Officer.
- Staff on approved study leave, shall be on full pay.

10.4.14 Unpaid leave

The Company may take staff on unpaid leave in the case of.

- A large-scale natural calamity
- A contagious epidemic or pandemic
- A state of emergency which renders it impractical for staff to work or to be on paid leave.
- A staff request for Unpaid leave to either handle matters of professional career development or prolonged personal matters (e.g. sickness of dependent) that cannot be handled concurrently with full-time assignments. In this case, the unpaid leave should not exceed 2 months and approval shall be discretionary by the CEO.
- Staff on unpaid leave will be eligible for medical cover.
- Staff on unpaid leave shall not have access to the Company SAP system unless explicitly approved by the CEO. P&C shall be required to communicate to relevant Heads of Function and Managers immediately.

10.4.15 Public Holidays

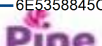
MPL recognizes all gazetted Public Holidays in areas of work and staff are not expected to work on such days on full pay. Employees will all be expected to observe such days apart from those on emergency calls, in which case they shall be remunerated in accordance with the Remuneration Policy. Public holidays are not transferable to a working day when they fall on a weekend.

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CHAPTER 11: STAFF REMUNERATIONS POLICY

11.1 Objectives


- To maximize productivity, motivation, and retention of employees.
- To define the benefits which are due to the employees.
- To stipulate the procedures of handling employee salaries, allowances, and benefits.
- To align the company with the prevailing labour market conditions.

11.2 Salary scales

- All positions shall be ranked and placed in the established hierarchical salary grades/ levels. Job analysis and evaluation and market surveys in comparable organizations may be done periodically as a basis for the said grading.
- Salary grades shall be approved by Management and shall be subjected to revision from time to time.
- The Company may implement annual salary increments based on the prevailing market conditions and inflation.
- An employee shall be notified in writing of any changes in his/her salary.
- Salaries and all other benefits shall be treated as strictly confidential by all employees.

11.3 Payroll and salary payments procedures

- A monthly salary shall become payable to the employee's Bank account. This salary shall be paid in two instalment (Mid and end of the month).
- All payments shall be paid in local currency unless stated otherwise in the contract of employment.
- All salaries shall be subject to statutory deductions such as NSSF, PAYE, LST, and any other advances or other money owed to the Company.
- Employees are expected to contribute to MESACCO (Movit Employee Savings and Credit Cooperative) and deductions shall be made on a monthly basis and in line with the MESACCO constitution. The contributions shall be deducted from an employee's monthly salary.
- Deductions on employee salaries in instances of unaccounted for advances, loans, willful or careless destruction and/or loss of Company property and such other cases shall be made on an employee's salary with consent from the employee.
- All employees are required to contribute 5% of their gross salary to the National Social Security Fund. An employee's contribution to the fund shall be deducted from the employee's salary every month. The Company shall contribute to the National Social Security Fund scheme equal to 10% of the employee's gross pay as provided by the law.
- Employees shall be provided with monthly pay slips electronically.

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11.4 Salary advances

- Salary advance may be granted in exceptional circumstances by the CEO but should not exceed the equivalent of one's monthly gross pay recoverable in a maximum of (3) three consecutive monthly instalment.
- Under such circumstances, an employee is required to apply in writing for the said advance and submit application to the People and Culture office who will then recommend the application to the Chief People & Culture Officer for approval and forward to the CEO for further consideration. No employee will be accorded an advance before completing repayment of any previous advance.
- The net deductions including salary advances, PAYE, NSSF, LST, MESACCO, etc. and salary loans shall not exceed 40% of the Monthly Net pay for the employee.

11.5 Staff loans

- Staff may access internal loans through MESACCO at rates and payment terms as shall be determined by the MESACCO Constitution/ Management Committee.
- The Chief People & Culture Officer shall provide information required by the Financial Institutions to enable staff to access loans.

11.6 Transport and Fuel facilitation.

- All Company vehicles shall be managed in accordance with the MPL Transport Manual.
- Eligible employees shall be facilitated with transport only on official duty. Transport facilitation is detailed in the facilitation Schedule in appendixes.
- Employees in possession of company vehicles shall be required to comply with provisions of the Transport Manual and the Fuel policy.

11.7 Late facilitation

All employees are expected to complete their work during official working hours as indicated in this Manual. In instances where eligible employees are required by their Managers to stay beyond office working hours to accomplish their duties, late facilitation shall be paid. Facilitation shall be on the basis of established rates by Management. The details on rates shall be in the facilitation schedule.

11.8 Official travel abroad


The Company will cover costs of Visa and vaccination, provided these are required on official trips. Employees shall be facilitated to travel from home to the point of their destination and back.

All employees required to travel by air as per the business dynamics, shall travel in economy class.

11.9 Airtime and Data facilitation

The company shall facilitate its employees at selected levels with communication facilitation only for official duties.



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11.10 *Company social activities*

The Company may organize social activities from time to time subject to the availability of funds such as end of year get together parties at which spouses and other people may be invited and at which awards for good performance may be given.

Other activities may include picnics, educational talks, and team building activities. All employees except in special circumstances shall be required to participate in these events.

11.11 *Medical benefits*

- The CEO and Functional Heads and their immediate family (Spouse and up to 4 Children) shall be provided with insurance medical cover.
- Heads of department shall be provided with insurance medical cover for self, one Spouse and 3 children).
- The rest of the other staff members shall be entitled to medical cover for two dependents.
- These services shall be obtained from designated service providers approved by Management. All changes on these benefits shall be communicated to staff accordingly.
- While on duty, employees shall be provided with First Aid Treatment (as a first point of treatment) and a bed rest as recommended by the Clinician from the company's established on-site clinic.
- Medical benefits shall be given to staff at such terms as Management may approve from time to time.

11.12 *Health Club Membership*

All qualified employees shall be entitled to Annual Health Club Membership from selected Service Providers or as shall be approved from time to time and communicated. The beneficiaries shall be required to account for the expenditure on health club membership.

Company contribution towards health club membership		
Sno.	Staff Grade	Contribution
1	CEO	3,500,000
2	Chief	2,500,000
3	Head of Department	2,000,000

11.13 *Employee Welfare*

The Company supports its employees in times of joy, sorrow, and other celebrations. Employees who will officially get married may be supported financially and/ or morally.

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11.13.1 Newly wedded couple

Company contribution to the newly wedded couple as shown in the benefits schedule plus as company gift as shall be determined by Management.

Company contribution to the newly wedded couple			
Sno.	Staff Grade	Contribution	Gift Amount
1	Chief	2,500,000	500,000
2	Head of Department	1,500,000	300,000
3	Manager	1,000,000	300,000
4	Supervisor	800,000	200,000
5	Officer	500,000	200,000

11.13.2 Loss of an employee

The Company will offer the deceased family with a coffin, transport to the place of burial, food supplies and costs for a post-mortem report for a deceased employee and financial condolence contribution as stipulated in the table below.

Contribution towards the death of an employee		
Sno.	Staff Grade	Amount
1	Chief	5,000,000
2	Head of Department	3,000,000
3	Manager	2,000,000
4	Supervisor	1,500,000
5	Officer	1,000,000

Upon the death of the employee, any outstanding payments in terms of salary, Annual leave outstanding among other benefits shall be given to the Next of Kin as per the Employee bio data Form or any authorized administrator of the deceased's estate (Letter of Administration).

11.13.2 Loss of Family member

When a staff loses a member of the immediate biological family (Father, Mother, Spouse and Biological and legally adopted Children), the company shall contribute to burial expenses as indicated in the table below;

Contribution towards the loss of a family member		
Sno.	Staff Grade	Staff Grade
1	Chief	2,000,000
2	Head of Department	1,500,000
3	Manager	1,000,000
4	Supervisor	800,000
5	Officer	500,000

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11.14 Staff meals

The Company may provide lunch at the Company premises to all its employees. The details of these benefits are outlined in the employment contracts for each employee.

11.15 Staff allowances

11.15.1 Field Facilitation

This is a daytime subsistence allowance when a staff member is required to work away from his/ her normal duty station for 6 or more consecutive hours' lunch time inclusive. Such staff shall be entitled to an allowance to enable them get lunch and meet other expenses related to work. The pay shall be at a rate determined by Management.


11.15.2 Other forms of facilitation

a) Accommodation

For Expatriate Staff and specific categories of staff as stated in their respective contracts.

b) Sunday facilitation for staff who may be deployed to work on Sundays and the option of compensatory leave cannot be considered.

c) Public holiday facilitation for staff who are deployed to work on public holidays.

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CHAPTER 12: REWARD AND RECOGNITION POLICY

MPL appreciates that it is important to ensure that the value of people and the contribution they make to achieving Company, Departmental, team and individual goals is recognized and rewarded. MPL is committed to extend recognition if the staff demonstrate performance creativity or commitment outside the norm in line with MPL's core values.

12.1 *Reward & Recognition Principles*

- Rewards shall be given for outstanding performance and shall be tied to accomplishments which are value adding. The aim will be to reward staff for their knowledge, skills and contributions.
- Rewards can be linked to the payroll, e.g. reward of 1 week's pay, 2 weeks' payment based on management approval.
- There shall be consistency and transparency in applying the reward and recognition policy.
- Rewards shall be communicated and distributed in such a way that they are not taken as entitlements.
- Rewards shall not be a substitute for a competitive salary structure. They are not an alternative to Basic salary.
- All rewards and recognition programs shall be based on availability of funds.
- The rewards programs shall uphold the principle of equity.
- The incentive and commission schemes and the staff eligible for such schemes will be determined from time to time and approved by management.

12.2 *Categories*

MPL shall reward and recognize staff either as individuals or as part of a team. To ensure a consistent and fair approach within MPL, staff members shall be rewarded and recognized under the following categories:

12.3 *Performance Bonus Scheme*

Bonus is defined to mean an ex-gratia payment received above what is due or expected, based on a percentage of MPL annual financial performance.

This scheme sets out an annual performance agreement between MPL and its employee regarding the bonus computation and pay. Bonus approval shall be at the discretion of the Board of Directors.

