

Suna Pana Consultancy Ltd.

Employee Handbook

2026 Edition

This handbook contains important information about our company policies, procedures, and benefits. Please read it carefully and keep it for future reference.

Welcome to Suna Pana

We are delighted to welcome you to Suna Pana Consultancy Ltd. This handbook is designed to introduce you to our company culture, policies, and practices. As a member of our team, you play a vital role in our continued success and growth.

Our success is built on the talent, dedication, and innovation of our people. We are committed to creating a work environment that fosters collaboration, professional growth, and work-life balance.

1. Employment Basics

1.1 Equal Opportunity

Suna Pana is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, age, national origin, disability, or any other protected characteristic.

1.2 Employment Classification

Full-Time Employees: Work 40+ hours per week and are eligible for all company benefits.

Part-Time Employees: Work less than 40 hours per week with prorated benefits.

Contractors: Engaged for specific projects with terms defined in individual agreements.

1.3 Working Hours

Standard office hours are 9:00 AM to 6:00 PM, Monday through Friday. We offer flexible working arrangements including hybrid work options. Employees should coordinate with their managers to establish schedules that meet both business needs and personal preferences.

2. Compensation & Benefits

2.1 Payroll

Employees are paid monthly on the last working day of each month via direct deposit. Pay slips are available through our employee portal.

2.2 Leave Policy

Annual Leave: 24 days per year for full-time employees.

Sick Leave: 12 days per year with medical certificate required for absences over 3 consecutive days.

Casual Leave: 6 days per year for personal matters.

Maternity Leave: 26 weeks paid leave.

Paternity Leave: 2 weeks paid leave.

2.3 Health Insurance

Comprehensive health insurance coverage is provided for employees and their dependents, including medical, dental, and vision care. Details are available from the HR department.

2.4 Retirement Benefits

The company contributes to the Employees' Provident Fund (EPF) as per statutory requirements. Additional voluntary contribution options are available.

3. Professional Development

We invest in our employees' growth through training programs, conference attendance, professional certifications, and tuition reimbursement. Each employee has access to an annual learning budget of ₦50,000 for approved professional development activities.

4. Workplace Policies

4.1 Code of Conduct

All employees are expected to maintain professional behavior, respect colleagues, uphold company values, and comply with all applicable laws and regulations. Harassment, discrimination, or unethical conduct will not be tolerated.

4.2 Confidentiality

Employees must protect confidential information about the company, clients, and colleagues. This obligation continues even after employment ends.

4.3 Dress Code

Business casual attire is expected. When meeting clients or attending formal events, business formal attire is required. Use good judgment and maintain a professional appearance.

4.4 Technology Use

Company technology resources should be used primarily for business purposes. Personal use should be limited and must not interfere with work responsibilities. All communications using company systems are subject to monitoring.

5. Performance Management

Performance reviews are conducted annually, with mid-year check-ins. Employees receive feedback on their performance, goal achievement, and development areas. Performance ratings influence compensation adjustments and promotion decisions.

6. Separation of Employment

Either the employee or company may terminate employment with appropriate notice. Standard notice period is 60 days for senior positions and 30 days for other roles. Exit interviews are conducted to gather feedback and ensure smooth transitions.

Questions?

If you have questions about any policy in this handbook, please contact:

Human Resources Department

Email: hr@sunapana.com

Phone: +91 22 6789 1250

Office: 3rd Floor, Suna Pana Tower

This handbook is subject to change. Employees will be notified of any updates. Last updated: January 2026