



Employee Orientation

Welcome on-board!

Human Resource Department

Genesis

- ▶ Location
 - ▶ Network Business Centre, 329-339, Putney Bridge Road, London, Postcode SW15 2PG
- ▶ Website
 - ▶ <http://www.globalintltd.com/>
- ▶ Managing Directors
 - ▶ Mr.Ali Shah
 - ▶ Mr. Muhammad Arshad
- ▶ Business
 - ▶ International Trade of UK Automobiles
- ▶ London Office
 - ▶ (Buying) (OVERSEAS SALES, CSD ,UK INTERNAL TRANSPORTATION,VEHICLE BOOKING/SHIPMENT, DOCS DHL)
- ▶ Yard
 - ▶ Potters Bar



Our Management



Mr. Muhammad Arshad
Managing Director

If you are an individual with passion to achieve what has never been achieved, then this is the place for you.

If you think you are an individual who just have to go through a routine, then I strongly suggest you should utilize the opportunity to work for this organization to *break out of your comfort zone*, as you can aim high and achieve what you aspire at Global International.

I wish you all the success!



Our Management



Mr. Saleem Hassan Ali
Sr. Manager HR



Mr. Syed Zohaib Tanwir
Project Manager



Mr. Abdul Muqeeet
Manager Sales



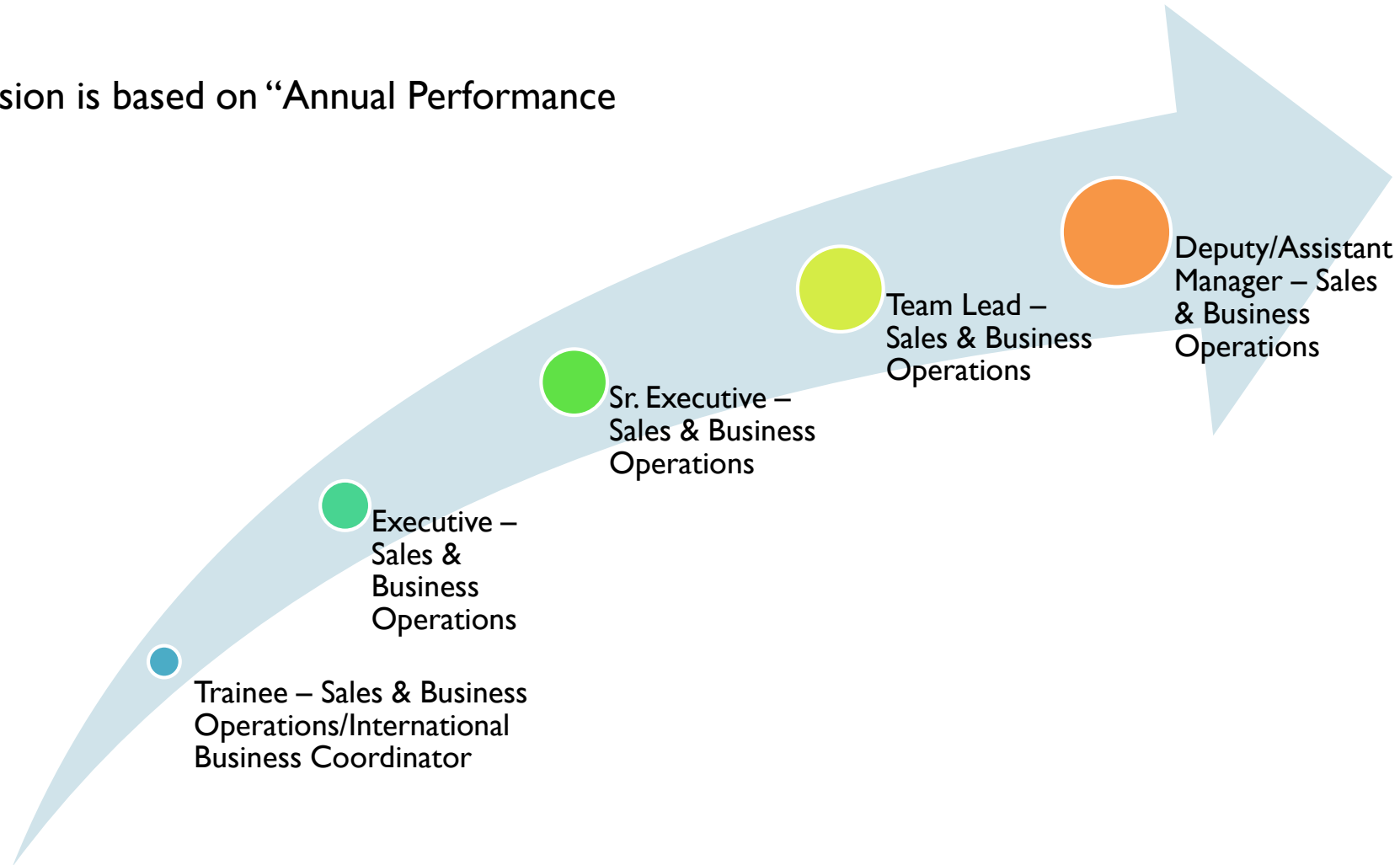
GIL as a Career Choice

- ▶ Career Progression & Growth
- ▶ Lucrative Remuneration
- ▶ Health Insurance on Employment Confirmation
- ▶ Provident Fund on Employment Confirmation
- ▶ Subsidized Transport Facility
- ▶ Performance Recognition
- ▶ Annual Appraisals
- ▶ Professional Work Environment