MPL shall offer bonus to staff in instances where MPL is able to meet a certain predetermined percentage of set targets. The following eligibility criteria will apply:

- All staff in active service who have been confirmed in their roles and have served a minimum of 12 months including the probation period, shall be eligible for bonus on a pro-rata basis based on the number of months served.
- The distribution of bonuses among staff will depend on the job category classifications as will be determined by Management.
- Employees with performance rating of below "Satisfactory" and those on PIP at the time of bonus pay-out shall not be eligible for bonus.
- Overall, Bonus eligibility shall depend on the achievement of the pre-determined business performance for the financial year in consideration at a minimum qualification of 85% achievement

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in line with the AOP (Annual Operating Plan).

- e) Staff must be actively employed with MPL on the day bonuses are paid out.
- f) Employees promoted during the year shall be paid bonus prorated on the salary for previous and new position.
- g) All employees who are included on other incentive structures/schemes such as commission shall not be eligible for the bonus. Employees redesignated outside commission based functions shall be paid bonus prorated on the number of months in the new function during the year.
- h) All individuals on temporary employment including consultants and Graduate in Training (GITs) shall not be eligible for the bonus.
- i) Bonus will be payable after completion of the Audit of the financial statements for the period.

12.4 Bonus structure guiding principles

- a) The two guiding factors for Bonus factors shall be Company performance (PBT & NSV) and Individual performance rating as per the end of the year Performance reviews.
- b) The computation of individual bonus pay shall be prorated to the length of service for the FY in consideration.
- c) The Top Business Leadership team (EXCO) reserves the right to reasonably modify the Annual Bonus Plan in total or in part, at any time. Such changes shall be in writing and approved by the Board/Executive Chairman.
- d) Bonus payment shall be effected upon official announcement of the Audited books of account for the FY in consideration.
- e) All computed bonuses shall be paid through the payroll and subjected to the applicable statutory deductions.
- f) Employees promoted to a new position before end of the FY in consideration shall be paid based on the Bonus provisions/Plan for the new position.
- g) Employees transfer to a new position not covered by this Bonus structure shall be eligible on a pro-rata basis for the applicable period and paid as defined in the Bonus structure.
- h) Any exceptions to the Bonus provisions under this Bonus structure shall be designated in writing to the CEO to seek approval from the Board.
- i) No Performance Assessment results, No Bonus. This applies to all employees eligible for Bonus pay.

12.3.2 Bonus Pay Qualification & Multipliers

Business performance (85% achievement)		Individual performance				
PBT (70%)	NSV (30%)	Exceptional	Excellent	Satisfactory	Average	Under/Poor
		120%	110%	100%	0%	0%
		110%	100%	90%	0%	0%
		90%	80%	70%	0%	0%

12.3.3 Incentive and commission schemes

The policy is geared towards improving the performance of MPL and driving the desired behavior required to consistently deliver business growth, quality, and internal controls. The following principles will apply in the implementation of different incentive schemes.

1. A set of parameters (e.g. growth ratios) will be defined which will form the basis for determining the

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incentive.

2. Clear quantitative targets will be set at different levels before implementation.
3. If a staff on an incentive or commission scheme arrangement gets transferred into anon-incentiverole, they will cease to earn the incentive.
4. Incentives and commission schemes shall be administered either monthly or quarterly basis as maybe approved from time to time.
5. Payment of incentives and commissions will be affected on the next month's payroll.
6. Management may change the commission and incentive structures from time to time to meet the desired business needs.

12.5 Service Awards

The service awards shall be given to individuals that demonstrate both loyalty and exceptional performance to MPL on such a criterion as may be determined from time to time by Management.

a) Long Service Award

For every ten (10) years of consecutive service with MPL, subject to satisfactory service and good conduct such employee will be awarded with a Long Service Certificate and or a gift to be determined by Management.

b) Individual merit award

The best employees of the year shall be selected by Management. The nominees shall be derived from the best Departmental performers.

Subject to regulations governing employee performance appraisal, discipline, salary increments as well as rewards or incentive schemes for staff, an employee who consistently demonstrates exemplary performance, conduct and contribution to MPL's operations shall be eligible for a certificate of merit commendation.

This award shall be based on a staff's performance on the job and their quantifiable contribution towards the achievement of their entity's objectives. Such staff must demonstrate exceptional contribution in comparison to their peers.

12.3.5 Internal Promotional Campaign awards

Staff that excel during promotional campaigns shall be recognized and rewarded as individuals and/or teams, based on the campaign reward criteria, developed prior to the campaign by the Marketing Department. Such criteria shall be communicated before launching the campaign.

12.3.6 Project Completion

Employees that ensure success of specific MPL projects and those that demonstrate positive behavior towards the attainment of the project goal(s) shall be recognized in accordance with the reward framework

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for the project by taking into consideration key project milestones. This shall be guided by the overall reward and recognition policy, plus taking into consideration time, cost and quality of work done and stakeholder feedback.

12.3.7 Compliance

Employees shall be recognized and rewarded for their efforts in upholding adherence and compliance with MPL policies, procedures and controls, and minimal losses to MPL through identification of critical risks. In determining staff to be considered, this shall be either as a unit or individually.

12.3.8 Employee brand awards

Employees that contribute to the growth, visibility, and awareness of the MPL brand through extracurricular activities such as sports, music etc., either as individuals or as teams may be recognized on an annual basis.

12.3.9 Recognition Messages

messages to staff who have excelled in particular activities shall be sent in recognition for their efforts. Such employees shall be called upon to convey inspirational messages to other staff on how they were able to be exceptional performers. Such individuals shall be mentioned at the company town hall meetings.

12.3.10 Opportunity to Contribute

At the beginning of the year, exceptional employees for the previous period (year) may be identified and co-opted to be part of the numerous committees or projects that shall be formed throughout the year. This shall give employees an opportunity to be part of the teams, work closely with Management, and be involved in key decisions.

12.6 Innovation

“Invent it & Claim it”.

When employees come up with new innovations (processes, products, services) which are adopted by Management, they may be given the opportunity to name it, and the Company may accept such name if the name is in line with the Company expectation(s).


Employees who come up with innovations that are adopted by MPL shall be recognized with such monies that may be determined at discretion of Management.

12.3.12 Wall of fame

MPL shall create a wall of fame to honour high achievers and special achievements. Such Pin-Boards shall be placed in public areas within MPL premises and shall be supplemented by recognition Messages and on the company intranet. The wall of fame shall be used to celebrate how much MPL values effort and commitment of achievers.

On a quarterly basis a picture of the employee who has been voted by their team as worthy of special recognition with a brief description of why they have been elected as employee of the quarter shall be




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hung on the Wall of Fame.

12.7 Other Forms of recognition

Departments may recognize performance of staff through different ways such as.

- c) Tickets to entertainment ventures
- d) Celebrating, birthdays and anniversaries
- e) Thank you, cards.
- f) Dinners and luncheons.

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CHAPTER 13: OCCUPATIONAL HEALTH, SAFETY, SECURITY AND ENVIRONMENT

13.1 Policy Statement

The MPL Policy with regard to Health and Safety is to create and maintain a working environment in which the levels of risk to employees and Company assets are eliminated or reduced to a minimum.

In line with the applicable laws, the overall responsibility and accountability for health and safety rests with the Management but all line Managers at all levels are assigned with occupational health and safety duties and appointed persons are empowered with the ability to act independently and make decisions through a systematic approach to continuous risk reduction through monitoring, awareness training and action.

13.2 Objectives of the policy


- To protect all MPL employees, property, information and reputation against any Health, Safety, Security and Environmental threats.
- To provide compensation to employees through insurance for injuries suffered and diseases incurred in the course of employment, as provided for in the Occupational Health and Safety Act 9, of 2006 and Workers' Compensation Act (Cap 225).
- Pursue the goal of Triple Zero i.e. Zero harm, zero incident, zero compromise.
- Protect the environment for sustainable resource utilization and development.
- Prioritize HSE (Health, Safety and Environment) matters as any other critical business activity through Management commitment.
- Play a leading role in promoting best HSE practice in the manufacturing industry.
- Promote a culture in which all employees are committed to HSE practices and procedures.
- Ensure due care for the health and safety of all employees, visitors and those who may be affected by the company's operations.

13.3 Related policies and procedures

To achieve all the above objectives, all company employees and visitors must comply with the following policies, whose details are formally communicated and accessed through various Company channels.

- Personal Protective Equipment policy
- Fire prevention and Protection policy.
- Waste management and environmental policy.
- Security policy
- Transport/driving policy.
- Plant Maintenance policy.
- Health policy
- Alcohol and drug abuse policy



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13.4 Workers' compensation policy

13.4.1 Policy guidelines on Health & Safety.


The employee health and safety issues in the context of this policy shall include short illnesses, chronic illnesses, accidents and disabilities and as guided in the Health and Safety policy. Others shall include occupational illnesses and sickness, injuries and disabilities, employee medical examination at entry and exit (where applicable), and employee medical examination reviews where necessary during his/ her tenure of service.

All Functional and department heads will do everything in their powers to create a climate in which positive attitudes towards the Health and Safety programs can be established and advanced.

Appointed safety officers within each department will continuously upgrade the standard of health and safety in the company through a participative process of monitoring, review as shared responsibility. All employees will be personally involved in the identification and reporting of hazards to their immediate supervisors subject to new system requirements Health and Safety rules and standards.

13.4.2 Rules and regulations

- a) The security conditions where the Company operates must be assessed continuously. The Company safety committee shall regularly assess the safety and security of employees in the company's areas of operation. If, according to their judgment, the situation is hazardous and the safety of employees is at risk, operations shall be suspended till the situation returns to normal.
- b) The safety of the Company's employees is paramount and therefore unnecessary risks shall not be taken regarding situations which can result in danger to the life of an employee. In situations which pose a threat to an employee's life, the employee shall report such a situation to the Management immediately and seek advice on the course of action to be taken. Based on his/her judgment, the member of Management may direct that the employee withdraws from an area till the situation returns to normal.
- c) Employees shall be provided with tools, safety training, facilities, and information to ensure that they work in a safe and efficient manner. Information on safety and emergency procedures shall be made available to all employees.
- d) In cases where employees are operating in unpredictable, unstable, and threatening situations, regular communication such as phone calls and other means whenever possible must be established.
- e) In cases of fire outbreaks, or on hearing fire alarms, all employees must assemble at the designated fire assembly point and given clear guidelines before resuming work.
- f) The company shall carry out post rescue activities to the employees like ambulance services & evacuation in case of emergencies occurring in the course of duty.

