

Comprehensive Employee Policies for Precision Trading EST

1. Introduction This document outlines the policies governing employee rights, benefits, and responsibilities at Production of Precision Trading EST. It serves to ensure clarity, compliance, and support for a harmonious work environment.

2. Vision, Mission, and Core Values

- **Vision:** To lead in the sustainable production and distribution of high-quality construction materials.
 - **Mission:** Deliver innovative, eco-friendly solutions to support global infrastructure development.
 - **Core Values:**
 - **Integrity:** Ethical operations and transparent practices.
 - **Quality:** Excellence in all products and services.
 - **Collaboration:** Fostering teamwork and shared goals.
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3. Employee Benefits Policies

3.1 Retirement Plans

- **Provident Fund:** A contributory fund where the company matches employee contributions up to 10% of basic pay.
- **Gratuity Plan:** Eligibility begins after 5 years of continuous service, with a lump sum payment at retirement.
- **Pension Scheme:** Employees with 20+ years of service are eligible for a monthly pension.
- **Long-Service Awards:** Milestone rewards for employees at 10, 15, and 20 years of service.

3.2 Medical and Insurance Coverage

- **Health Insurance:** Covers hospitalization, outpatient services, and specialist consultations for employees and immediate family members.
- **Dental and Vision Benefits:** Includes routine dental procedures and vision correction.
- **Critical Illness Coverage:** Additional benefits for serious conditions such as cancer and heart disease.
- **Group Life Insurance:** Provides financial security for employee beneficiaries.
- **Wellness Programs:** Regular health check-ups and mental health support initiatives.

3.3 Education Assistance

- **Tuition Reimbursement:** Up to 75% reimbursement for approved professional development courses.
- **Certification Support:** Coverage for job-relevant certifications and licenses.

4. Travel and Transportation Policies

4.1 Business Travel

- **Eligibility:** Travel allowances apply to employees traveling for official purposes.
- **Class of Travel:** Business class for senior management; economy for others.
- **Accommodation:** Hotels arranged by the administration team with approved budgets.
- **Per Diem Allowance:** Daily rates to cover meals and local transport.

4.2 Reimbursement Guidelines

- Valid receipts must accompany all reimbursement claims.
- Claims should be submitted within 15 days of travel completion.

4.3 Relocation Support

- **Eligibility:** Employees relocating for business needs.
- **Coverage:** Includes moving costs, temporary accommodation, and settlement allowance.

5. Leave Management Policies

5.1 Annual Leave

- **Entitlement:** 22 working days per year.
- **Carry Forward:** Up to 10 unused days can be carried forward into the next calendar year.

5.2 Sick Leave

- Unlimited for genuine medical reasons, with certification for absences longer than 3 days.

5.3 Special Leaves

- **Maternity Leave:** Up to 6 months for female employees.
- **Paternity Leave:** 15 working days for male employees.
- **Bereavement Leave:** 5 calendar days for immediate family loss.
- **Hajj/Pilgrimage Leave:** 15 days for one pilgrimage in an employee's career.
- **Volunteer Leave:** 2 days annually for community service activities.

6. Performance Management

- **Annual Appraisals:** Linked to KPIs and individual performance.

- **Incentive Plans:** Bonuses based on individual, departmental, and company-wide performance.
 - **Training Programs:** Regular workshops and certification opportunities.
 - **Career Development:** Structured career progression plans and mentoring opportunities.
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7. Safety and Conduct Policies

7.1 Workplace Safety

- Adherence to OSHA and local safety standards.
- Regular safety drills and training sessions.

7.2 Code of Conduct

- Respect for diversity and zero tolerance for harassment or discrimination.
 - Confidentiality of sensitive company and customer data.
 - Anti-bribery and corruption policy enforcement.
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8. Technology and Chatbot Policies

8.1 Chatbot Functionalities

- Handles employee leave requests, attendance queries, and access to HR documents.
- Automates responses to FAQs related to company policies and benefits.

8.2 Escalation Mechanism

- Queries unresolved by the chatbot will be redirected to the respective HR team within 24 hours.
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9. Policy Revisions and Feedback

- **Annual Review:** Policies will be reviewed annually to adapt to organizational and legal changes.
 - **Feedback Channels:** Employees can submit suggestions via the HR portal or chatbot.
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10. Contact Information For questions or concerns about these policies, contact:

- **Email:** sales.ppt12@gmail.com
- **Phone:** +966572347498