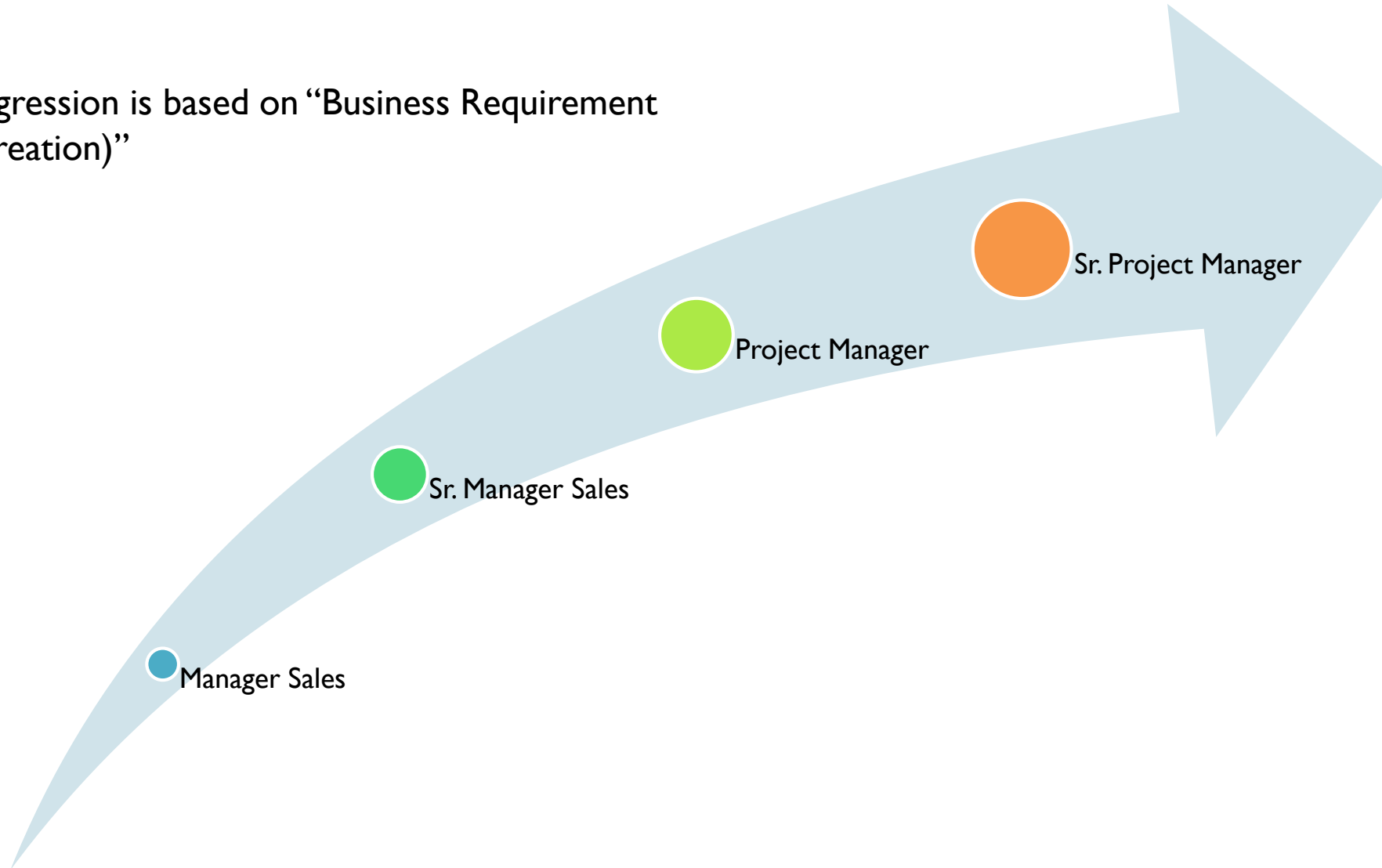
Career Progression

Career progression is based on “Annual Performance Review”