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13.5 Medical Policy

The Company operates a scheme to assist employees and their approved dependents (where applicable) with medical expenses. Under the Health Insurance Schemes, employees shall be entitled to medical services agreed between the company and the service provider.


This policy sets out the scheme details and the procedures to be followed.

- The medical insurance or services to be provided shall be limited to the employees of MPL and their eligible dependents in accordance with this policy. The medical treatment and consultation services shall be at the appointed service provider's clinic, or any other medical facility as may be advised by the service provider.
- The Scheme pays the full cost for hospital general ward bed charges, ICU, doctors, consultants, surgeons, an anesthetists, theatre, laboratory tests, X-rays, physiotherapy, and drugs whilst hospitalized provided that referral has been made by the Company's contact person.
- In instances where the medical scheme does not fully cover the cost of hospitalization, MPL may pass a discretionary approval to support the affected employee.
- On emergency admission to any hospital, the patient or admitting doctor must contact the Company's contact person for the service provider to obtain confirmation of payment.
- Dental and optical care will form part of employees' annual medical care.
- Upon offer of employment the employee will be required to complete the necessary registration forms and provide photographs of all eligible dependents. The employee will be issued with a medical card which will serve as the identification when seeking medical attention.
- Where the member has attended a Service Provider who is not amongst the Company's list of Service Providers (except in out of station or emergency cases), or where the threshold limit has been exceeded, the member will be required to settle the account personally unless pre-authorized by the service provider.
- In relation to (g), where a claim has been allowed (in cases where an employee is out of station or in emergencies) it will be processed and settled within a two-week' period.
- All claims (where approved) must be submitted immediately. Claims not submitted within two months from the last day of the month in which treatment was given, will not be paid by the scheme.
- All queries relating to the Staff Medical Scheme are to be routed through the Company's contact person or through the Human Resource Manager.

13.6 Work related accidents.

- The Company's strategy is to prevent work accidents through proper induction and training, providing gadgets/protective wears, testing employee skills before operating equipment or machines. If the accident has occurred to an employee, the Company shall use the insurance and the health policy to handle the situation.
- First aid shall be provided at the Company's on-site service Provider's Clinic.
- The Manager Occupational Health and Safety is responsible for tracking cases managed at the on-site clinic and ensuring the full functionality of the clinic.
- All company vehicles shall be equipped with fire extinguishers and first aid kit and be well maintained



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in accordance with the Transport Manual.

- e) When an employee is injured, permanently incapacitated, or dies, the People and Culture office shall liaise with insurers to compute the amount payable by the insurance to the said employee. This shall follow the first aid (Workers' Compensation Act, 2000) procedures at work.

13.6.1 Environmental matters.

It's the company's policy to protect the environment as part of its Corporate Social Responsibility and governance. MPL is committed to minimizing the impact of the activities on the environment.

The Company will finance programs that will promote a clean environment and comply with all applicable environmental, safety and health laws and regulations made thereunder in the country of operation.


The Company is dedicated in designing, maintaining and operating facilities that protect our people and environment by use of adequate protective equipment and measures to make sure that all works are done through the laid down code and procedure.

13.7 Roles and responsibilities for OHSE

13.7.1 Duties and Obligations of MPL

- a) Management shall have overall accountability for ensuring the health and safety of staff and the public affected by the Company's operations.
- b) The company will provide all employees with information, instructions and training relating to safety hazards at work.
- c) All Company premises and the surrounding environment shall be kept safe, clean, and tidy always and free from any hazards.
- d) All Departments will periodically identify, assess, and document the hazards facing their operations respectively. They will propose ways of eliminating, reducing, or mitigating them through their safety committees.
- e) Suitable protective clothing and protective gear shall be provided to the employees.
- f) The Company shall have a Workman's compensation cover for all staff and public.
liability insurance policy
- g) The Company shall conduct regular maintenance of equipment, vehicles, machinery, and other systems of work.
- h) The Company shall notify staff of the OHSE policy in place and conduct regular awareness by conducting safety drills.
- i) Safety and health shall be part of the evaluation, selection criterion for potential service providers (Food, water, cleaners, maintenance of equipment, builders etc.)
- j) Preventative measures shall be put in place to reduce the risk, through technical or organizational measures. These measures will include but not limited to the design of safe work systems which will include administrative controls and OHSE training. In the event that residual hazards/risks cannot be




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controlled by collective means the Company shall provide personal protective equipment at no cost.

- k) Management shall put in place emergency evacuation procedures (operational guidelines shall be put in place by the OHSE teams and operationalized).
- l) Management shall put in place and monitor the implementation of procedures to monitor, measure and document OHSE performance of all departments through the safety committees on a quarterly basis.
- m) Employees will be provided with a healthy and safe working environment with adequate lighting, clean sanitary conveniences, clean drinking water, and facilities for sitting down, facilities for meals among others.
- n) Mechanisms for continuous improvement of the relevant elements of the OHSE management system should be established and maintained. These arrangements should consider:
 - i. The OSH Act 2006
 - ii. The results of hazard and risk identifications and assessments
 - iii. The results of performance monitoring and measurements
 - iv. The investigation of work-related injuries, diseases, ill health and incidents, and the results and recommendations of auditors
 - v. The outcomes of Management reviews
 - vi. The recommendations for improvement from all members of the Company, including the safety and health committees.
 - vii. Changes in National laws and regulations, and collective agreements
 - viii. New relevant information on applicable emerging global and local trends
 - ix. Environmental impact assessment reports
 - x. The results of health protection and promotion programs.
 - xi. The health and safety processes and performance of OHSE should be compared with other Organizations in order to improve health and safety performance.

13.7.2 Responsibility of individual employees

- a) While at work to take reasonable care for the health and safety of him/herself and any other person who may be affected by his/ her acts or omissions.
- b) Employees are expected to avoid taking any undue risk which might lead to an accident or injury to any person at work.
- c) It's the duty of an employee to know their local safety coordinator/Fire-marshal and seek advice whenever they are not sure of their own safety.
- d) To cooperate with Management to eliminate or minimize risks to health and safety at work.
- e) Report dangerous situations to the immediate supervisor, keep away from situations which present an imminent and serious danger to his/her life.
- f) Avoid reckless moves that can cause accidents and loss of life.
- g) Observe the health and safety signs within and around the work environment.

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13.7.3 Safety and Health Committees

The Safety and Health Committees are fully defined in the Health and Safety Charter including their mandate. Please refer to the charter for details.

13.7.4 Violation

Violation or non-compliance by staff to the health and safety policy may result in disciplinary action as provided for by the Human Resource policy and legal or criminal action being taken against such individuals.

13.7.5 Fire instructions.

The company has an emergency procedure to be followed in the event of fire and the same should be followed as follows.

- Sound the fire alarm immediately.
- Ensure that all windows and doors are closed but not locked.
- Walk quickly to the assembly point indicated.
- Do not run.
- Don't take any personal risk or anything that will endanger others.
- Do not leave the assembly point until told otherwise.
- Do not use elevators.

13.7.6 Accidents at workplace

It's company policy that any accident resulting in personal injury is reported to the OHSE department and recorded in an accident book for emergencies call (Indicate the Number)


Any person should report to the security in case of a discovery of suspected packages, bags, metals, and objects found within the company premises.

13.7.7 First Aid

The employee is under obligation to know the location of the First Aid equipment or the contacts of the Fire Marshal/emergency team in your department or floor.... the security help desk is available 24-hour basis in case of any emergencies.

MPLs emergency clinic located at the premises is operational 24 hours to manage all emergency cases.



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CHAPTER 14: HIV/AIDS POLICY

14.1 Policy Statement

This policy will constitute MPL's policy framework in dealing with issues related to HIV/AIDS at the workplace and will complement and be read together with all other policies and procedures in place. They will also be read together with National Policy on HIV/AIDS and all other relevant Laws of Uganda that may be in force at any given time. MPL recognizes implications of HIV and AIDS to the individual, his/her family, MPL and co-workers of affected individuals. MPL is committed to address HIV and AIDS in a positive, supportive, and non-discriminatory manner with the support and cooperation of all employees.

14.2 Objectives

The objective of this policy is to provide clarity on the responsibilities that MPL has to its employees and their beneficiaries. The policy provides a framework in which to:

1. Manage employees who suffer from HIV/AIDS
2. Eliminate discrimination against individuals with HIV and AIDS through education and sensitization.
3. Inform all employees of their rights and benefits.

14.3 Scope

This policy applies to all employees of MPL and indirectly the immediate families of employees of MPL.

14.4 Education and Information

MPL will mitigate the spread of HIV/AIDS through education programs and dissemination of information in collaboration with partners in AIDS education and will periodically disseminate information on the magnitude of the disease and developments in scientific research, especially those relating to prevention.

To implement this effectively, MPL will share materials on HIV/AIDS staff Handbook, posters, fliers, and other media-based information to all employees and will encourage staff attendance of awareness presentations by medical service providers.


14.5 Confidentiality

Persons with HIV or AIDS have the right of confidentiality and privacy concerning their health and HIV status. Health care professionals maintain absolute confidentiality of all records relating to the personal health and HIV status of employees which may by law never be disclosed to any other person without the written consent of the employee and, after death, without the consent of his/her family or partner, except in cases involving a clear threat to or disregards of an identifiable individual's life interests.

14.6 Health Services

Counselling services will be available for all employees with HIV and AIDS at designated Medical Health Centers in the MPL medical scheme. Where this is not physically or practically possible the employee is encouraged to participate in counselling services provided by external organizations.