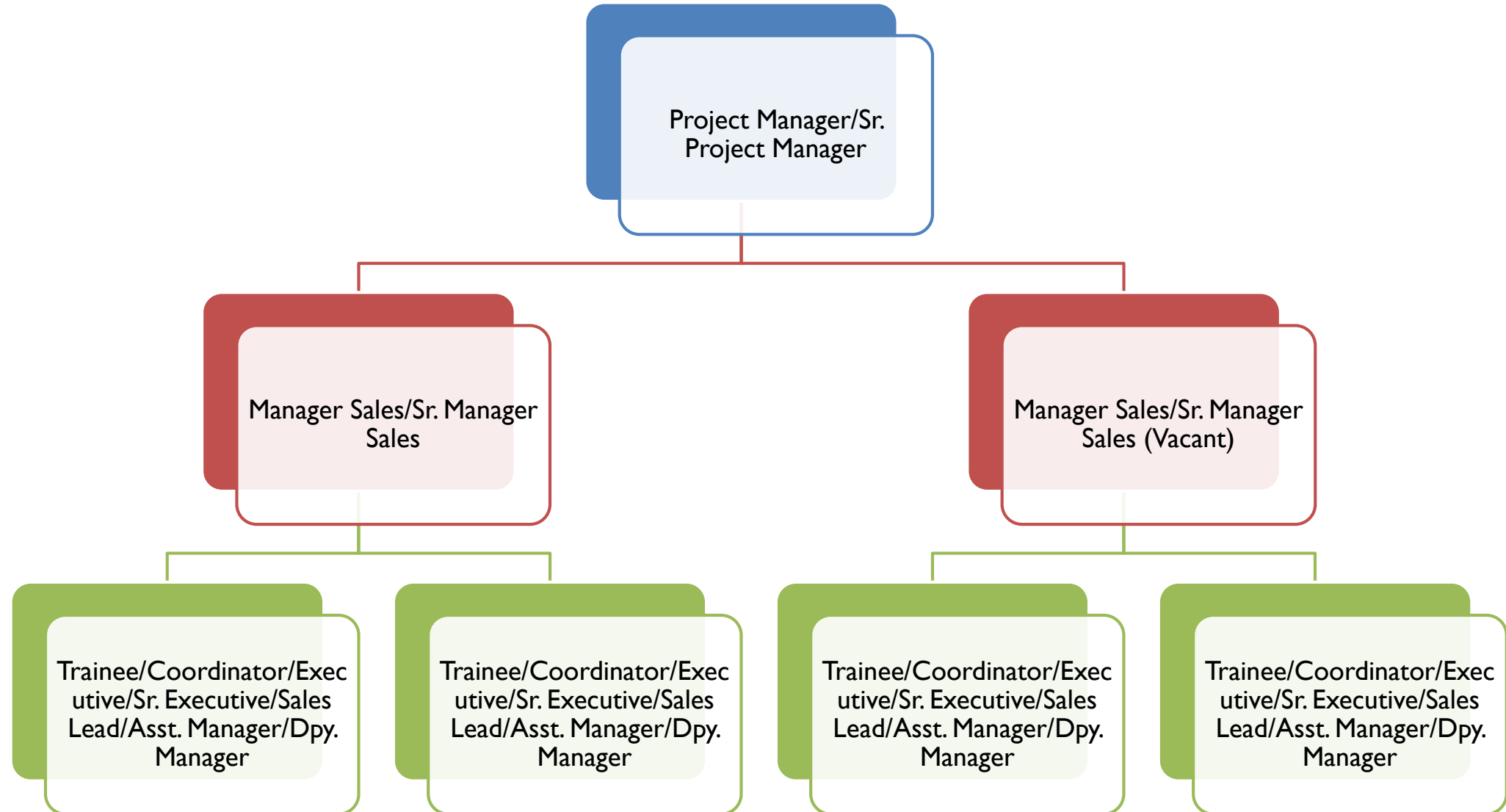


Career Progression

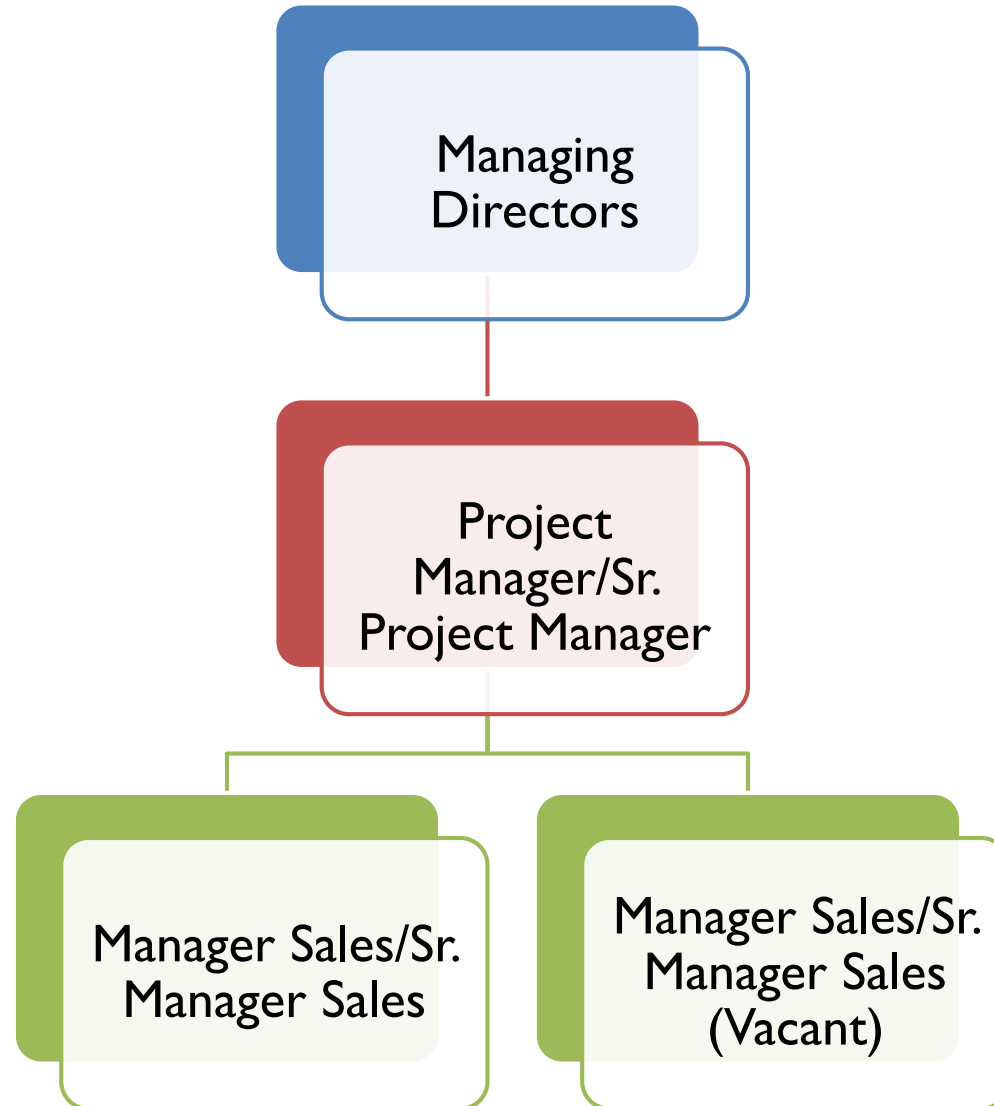
Career progression is based on “Business Requirement (Vacancy Creation)”



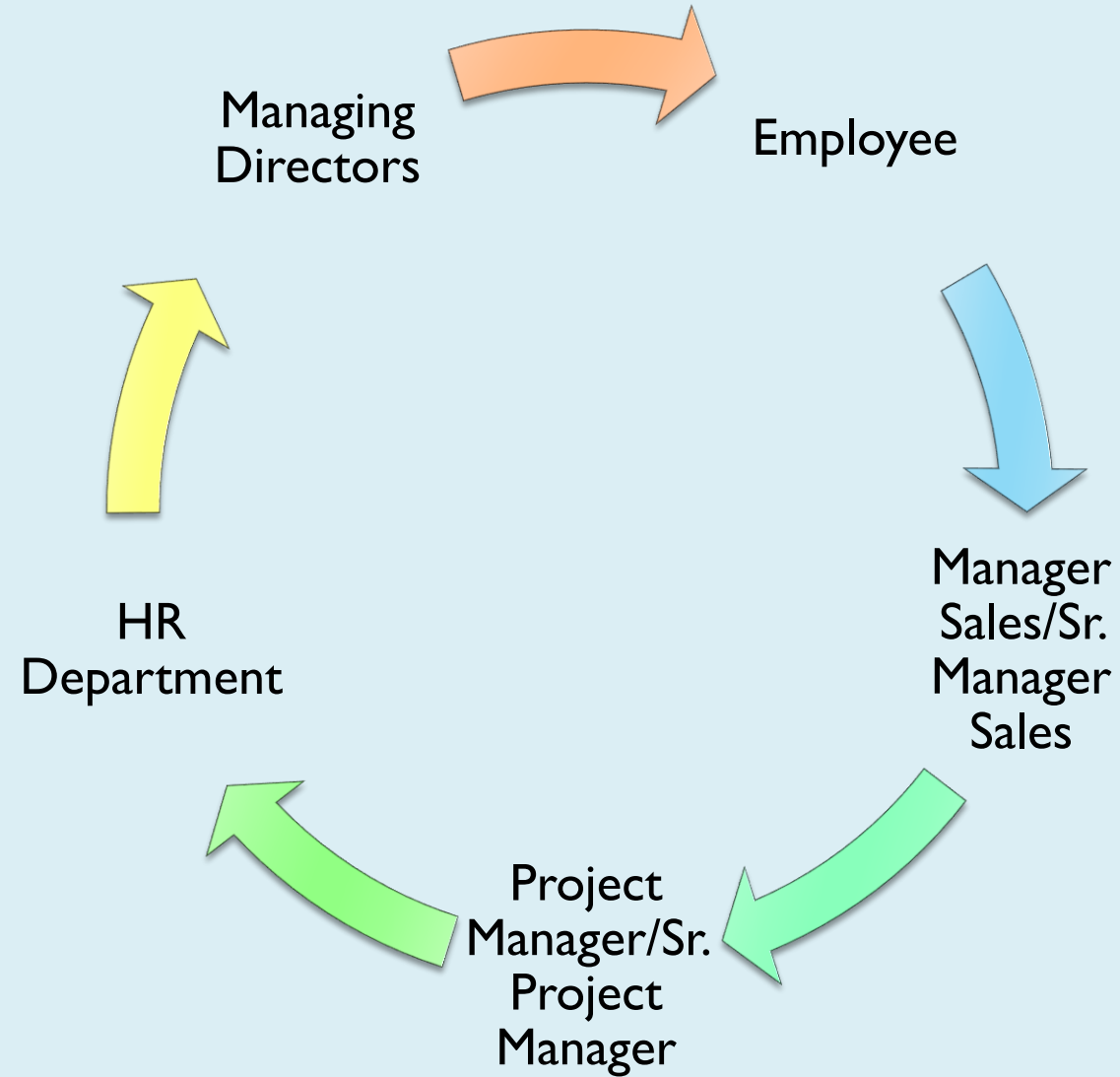
Organogram – Front End to Higher Management