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14.7 Voluntary anonymous incidence monitoring

Epidemiological incidence monitoring of HIV infection may be undertaken with employee participation invited on a voluntary, anonymous, and unlinked basis to identify areas for strategic preventative education and information program planning and to assess the efficacy of existing health programs. Anonymity will always be assured and preserved.

14.8 Confidential testing on request

Confidential HIV antibody testing with pre, and post-test counselling may be available to all employees. Employees will be confidentially notified of their HIV test results by health professionals. No employee in service will be instructed to undergo testing for HIV as a Management request.

14.9 Pre-Employment Selection Criteria

Compulsory HIV tests shall not be the basis for pre-employment testing or a ground for refusing to employ any person.

14.10 Non-Discrimination

MPL is committed to fair, sound, and non-discriminatory employment practices. Employees who develop, disclose, or are diagnosed to be HIV /AIDS positive will not be prejudiced, victimized, or discriminated against on account of their medical condition. HIV/AIDS status shall not form a basis for termination of employment or transfer or discrimination in employment practices.

14.11 Consequences of illness


Employees who develop, disclose, or are diagnosed with HIV /AIDS are evaluated against their duties, their continued ability to perform or undertake them, the position of coworkers, and MPL statutory duty to provide, maintain and ensure a safe working environment and the safe execution of the processes controlled by such employees.

14.12 Retirement on medical grounds

MPL ill health retirement provisions and the conditions of service shall apply to all employees affected by HIV /AIDS.

14.13 Social Responsibility

The actual and potential growth, and impact of the HIV/AIDS disease on people of productive and economically active age poses an enormous global and business challenge. MPL recognizes that it has a corporate social responsibility to support HIV/AIDS preventive efforts and to protect the basic human rights of those in the workplace who are HIV positive. Where possible MPL may be involved in HIV/AIDS awareness and education in the communities where it operates.

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CHAPTER 15: ANTI-HARASSMENT POLICY

15.1 Policy Statement

MPL is committed to providing a work environment for all staff that is free from all forms of workplace harassment. MPL recognizes and acknowledges that harassment is unlawful and will therefore not be tolerated. The company acknowledges that such conduct has the effect of unreasonably interfering with an employee's work performance, creating an intimidating, hostile, or offensive work environment, or otherwise adversely affects an individual's current and future employment opportunities.

15.2 Policy objective

The Workplace Harassment Policy aims to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, or customers who engage in verbally or physically harassing behavior which has the potential for humiliating or embarrassing an employee of Movit Products Limited.

All employees are restrained from using abuses or foul language that may create division or fighting within the business.

15.3 Policy Scope

This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events.

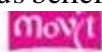
MPL's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) shall not be used to engage in conduct that violates this policy.


This policy covers staff and other individuals who have a relationship with MPL which enables the organization to exercise some control over the individual's conduct in places and activities that relate to its work (e.g. partners, communities, suppliers, etc.).

As far as practicable, Human Resource Managers should be the first point of contact for aggrieved employees and may also be approached for such confidential advice. The above notwithstanding, the aggrieved party may seek redress by taking the issue to the line Head of Function or raise the matter in line with the whistle blowing policy.

The unwanted behavior may relate to one or a combination of the following:

- Seniority
- Age
- Sex/Gender
- Marital status
- Pregnancy and Maternity
- Race
- Religious beliefs



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15.4 Forms of Harassment

15.4.1 Verbal Harassment

Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and nicknames through.

- Offensive language
- Spreading rumor and innuendo
- Personal attacks like angry outbursts, excessive profanity, or name-calling)
- Unreasonable criticism
- Trivializing of work and achievements
- Staring, glaring or other nonverbal demonstrations of hostility.

15.4.2 Manipulation

This is artful, indirect, and devious form of harassment. It involves Manipulating the work environment in the following ways:

- Isolating people from normal work interaction
- Unreasonable work demands by setting impractical deadlines and meaningless tasks.
- Invasion of another person's personal space
- Sabotage of a co-worker's work output or undermining of an employee's work performance.
- Being held to a different standard than the rest of an employee's work group
- Unreasonable interference with an employee's ability to do his or her work.

15.4.3 Psychological manipulation

- Consistent ignoring or interrupting of an employee in front of co-workers.
- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Belittling or disregarding opinions or suggestions
- Unjustifiable criticizing in public


15.4.4 Mobbing

Mobbing is a particular type of harassment carried out by a group rather than by an individual. Mobbing is social isolation of a fellow employee through collective unjustified accusations, humiliation, general harassment, or emotional abuse. Although it is group behavior, specific incidents such as an insult may be carried out by an individual as part of mobbing behavior.

In respect to the above forms of harassment.

- Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to his or her supervisor, or to Human Resource or use the whistle blowing avenue. There will be no accusations for anyone who in good faith alleges harassment.
- Where appropriate, an investigation will be undertaken, and disciplinary measures will be taken as necessary.



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15.4.5 Sexual Harassment

Definition of Sexual Harassment

Sexual Harassment is any sexually suggestive behavior that is unwanted and offensive to the recipient. It may be directed at an individual or group of individuals and may occur between all combinations of gender. This includes but is not limited to, unwelcome slurs, jokes, verbal, graphic or physical conduct of a sexual nature.

Verbal Sexual Harassment includes language of a suggestive or explicit nature, unwanted propositions, questions or comments of a personal nature and jokes of a sexual or explicit nature. Non-verbal harassment includes staring/leering, offensive publications, offensive letters/memos and unsolicited and unwanted gifts, unwelcome physical touch.


Sexual Harassment consists of an employer or that employer's representative:

- Directly or indirectly making a request of that employee for sexual act, sexual contact or any other form of sexual activity that contains:
- An implied or express promise of preferential treatment in employment.
- An implied or express threat of detrimental treatment in employment; and
- An implied or express threat about the present or future employment status.
- Uses language whether written or spoken of a sexual nature.
- Uses visual material of a sexual nature; or
- Shows physical behavior of a sexual nature.

15.4.6 Handling of Complaints related to Sexual Harassment

- The person against whom the allegation is made should normally be told at the time by the complainant that his/her behavior is regarded as unacceptable. because
- If a member of staff feels that they are being subjected to known sexual harassment, the matter should be raised initially with the Human Resource manager or the Line Manager, who will respond to the complaint and recommend action as considered necessary.
- If the response or resultant action is considered unsatisfactory by the complainant, then they should take their complaint to the Chief people & culture officer and the steps set out under the grievance procedure will follow accordingly.
- Once a complaint has been investigated, action under the disciplinary procedure may be taken against a member of staff who it is considered has harassed another employee.
- It is the responsibility of the Line Manager if appropriate and the Chief People & Culture Officer to take any actions considered necessary to ensure good working relationships which may include, if necessary, the transfer to other duties of either one of the parties involved in the allegations.
- It shall not be a defense to a sexual harassment charge or complaint that at one time a relationship was consensual. If there is disagreement as to whether behavior was affirmatively consensual between the involved individuals, the burden will be on the individual against whom the charge or complaint is made to prove mutual consent.



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- g) A frivolous, vexatious or false accusation of sexual harassment against other amounts to gross misconduct and the said person will be subjected to either one or a combination of the following:
- Public Apology before all staff of MPL in a Meeting called for that purpose.
 - Dismissal

15.4.7 Prohibition of Retaliation

A member of staff shall not retaliate against or victimize a person who complains of sexual harassment. A person who retaliates or victimizes a complainant of sexual harassment brought in good faith commits a disciplinary offence and shall upon decision of the Disciplinary Committee be subjected to disciplinary action as shall be determined, at the discretion of the responsible body.

15.4.8 Procedural Matters

- All complaints of sexual harassment shall be handled by a special committee set up by Management.
- All proceedings of the Committee and all complaints brought before the committee shall be confidential.
- For avoidance of doubt, the Company shall not admit or entertain complaints from anonymous persons.
- The Committee shall have power to invite any other persons to a given session whom it believes to be crucial to the proceedings and determination thereof.
- A Complainant shall file a written complaint to management through the Head P&C within 15 calendar days of occurrence of the act/omission complained of, clearly stating the grounds for the accusation and furnish any further evidence if any corroborating the accusation.
- The Committee shall receive all such complaints and write formally to the alleged harasser to file a written statement of defense within 12 hours of receipt of the communication from the Chief People and Culture.
- The Committee shall give both parties a chance to be heard in a formal hearing set up specifically for that purpose.
- There shall be a Legal Officer at all hearings of the Committee who shall advise on legal issues arising therein or from.
- The Committee shall present its findings/decision within 5 working days from the date of the hearing.
- The Committee shall make its rules of procedure but must follow the rules of natural justice.
- The Committee shall expeditiously carry out investigations into a complaint about sexual harassment with independence, objectivity and with due respect for the rights of both the complainant and the alleged harasser.

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15.4.9 Roles and Responsibilities

a) Managers and supervisors

- i) Ensure that any incident of harassment is dealt with regardless of whether a complaint of harassment has been received.
- ii) Provide leadership and role-modelling in appropriate professional behavior.
- iii) Respond promptly, sensitively, and confidentially to all situations where harassment behavior is observed or alleged to have occurred.

b) Role of Employees

- i) To always conduct themselves in a decent and professional manner.
- ii) Timely reporting of incidents of harassment always.
- iii) Act as witnesses whenever called upon.
- iv) Provide evidence of harassment when required.

15.4.10 Confidentiality

- a) Where a complaint is received by the concerned party, such complaint of harassment shall as far as practical be treated with the utmost confidentiality.
- b) Where it is necessary to interview a witness, the authority or committee handling the case shall maintain strict confidentiality.
- c) Any person handling any complaint of sexual harassment and any party to the complaint shall treat the complaint with confidentiality.

15.4.11 Penalties

Any staff found to have harassed another employee will be subject to appropriate disciplinary action including the option of Dismissal.

15.4.12 Rules of Procedure - Appeals

A person aggrieved by a decision of the Committee may within Seven (7) working days of receipt of the decision appeal to the CEO and if need be, to the Board in accordance with the Appeals structure of MPL.

15.5 Violation


If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then MPL management will take corrective disciplinary action, including the option of dismissal as may be appropriate under the circumstances, regardless of the job positions of the parties involved.

If the person who has engaged in harassment is not employed by Movit Products Limited, then the Chief People & Culture Officer and CEO shall take corrective action deemed reasonable and appropriate under the circumstances.

15.5.1 Violence at workplace.

MPL does not tolerate any form of violence at work and any employee who commits an act of violence at work against a person or property will face a disciplinary action.



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CHAPTER 16: DISCIPLINE MANAGEMENT AND GRIEVANCE HANDLING POLICY.

Maintenance of discipline and order is essential for conduct of MPL's business. The Discipline Management policy is corrective and not punitive and is intended to uphold the Company core values.

MPL is responsible for ensuring that disciplinary actions are not taken until the case is investigated, heard and determined.


16.1 Purpose

The purpose of the Policy is to help employees to achieve and uphold required standards of conduct, attendance, and job performance in a systematic manner. The Discipline Management policy is not punitive but rather corrective as a means of encouraging improvement in acceptable conduct for the mutual, long-term good of MPL and employees and stakeholders concerned. The purpose of the policy is.

- To describe the procedures to be followed when taking disciplinary action.
- To indicate what would typically happen if such unacceptable conduct came to Management's attention.
- To provide for sanctions relating to breach

16.2 Disciplinary rules

- All disciplinary related rules and procedures shall be in writing and shall be expressed in a manner and a language which the employee will understand.
- Disciplinary procedures shall be non-discriminatory and applied irrespective of race, age, color, sex, religion, political opinion, national extraction, nationality, social origin, marital status, or affiliation.
- MPL shall keep record of the nature of any offence, the consequential actions taken, the reasons for acting, the lodging of an appeal, and the outcome of any such appeal, and any other further developments.
- Copies of disciplinary code and rules shall be made readily available to every employee on the Human Resource portal.
- MPL shall inform employees of their rights when accused of any infringements and of the procedures that shall be followed in investigating and dealing with complaints.
- MPL shall ensure that an employee faced with disciplinary action is—
 - Fully aware of any complaints made against him or her and of the nature and consequences of any proceedings taken against him or her.
 - Fully aware of the form the disciplinary proceedings shall take, including the possibility of appeals and the penalties for which he or she is liable if allegations are well founded.
 - Given a reasonable length of time in which to prepare any representation which he or she may wish to make in response to the allegations, or in explanation of his or her behavior/conduct.
 - Given a reasonable opportunity to state his or her case, either personally or through a representative of his or her choice.

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- v. Disciplinary procedures will be followed, considering, application of legal principles relating to fair and reasonable discipline handling (including notes on termination and dismissal).

All employees have an obligation to report any disciplinary cases/ breaches to the respective authorities for remedial actions. The official point of reporting grievances and other disciplinary cases shall be the People & Culture department.

16.3 Minor breaches/ misbehaviors

If an employee commits a minor breach for the first time, the Head of Function/Manager shall make an inquiry into the matter to establish whether it was committed or not and the motive. Depending on the outcome, remedial measures shall be taken such as counselling the offender. If an employee does not change his/her behavior, the Head of Function/Manager shall give a verbal warning which shall be noted on a personal file detailing the nature of the offence, the importance of not repeating it and the penalties that will be instituted in case its repeated.

Punishment for minor offence ranges from oral cautions to written warnings.

16.4 Written warning

- j) Where an employee commits the same offence after the verbal warning, the Head of Function shall refer the matter to Human Resource for further management, which may result in issuance of a written warning, among other administrative measures.
- k) At every stage, the employee shall be advised on the nature of the complaint against him/her given time to consider the complaint and an opportunity to respond to the same.
- l) At any interview held, the employee shall be accompanied by (but not) represented by a colleague or manager of his or her choice from his/her area or else within the company. The person who accompanies a colleague may act as a witness or take note but must not take part in the proceedings.
- m) If a warning letter is issued, a copy shall be served on the employee in question, the functional head with a written email, and a copy kept on the employee's file.
- n) Where the employee commits the same offence for the third time, this shall be considered a serious breach and forwarded to the disciplinary committee for hearing and a decision taken in accordance with this policy.

16.5 Serious breaches

Serious breaches are forwarded directly to the Chief People & Culture Officer or his/ her designated authority to advise before they are taken to the Disciplinary Committee.

- a) Depending on the nature of the breach, Management shall appoint an appropriate party to carry out preliminary investigations.
- b) The investigating team shall be required to take the Disciplinary Committee through the investigations report ahead of the hearing date to ascertain the scope, adequacy, and completeness.
- c) An employee shall be informed in writing about the breaches and asked to respond in writing to the allegations within a period of 72 hours from the date of receipt of the request.

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- d) Where the Disciplinary Committee finds that there is a prima-facie case against the offender, it shall communicate to the employee in writing spelling out the nature of the allegations, a hearing date, the place and time. At this level, an employee is entitled to appear alone or with a legal representative.
- e) The employee will also be entitled to present evidence in his defense during the Disciplinary hearing.
- f) The Disciplinary Committee from the date of receipt of the defense and within 5 working days shall convene to hear the case.
- g) The Disciplinary Committee shall after consideration of the case give a report on any disciplinary action to the Chief Executive Officer (CEO) for further administrative actions.
- h) The Disciplinary committee shall make recommendations on possible measures to avoid recurrence of the matter and engage the CEO who will in turn engage line Heads of functions on any lapses in policy, procedure, process, structure, or internal controls for appropriate redress.

16.6 Gross misconduct

- I. Gross misconduct is an act which if proven in a disciplinary hearing may result in dismissal without notice or pay in lieu of notice.
- II. An employee who is accused of gross misconduct may be suspended from work pending investigations of the alleged offence and the suspension may be extended from time to time when the investigations are not complete.
- III. The above notwithstanding, an employee who commits gross misconduct may be subjected to any of the following by the Disciplinary Committee, depending on the nature of the offence.
- IV. Punishment for gross misconduct offenses may result in summary dismissal or prosecution in a court of Law.

16.7 Suspension

- a) The employee may be suspended pending an inquiry in the circumstances stipulated in Clause 16.5.2.
- b) This can be done by the People & Culture department or another authorized official, for a defined period on half pay.
- c) To allow for investigations of the offence the suspension shall not exceed Four weeks or the period of investigation; whichever is shorter.
- d) For the avoidance of doubt, suspension is a disciplinary sanction.

16.7.1 Circumstances that necessitate suspension.

- a) If there is a likelihood of interfering with the witnesses or destroying evidence.
- b) For purposes of carrying out an investigation/inquiry which Management may have reason to believe may cause the dismissal of the employee.
- c) Depending on the circumstances of the case, it would be inappropriate for the employee to remain at work.
- d) The allegations are too serious that may amount to gross misconduct.
- e) A combination of all of the above possibilities under (16.5.2 above)

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16.7.2 Procedures for Suspension.

- The employee shall be informed of the offence committed and the company rules/regulation he/she has broken.
- An employee who is suspended shall forthwith cease to perform official duties and shall hand over the office to the Head of Function/Supervisor and surrender all keys, files, official materials, and company property which may be in his/ her possession by virtue of being in the office.
- The employee shall be allowed to make his/her defense in writing to the Disciplinary Committee.
- The suspended employee will receive a half of his/her salary for the specific period of suspension.
- For cases involving investigation by Police, and any other investigatory authority, suspension may stay for the period of investigation.
- Within the period of suspension, the case shall be heard by the Disciplinary Committee and a decision taken depending on the nature of the offence.
- Where an employee on suspension has been reinstated, he shall be paid arrears of the withheld salary.

16.8 Handling of Criminal Cases

Where an employee has been charged with or found to be involved in a criminal offence or criminal proceedings are pending against him/her in a court of law/ other law enforcement agencies, the following procedure shall be followed:

- The alleged offence shall be reported to People & Culture department.
- In the event that the offence is committed at MPL or comes to the knowledge of MPL, the case shall be reported urgently to the Police.
- The People & Culture department upon receiving a court order shall automatically suspend the affected employee at half pay for a maximum period of four weeks.
- An employee charged with a criminal case (whether at work or outside work) must report the same to his/her immediate Line Manager. Failure to do so may result into a disciplinary action. For circumstances where an employee is not able to directly communicate with the employer, the next of kin shall be liable to communicate.
- Imprisonment:** An employee's employment contract shall be automatically terminated upon imprisonment for a period exceeding two months or upon conviction by Courts of Law.

16.9 Composition of the Disciplinary Committee

There shall be a Disciplinary Committee at MPL Head Office that shall be responsible for handling employees' disciplinary cases in accordance with this Human Resource Management Manual. It shall be a standing committee.

Composition:

A Chairperson, who shall be a member of Management appointed by the Chief Executive Officer (CEO). The Chairperson of the committee shall hold the position for a 1-year term(renewable).

- Appointed Chairperson
- Vice Chairperson to chair the committee in case the chairperson is not available for any reasons.
- Line Head of Function / Line Manager (where the case is coming from)

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- r) People and Culture representative, as the Secretary.
- s) Legal representative to act as legal advisor.
- t) Any other 3 Members appointed by the Chief Executive Officer (CEO) including a subject matter expert.

In circumstances where the staff involved in the offence is a Head of Function/CEO, the chairperson of the committee hearing the matter shall be a member of the Board of Directors.