Organogram – Middle Management to Top Management



Chain of Communication



Monthly Sales Targets

#	Employment Month	Sales Target
1	1 st Month	0
2	2 nd Month	2
3	3 rd Month	2
4	4 th Month	3
5	5 th Month	3
6	6 th Month	3
7	7 th Month	5
8	8 th Month	5
9	9 th Month	5
10	10 th Month	7
11	11 th Month	7
12	12 th Month	7
13	13 th Month onward	10



CONFIRMATION CRITERIA

EMPLOYEE CONFIRMATION WILL BE DONE AS PER BELOW

TENURE
1-5 MONTHS

CRITERIA 1

5K USD in 1 MONTH

CRITERIA 2

3 SHIP OK in 1 MONTH

CRITERIA 3

5 NEW DEPOSITS in 2 MONTHS

TENURE
6 +
MONTHS

CRITERIA 1

9K USD in 1 MONTH

CRITERIA 2

5 SHIP OK in 1 MONTH

CRITERIA 3

10 NEW DEPOSITS in 3 MONTHS

SATURDAY TREATMENT

SATURDAYS OFF TREATMENT WILL BE DONE AS PER BELOW



CRITERIA

On issuing minimum 5 INVOICES in a WEEK.



CRITERIA

On issuing minimum 10 INVOICES in 2 WEEKS collectively.

OR

On achieving 50% SHIP OK TARGET



CRITERIA

On issuing minimum 15 INVOICES in 3 WEEKS collectively.



CRITERIA

On issuing minimum 20 INVOICES in 4 WEEKS collectively.

OR

On achieving 100% SHIP OK TARGET

GLOBAL

General Policies

- ▶ Commission Structure – For Initial 100 Cars – 10% Profit on each car
- ▶ Attire
- ▶ Mobile Usage at Work Station
- ▶ Late Arrivals;
 - ▶ 5 Minutes grace period
 - ▶ 30 Minutes from the start of shift
- ▶ Leaves Entitlement;
 - ▶ 30 Sick/Casual/Annual/Sectional on Confirmation
 - ▶ Hajj Leaves on 1st Hajj plus Confirmation & 1 year tenure
 - ▶ Maternity Leaves on Confirmation
 - ▶ Compassionate Leaves
- ▶ Work Shift Hours; 9 hours work shift including 1 hour lunch break and extended 2 hour lunch and Namaz break on Fridays.



General Policies

▶ Payroll Cycle

- ▶ Payroll cut off date shall be 25th of each month.
- ▶ Payroll period shall start from 26th of each month and shall end on 25th of the following month.
- ▶ Official payday shall be the last day of each month - the salary is disbursed through accounts transfers and cheques.

▶ Visitor's Policy

- ▶ Personal Visitors are not allowed without prior approval.

▶ IP Phones

- ▶ IP shall only be used for professional correspondence.



Types of Employments

- ▶ **Contractual Employment**

- ▶ A candidate is hired on contractual basis and is on a training/probationary period of 3 to 6 months.

- ▶ **Regular/Full Time Employment**

- ▶ After earning confirmation an employee shall be on regular full time employment.



Standard Disciplinary Procedure

Procedure may vary based on the severity of the case.

Counseling



First
Warning



Second
Warning



Final
Warning



Termination



Severance

- ▶ Probationary employee can leave on a one day notice provided that entire work is handed over to the immediate reporting authority.
- ▶ Confirmed employee can leave on a one month notice provided that entire work is handed over to the immediate reporting authority.
- ▶ The reporting authority of the leaving employee shall take full responsibility by signing off the clearance form.



Experience Letter Issuance

- ▶ An employee shall be entitled for experience letter after serving a minimum of 6 months along with earning employment confirmation.
- ▶ Provided the above criteria a confirmed employee shall also serve a complete notice period to be entitled to receive experience letter.



Thank You!

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