16.9.1 Functions and powers of the Committee

The committee shall be guided by the Terms of reference below which shall be reviewed from time to time to address business needs and the legal or regulatory requirements:


- a) To conduct disciplinary hearings in accordance with this policy.
- b) To receive the employee's oral and written representations and explain to the staff in a language they understand the charges against them and to inform the staff about their rights.
- c) To ensure fairness and equality in fact finding relating to the complaint allegation or grievance
- d) To review evidence, call for additional evidence, carry out fact finding and make recommendations.
- e) To determine based on the employee's representations, whether there is sufficient explanation for the charges levied against him/her, or whether such explanation is insufficient.
- f) To recommend further investigations where necessary.
- g) To make a decision based on the evidence on record, the HR manual, and the employment laws applicable and the disciplinary record of the employee.
- h) To notify the People & Culture department of their decision for necessary administrative actions.
- i) To ensure that the employee is informed of what's likely to happen next i.e. when to come back in case of adjournment or when to get feedback.
- j) To make recommendations to the CEO on the required controls and mitigation measures required to avoid recurrence.
- k) To appear in courts of laws as witnesses on labour cases in court
- l) To attend DC hearings and meetings
- m) Make recommendations on the charge sheet to be adopted in the handling of disciplinary cases.

16.9.2 Key roles

Chairperson: Chair the meeting and ensure an appropriate and judicious decision is reached, communicated, and implemented promptly.

Secretary: Convenes the meeting, takes minutes of the meeting, and ensures that the relevant facts are summarized. (Refer to the Disciplinary Charge Sheet)

Members: Seek clarification on issues, give the employee an opportunity to give their side of the story, listen to witnesses and seek clarifications from them, and establish whether any offence has been committed.

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16.9.3 Deliberations for Disciplinary Actions by the Committee

The Disciplinary Committee shall take into consideration the following while deciding on the disciplinary actions against staff:

- The nature of the offence committed by the staff and supporting evidence/documents.
- The written and oral explanation(s) given by the staff.
- Whether the disciplinary procedure indicates the likely penalty for such misconduct
- The penalty imposed in similar cases in the past in order to be consistent.
- The staff's disciplinary record, general record, experience, position, length of service, contract status and the extent of his/her responsibility for the occurrence of the offence.
- The terms and conditions of employment of the staff, and particularly the labor laws.
- Whether the proposed penalty is reasonable in view of all the circumstances.
- Whether the termination or dismissal has enough grounds/evidence to sustain a defense in a Court of law/Industrial Court

16.10 Procedure for Disciplinary Hearing

16.10.1 Investigation

- Before disciplinary action is taken, a full and thorough investigation into the allegation(s) will take place which considers any statements from the suspect, witnesses, or opinion(s) as appropriate.
- The purpose of the investigation is to determine whether there is a case to answer at a formal disciplinary hearing.
- The investigations will be done by a party appointed by the CEO.
- Proceedings are treated in confidence and records are kept as confidential and as is consistent with achieving a fair and thorough investigation.

Following the investigation, consideration will be given as to whether there is a case to answer.


- The matter is closed if there is no case to answer, or if there is a case to answer, further action is required.
- Attempts should be made to resolve the matter without recourse to a formal hearing.
- Where amicable settlement is not viable, a disciplinary hearing needs to be arranged. The employee will be informed of the outcome decision within five working days unless there is justifiable reason for delay. The employee will be notified of any delay.

16.11 Notification for a hearing

Written notification will include:

- The specific nature of the matter / allegation.
- The date, time, and place of the formal hearing.
- That the employee may be accompanied by a workplace colleague at the hearing.
- The names of any witnesses and those in attendance at the hearing.
- A link to the disciplinary policy and procedure and any written statements, reports and other evidence to be considered.
- That the employee may provide evidence and/or call witnesses to the hearing.
- The right to cross examine witnesses.



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h) The right to obtain information relating to the charge presented against them.

16.12 Formal action – Disciplinary Hearing

The formal Disciplinary shall be initiated where.

- If the employees line Manager believes that the employees' integrity, conduct performance is below the acceptable standards.
- The investigations have revealed that an employee is involved and is suspected to have been involved in any unacceptable behavior in the Company.
- In cases where an employee is charged and or convicted of a criminal offence by a court of Law.
- If the employees' actions are detrimental to the company's image and reputation.

The Disciplinary Committee will arrange a formal hearing ensuring the following.

- The employee is informed in writing, no fewer than Seven (7) working days in advance of the disciplinary hearing (unless an earlier date has been mutually agreed in writing).
- All correspondences to the Committee shall be addressed to the Chairperson of the Committee.
- The quorum of the committee shall be 4 (four) members excluding the secretary and legal advisor.
- The disciplinary committee will set its own procedures taking account of the principles of natural justice, laws of Uganda and company policies, values, and best practices.
- Proceedings of the Disciplinary Committee shall be closed to the public.
- All documentation relating to the disciplinary hearing must be reasonable and submitted at least 3 days prior to the hearing to the chairperson. The number of witnesses and any supporting documentation must be in proportion to the level of misconduct itself and must be of a reasonable quantity. The chairperson reserves the right to advise on a reasonable number of witnesses.
- If a new matter that the employee is unaware of is raised at the disciplinary hearing, the employee will have 2 working days after the hearing to submit any additional documentation to the chair for consideration as part of the decision-making process.
- Appropriate arrangements will be made to meet any special needs (e.g. interpreting in the case of language difficulties of the employee).
- Any disciplinary case referred to the Disciplinary Committee shall be in writing accompanied by relevant documents/evidence.
- The committee will carry out its business in a transparent manner devoid of personal bias.
- In instances where the employee admits in writing of committing the offence and she/he does not want to be heard in person or has not responded in writing due to reasons known to him/her, the committee after being satisfied that the accused was served, will proceed to hear and discuss the case, make recommendations on the same in the absence of that employee.
- If an employee fails to attend the disciplinary hearing due to illness or being sick, or for any other reason, he/she will provide a medical report (if he/she was sick) to the Human Resource and another hearing will be rescheduled. If he receives more than one notification and fails to submit the medical

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report, the Disciplinary Committee shall determine the appropriate decision.

16.13 Formal Disciplinary Meeting and process

- a) Disciplinary procedures shall be implemented without unnecessary delay, after investigations have been completed.
- b) Where a decision to implement a disciplinary procedure is taken, the DC shall at the first opportunity—
 - I. Inform the employee in writing of the charges if any, findings, and recommendations, in a form and language which he or she shall be expected to understand; and
 - II. Remind the employee of his or her rights to prepare his or her case and or explanation and appeal against any decision.
- c) The Disciplinary Committee may make a decision at the end of the meeting or may adjourn the meeting to consider the evidence provided during the employee's defense.
- d) The outcome of the formal hearing shall be communicated by the Head P&C to the affected staff.
- e) The committee's decision must be made within five (05) working days of the disciplinary
- f) hearing and must be communicated in writing to the employee.
- g) Except in exceptional circumstances, in deciding on the imposition of a disciplinary penalty, the Company shall have regard to the circumstances of the employee as well as the circumstances of the infringement itself and shall not impose a disciplinary penalty more than fifteen days after the occurrence which gave rise to the disciplinary action.
- h) An employee is not liable to have his or her employment terminated on the commission of a first disciplinary infringement, except in exceptional circumstances, and dismissal for misconduct shall be reserved for cases of serious misconduct or repeated infringements of disciplinary rules.
- i) For a first minor infringement, such as an employee against whom it is decided to take formal disciplinary proceedings, shall receive a written warning.
- j) The disciplinary sanction may be applied if it is found out that the employees' integrity, performance, and attendance fails the expected standards.
- k) The level of disciplinary sanction shall depend on the gravity of the issue, the existence of any previous warnings, findings and recommendations of the Investigations if any.
- l) In cases of serious misconduct, or persistence in committing less serious acts, the appropriate penalty shall be a summary dismissal, especially where the infringement consists of theft of or willful damage to property of the Company.
- m) Where a decision to dismiss is taken, the dismissal shall be with notice, or wages in lieu of notice, and summary dismissal shall be reserved for only the most extreme cases where summary dismissal is the appropriate penalty.
- n) The fact that an employee is charged with, or remanded in custody or is convicted of a criminal offence for an act committed outside working hours shall not automatically give rise to a dismissal or other disciplinary action and consideration in such cases shall always be given to the extent to which such a conviction shall make the employee unsuitable for his or her work.
- o) For purposes connected with an employee's employment, an infringement of disciplinary rules shall be disregarded after the expiry of two years in which that employee has not committed any further



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disciplinary breach.

- p) The Company shall, before reaching a decision to terminate the services of an employee, on the grounds of misconduct or poor performance, explain to the employee, in a language the employee may be reasonably expected to understand, the reason for which the Company is considering termination, and the employee is entitled to have another person of his or her choice present during this explanation.


16.14 Disciplinary sanctions

Any of the under-listed or two or more of the following can be imposed on an employee by the Disciplinary Committee depending on the offence committed and in accordance with this policy.

- e) Verbal Warning
- f) Written Warning (first and final warning).
- g) Recovery of days of absence from leave days
- h) Surcharge/refund.
- i) Interdiction/Suspension
- j) Termination/dismissal of employment with or without benefits.
- k) Summary Dismissal.
- l) Any other recommendations deemed fit for the case.

16.15 Appeal process.


- i. An employee who is aggrieved by the decision of the Disciplinary Committee may within 5 calendar days of receiving written communication from the Disciplinary Committee, appeal to the Chief Executive Officer (CEO). If the matter is still not resolved with sufficient grounds, it may be referred to the Board as the case may be.
- ii. An employee who is dissatisfied with the decision and wishes to appeal should contact the Chief people & culture officer who will inform him/her the process, mode and manner of appeal.
- iii. The CEO will constitute the Appeals Committee and invite the members at least two days prior to the Appeal hearing. All relevant documentation like reports, performance records, supporting evidence and the minutes of the Disciplinary Committee which handled the case in the first instance etc. should be forwarded to the CEO prior to the day of sitting.
- iv. An appeal shall be lodged in writing with clear grounds to the relevant authority and copy given to the authority whose decision is being challenged including the grounds of appeal.
- v. An Appeal against any disciplinary action will usually involve the review of documents and the decision being appealed.
- vi. The employee should be informed in writing of the outcome of the appeal as soon as possible. The outcome of the Appeal is final.

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16.16 Grievance Handling Procedures

If an employee feels aggrieved for whatever reason, he/she should:

- Discuss the issue/grievance with the Line Manager.
- If the matter is not resolved, it should be referred to the line Functional Head with a copy to the People & Culture department for redress.
- In instances where the grievance is against the line Manager, the aggrieved party can directly refer to the Head of function or to Chief People & Culture Officer who will facilitate resolution of the grievance.
- For grievances raised against a Manager and or Heads of Functions, the Chief People & Culture Officer may work in consultation with the CEO to resolve the issue.

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CHAPTER 17: SEPARATION AND EXIT MANAGEMENT

17.1 Policy objectives

- To put in place procedures and principles that shall apply to employees exiting the Company.
- To enable the company to prepare employees for exit.
- To put in place mechanisms of supporting the employees' families after their exit.
- To enable the company to plan for staff exits to avoid shortage of labour.
- To ensure effective succession management for business continuity

17.2 Retirement


It refers to the attainment of age as defined by this policy.

17.3 Normal retirement

- The retirement age shall be Fifty-Five (55) years of age.
- Employees attaining this age will be paid all their terminal benefits. They shall be paid salary up to and including the last day on which he/ she was on duty. The company shall also give a certificate of service.
- Staff who retire will be eligible to stay on medical insurance as per the medical scheme guidelines and specific for that calendar year of insurance cover.
- Upon attainment of the retirement age, the Company may however opt to retain the service of an employee for a further period and under terms to be mutually agreed upon between the employee and the Company.
- The People & Culture department shall serve such staff notice of 3(three) months prior to attainment of the retirement age.

17.4 Early retirement

- Employees who voluntarily wish to retire from service having attained the age of 45 years and having rendered the Company a minimum of 10 years' service may be given the opportunity to do so. In this case, such employee shall serve the Company a notice of at least 3 (Three) months prior to the intended date of retirement.
- The terms and benefits shall be approved by Management.
- Such a request for early retirement shall not be triggered by impending disciplinary or court proceedings.
- The employer shall have a right to defer any early retirement request to a future date due to unavailability of logistics and staffing position.

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17.5 Resignation and Non - Renewal of Contracts

- a) An employee who resigns from company service shall be entitled only to earned salary/wages and payment in lieu of any accrued and outstanding annual leave. Such employees shall be required to give the relevant notice or pay in lieu of notice as stipulated under (a) above.
- b) An employee whose contract of employment expires and is not renewed shall be entitled only to earned salary/wages and payment in lieu of any accrued and outstanding annual leave. Upon termination of service other than by Summary Dismissal, resignation/ termination due to illness on health grounds or death, an employee whose services are terminated by the company shall in addition to any other benefits be entitled to a Notice pay computed from his current basic salary at the time of termination as hereunder:
- A contract for a probationary period may be terminated by either party by giving not less than fourteen (14) days' notice of termination, or by payment, by the employer to the employee, of Seven (7) days' wages in lieu of notice;
 - Not less than two weeks' pay, where the employee has been employed for a period of more than six months but less than one year;
 - Not less than one month's pay, where the employee has been employed for a period of more than twelve months but less than five years.
 - Not less than two months' pay, where the employee has been employed for a period of Five years, but less than ten years.
 - Not less than three months where the service is ten years or more.


Period	Notice/Pay
0-6 Months	7 days Pay/Notice
>6 months- <12months	14 days' Pay/Notice
>1year-<5 years	1 month Pay/Notice
5 years-<10years	2 Months' Pay/Notice
10+ years	3 Months' Pay/Notice

- c) An employee who resigns from company service shall be entitled to earned salary/wages and any accrued annual leave. Such employees shall be required to give the relevant notice or pay in lieu of notice as stipulated under (a) above.
- d) Upon termination the employee shall within seven (7) days from the date which the contract terminates be paid his/her wages and any other remuneration accrued subject to completing the Handover and clearing process with MPL.

17.6 Conditions of Resignation

- a) An employee who wishes to resign shall do so by giving adequate notice of the same in writing to the Chief people & culture officer. The notice of resignation shall state the effective date when the employee is expected to cease work. The notice to resign shall take effect from the date such notice is received.
- b) Acceptance of resignation shall be followed by a comprehensive handover of office and settlement of any outstanding indebtedness.



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- c) Acceptance of any resignation shall be done in writing and within 5 working days from the date of issuance of a notice of resignation.
- d) Where an employee is under investigation, resignation shall not be accepted until the case is disposed of.
- e) An employee whose resignation acceptance has been delayed for a reasonable cause including investigation but goes ahead to leave service shall have their dues paid only after completion of clearance with the company.
- f) Notice of resignation shall be in accordance with the notice periods or payment in lieu thereof as provided for under this manual, and the Laws of the land.
- g) A Staff resignation shall be accepted in writing by the Chief People & Culture Officer in consultation with the CEO or his/her designate.
- h) Pay to the employee all MESACCO contributions together with interest as at the date of his/her leaving of service.

17.7 Termination/Dismissal

- a) The appointing authority may terminate the services of the employee with notice as contained in clause 17.5 (b).
- b) An employee on probation who commits a disciplinary offence may be instantly dismissed at the discretion of the employer.
- c) An employee who is dismissed/ Terminated for whatever reasons shall have the right to appeal.
- d) An employee who has been summarily dismissed by the company shall only be paid his/her salary up to the last day of work and any leave due and outstanding.
- e) On termination of employment in whatever manner, an employee shall, within seven working days from the date of clearance be paid his or her wages and any other remuneration and accrued benefits to which he or she may be entitled.

17.8 Other grounds for Termination of contract

Either the employer or the employee may provide notice to terminate a contract under circumstance which make it impossible for the terms of the contract to be fulfilled such as:

- a) A large-scale natural calamity over a period which makes it impossible for the employee to work or MPL to provide work.
- b) A prolonged contagious epidemic or pandemic which affects ability to continue with work or for MPL to provide work.
- c) A prolonged state of emergency or war in the country of operation which renders it impractical for staff to work or to be on paid leave, or for MPL to provide work.

17.9 Notice periods.

An employee whose services are terminated by the company other than by summary dismissal, expiry and non-renewal of contract, termination due to illness or death, shall in addition to any other benefits begiven notice or payment in lieu of notice as may be preferred by the employee, computed from his or hercurrent basic salary at the time of termination as hereunder:

- i. Not less than fourteen (14) days' notice of termination, or payment of Seven (7) days' wages in lieu

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of notice for a contract for a probationary period.

- ii. Not less than two weeks' notice or pay in lieu thereof, where the employee has been employed for a period of more than six months but less than one year.
- iii. Not less than one month's notice or pay in lieu thereof, where the employee has been employed for a period of more than twelve months but less than five years.
- iv. Not less than two months' notice or pay in lieu thereof, where the employee has been employed for a period of Five years, but less than ten years.
- v. Not less than three months where the service is ten years or more.

Period	Notice/Pay
0-6 Months	7 days' Pay/Notice
>6 months- <12months	14 days' Pay/Notice
>1year-<5 years	1 month Pay/Notice
5 years-<10years	2 Months' Pay/Notice
10+ years	3 Months' Pay/Notice

17.10 Summary Dismissal

An employee who commits gross misconduct as may be established in disciplinary proceedings shall be summarily dismissed without terminal benefits.

17.11 Termination of contract on medical grounds

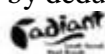
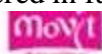
The Company may terminate the services of an employee on medical grounds, upon certification by a Medical Officer, that the illness makes the employee unsuitable to carry out his/her duties. Such an employee will be paid benefits of a retiring employee corresponding to the years of service with the Company.


17.12 Death

- a) The death of any employee shall be communicated to the People and Culture officer by a relative or fellow employee using the quickest means possible. The People and Culture officer shall then inform the Company Management and staff. The accrued benefits of the deceased employee will then be transferred to the individual(s) account or an account of next of kin as indicated on the employment biodata form or the individual's legal representative supported by the Letters of Administration.
- b) The company shall make contribution as per the death policy and the employees are requested to keep a record of the next of kin.

17.13 Exit procedures.

- a) Employees leaving the Company shall ensure that their liabilities to the Company including loans and advances are settled in full. The People & Culture department in conjunction with the Finance Department shall ensure that all Terminal Benefits are paid through the employee's existing Salary Account.
- b) Where an employee's liabilities to the Company have not been settled, the outstanding amounts shall be recovered in full by deducting the same from the employee's terminal benefits, with consent.



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- c) In instances where the liability to the company is higher than what can be recovered through the employee's terminal benefits, such an employee shall be tasked to present an acceptable repayment plan to the Company.
- d) An employee shall make a comprehensive hand over of all Company property in his/her possession including identity cards, medical insurance cards, keys, fuel cards, electronic and physical files, and any other working documents.
- e) An exit clearance form shall be completed and finally signed by the Head of the Function and the Chief People & Culture Officer. The exiting employee shall also have to be cleared by all the departments indicated on the form.

17.14 Exit interview.

The Company will schedule an exit interview at the point of employee separation except separation due to death. Suggestions, complaints, and questions can be voiced during such interviews for the benefit of management.

This will afford an opportunity to discuss such issues as employee benefit, repayment of outstanding debts, return of the Company property, etc. The exit interviews shall be arranged by the People and Culture representative before the final exit.

The exiting employee will be given an opportunity to do the exit interview with a senior member of staff of their choice.

17.15 Certificate of service

Where an employee resigns or is terminated from employment by MPL, he/she shall be issued with a Certificate of Service upon completing the handover process. The certificate shall incorporate the following:

- a) Name and addresses of the employee and employer.
- b) Nature of the employer's business
- c) Joining and end dates
- d) Last job title held prior to termination.
- e) Signature of the People and Culture representative and CEO.


17.16 Terminal Benefits

Key parameters for an employee to qualify for terminal benefits:

- a) The employee who attains the age of 55 years shall be notified of the fact that he/she will be due to retire, six months before the effective date of separation.
- b) Upon cessation of employment under either Normal Retirement (attaining 55 years), early retirement (voluntary retirement-45-55 Years).
- c) Involuntary retirement (initiated by the Company).

Terminal benefits accruing due to the death of an employee shall not preclude those referred to in this Manual.



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Terminal benefits under involuntary retirement shall include:

Severance pay; this shall apply only to instances where the contract of employment, not being a probationary contract, is terminated by the employer in the following situations.

- involuntary retirement.
- Physical incapacity not occasioned by the employee's willful misconduct.
- Death of an employee in service not occasioned by his or her own willful misconduct.
- Death or insolvency of the employer.

Severance pay shall be computed at two (2) month's salary payment of one's gross pay at the time of leaving the Company paid not later than seven (7) working days after completion of the clearing and handover process.

- Accrued /accumulated leave days applicable.
- Outstanding salary for the period/days worked.

Terminal benefits for both early, normal, and medical retirement shall be as indicated in the benefits structure.

Job Grade	Between 2-3 Yrs	Between >3- <5 Yrs	Between 5-<10Yrs (Gross salary)	10 + Yrs (Gross salary)
Chief	10,000,000	20,000,000	4 Months	5 Months
Head	5,000,000	10,000,000	3 Months	4 Months
Manager	1,500,000	4,000,000	2 Months	3 Months
Supervisor	1,000,000	2,000,000	2 Months	3 Months
Officer	500,000	800,000	2 Months	3 Months

Management shall also have the discretion to review these benefits from time to time.


Terminal benefits upon, redundancy or termination on grounds other than misconduct or poor performance.

These benefits shall apply to employees whose contracts are terminated by redundancy arising from business restructure or termination for any reasons other than misconduct at respective grades.

Job Grade	Between 5-10 Years (Gross Salary)	Over 10 Years (Gross salary)
Chief	3 Months	4 Months
Head	3 Months	4 Months
Manager	2 Months	3 Months
Supervisor	1 Month	2 Months
Officer	1 Month	2 Months


The figures/ benefits in the benefits structure apply in the maximum cases of years served. Management



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shall also have the discretion to vary these benefits.




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CHAPTER 18: AMENDMENTS

Management may amend the Human Resource Management Manual 2024 or different sections/provisions from time to time as it may deem fit. All subsequent amendments/Appendices hereto shall then become part and parcel of the Manual provided that all such amendments shall have been communicated to all employees.

Appendix 1: Disciplinary Sanctions

HUMAN RESOURCE POLICY AND PROCEDURES MANUAL 2024 DISCIPLINARY SANCTIONS						
Minor Offences, Chapter (16.3) This can be described as any act of indiscipline or behavior by an employee that causes minimal harm or damage, and is less detrimental to the reputation of the personnel and assets of the employer						
	Nature of Offence and Description (Where Applicable)	Penalties applicable for Breaches				
		1st Offence	2nd Offence	3rd Offence	4th Offence	
a	Reporting late for work or unauthorized absence from duty for one day. This also includes Extended tea and meal breaks, leaving the workplace before time; Excessive time away from work	Verbal Warning	Written Warning	Final Warning	Written	Termination
b	Habitual late coming	Verbal Warning	Written Warning	Final Warning	Written	Termination
c	Untidiness which may affect the performance of the company i.e. poor hygiene, shabbiness, disorganized tables, offices likely to lead to loss of vital information etc.	Verbal Warning	Written Warning	Final Warning	Written	Termination
d	Failure to report or take action on any matter or any information coming to one's knowledge, prejudicial to the interest of the company.	Written Warning	Final Warning	Written	Termination	
e	Dressing in a manner that contradicts the company dressing standards/Wearing unacceptable or inappropriate clothing.	Verbal Warning	Written Warning	Final Warning	Written	Termination
f	Using company property for personal purposes	Final Warning	Written	Termination		
g	Failure to cooperate in official duties including Careless work and poor effort at work, Failure to wear uniform.	Verbal Warning	Written Warning	Final Warning	Written	Termination
h	Engaging in political activities likely to affect one's role as an employee or affecting the image of MPL.	Verbal Warning	Written Warning	Final Warning	Written	Termination
i	Refusal to take up a transfer to another business Location.	Termination				
j	Failure to abide by guidelines for different company sponsored training	Written Warning	Final Warning	Written	Termination	
k	Deliberately refuses to attend and participate or undergo a training that has been already agreed	Written warning with a	Final written warning with a	Termination		


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	upon with him/her,	surcharge	surcharge		
l	Minor breach of safety/hygiene/security rules Failure to wear any protective clothing/equipment provided	Verbal Warning	Written Warning	Final Written Warning.	Termination

Serious Breaches (16.4)

	Nature of Offence and Description (Where Applicable)	Penalties applicable for Breaches			
		1st Offence	2nd Offence	3rd Offence	4th Offence
a	Unauthorized absence from duty for 2 working days consecutively	Written Warning	Final Written Warning	Termination	
b	Insubordination.	Written Warning	Final Written Warning	Termination	
c	Failure to set targets at the beginning of the appraisal period or failure to appraise an employee or failure to present yourself for appraisal.	Written Warning	Final Written Warning	Termination	
d	Failure to meet performance expectations	Written Warning	Final Written Warning	Termination	
e	Willful misuse of and causing damage to the company property	Written Warning with a surcharge	Final Written Warning with a surcharge	Termination	
f	Willfully making a false, misleading, or inaccurate or incomplete representation leading to erroneous decision by the Company	Written Warning / Final Written Warning	Final Written Warning	Termination	
g	Misappropriation of resources excluding finances.	Written Warning	Final Written Warning	Termination	
h	Harassment excluding sexual harassment	Final Written Warning	Termination		
i	Non declaration of Conflict of interest.	Final Written Warning	Termination		
j	Alcoholism and drug abuse	Dismissal			
k	Unauthorized Sharing of passwords / System login credentials.	Dismissal			
l	All employees who know of, or suspect, some kind of malpractice, misconduct, fraud,error, or any concealed practice and don't disclose.	Final Written Warning	Termination		
m	Soliciting, directly or indirectly, any cash or monetary equivalents, objects of value or preferential treatment from any person or enterprise where doing so may influence or appear to influence one's judgment in the conduct of MPL business.	Termination			




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n	Failure to provide accountability for company advance.	Written warning with a surcharge	Final written warning with a surcharge	Termination	
o	Discrimination of employees (by sex, ethnicity, religion, Health and physical status, political affiliation, and others)	Final Written Warning	Termination		
p	Violation of health and safety guidelines at work	Written Warning /Final Written Warning	Final Written Warning	Termination	
q	Failure to do a proper handover of Office	Written Warning /Final Written Warning	Final Written Warning	Termination	
r	Charged with or found to be involved in a criminal offence or criminal proceedings are pending against him/her in a court of law/ other law enforcement agencies	Suspension/ termination of Contract			
s	Verbal abuse, insults, or any utterances, insinuations, verbally or in writing, prejudicial to the name of the company, appearing or behaving in the manner that is prejudicial to the name and interest of the company.	Final Written Warning	Termination		


Gross Misconduct (Chapter 16.5) Any act of indiscipline or behavior that causes substantial harm or damage, is detrimental to or affects the reputation of the personnel and assets of the Organization

3	Nature of Offence and Description (Where Applicable)	Penalties applicable for Breaches			
		1st Offence	2nd Offence	3rd Offence	4th Offence
a	Absconding from duty	Dismissal/Summary dismissal			
b	Instigating or attempting to instigate discontent/disobedience among staff against the Company (MPL).	Dismissal/Summary dismissal			
c	Unauthorized destruction or damage of any official documents or records or property or altering or erasing any entry record no matter for whatever reason.	Dismissal			
d	Misappropriation of Company funds through presentation of false receipts, expenditure statements, forgery, and failure to account for funds or property received in the official capacity, embezzlement etc.	Summary Dismissal			
e	Receiving/soliciting for a bribe directly or indirectly or abuse of office for personal gains.	Dismissal			
f	Willfully making a false, misleading, or inaccurate representation causing financial loss to the company.	Dismissal			
g	Fraud or intent to defraud the company and its current	Summary dismissal			




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	/prospective stakeholders or customers				
h	Forgery of any document including signing unauthorized documents	Summary dismissal			
i	Theft of money or property or deliberate acts of causing loss or causing disrepute to the company.	Summary dismissal			
j	Disclosure of confidential information to third parties.	Summary dismissal			
k	Spreading malicious /harmful rumors about the company.	Termination			
l	Serious negligence of duty which causes unacceptable loss, compromises security or confidentiality of the Company information.	Dismissal			
m	Proven physical attack on a colleague or a member of the public within and outside the company	Dismissal/ Summary dismissal			
n	Bribery to obtain favour or undue advantage in the course of work	Dismissal			
o	An employee taking up a full-time job elsewhere without resigning	Termination			
p	Sexual harassment	Summary dismissal			
q	Smoking and drinking of alcohol in the company premises	Dismissal			

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Appendix 2: Current Corporate Structure



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Appendix 3: Non-Disclosure & Confidentiality Agreement


I, the undersigned acknowledge that Movit Products Limited has furnished to me, (" the Employee") certain proprietary data ("Confidential Information") relating to the business' affairs and operations as well its client's confidential information for study, review, assessment, and evaluation so as to facilitate meticulous completion of assignments and/or to understand the business of existing and potential clients.

I hereby acknowledge that the information provided by Movit Products Limited is confidential; therefore, I agree that I will not disclose it or any discussions or contracts with Movit Products Limited and its clients that have occurred or are intended, other than as provided for in the following paragraph.

I acknowledge that information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by me, except as provided in this agreement, may cause serious harm or damage to Movit Products Limited, and its owners, clients, and officers. Therefore, I agree that I will not use the information furnished for any purpose other than as stated above and agree that I will not either directly or indirectly by agent, employee, or representative, disclose this information, either in whole or in part, to any third party; save as may be required by law, or expressly directed by MPL.


Acceptance by the Staff (Name):

Staff Signature:

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Appendix 4: SUCCESSION PLANNING FRAMEWORK



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Appendix 5: REVISION CARD

Sr. No.	Revision no.	Revision Date	Reason (s) for revision	Details of revision
1.	003	31/05/2027	Documentation alignment	1. Standardization of MPL document formats

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