

# HR Policies

## 2015-16



Every organisation's growth is dependent on the employees and vice versa. If we want the organisation to grow, we have to create an environment that is conducive to our personal growth and satisfaction.

*RESPECT AND TRUST are two qualities that are essential at Nishat Chunian Group. There is no room for intolerance, harassment or unfairness of any kind as they reflect a basic lack of respect. There is no exception to this rule and it is to be applied at all levels and under all circumstances.*

We expect everyone at Nishat Chunian to work together as one cohesive group with common goals and aspirations.

As members of the Nishat Chunian family, we must always act in the best interests of the firm and help create an atmosphere where policies are followed as a matter of choice rather than an obligation.

## Contents

Terms & Conditions.....	5
Definitions.....	6
Leave Policy.....	7
Maternity Leave .....	8
Unpaid Leave.....	8
Short Leave .....	8
Annexure 1.....	9
Attendance Policy .....	10
Saturday Policy.....	11
Attendance Posting.....	11
Email Policy .....	11
Internet Policy.....	12
Dress Code .....	13
Dress Code for Male Employees .....	13
Dress Code for Female Employees.....	13
Office Discipline .....	15
Confidentiality & Security of Documents.....	16
Conflict of Interest .....	16
Part Time Policy .....	18
Travel Policy .....	19
International Travel.....	19
Domestic Travel .....	20
Within City Travel.....	21
Recruitment Policy.....	22
Vacancy Announcement .....	22
Recruitment Process .....	23
Screening, Test & Interview .....	24
Post Hiring Activities .....	24
Probation Extension.....	25
Transfer & Relocation .....	25
Employment of Relatives .....	25
Retirement Policy.....	27
Internship Policy .....	28

Gifts from vendors .....	29
Laptop Assignment Policy .....	30
Entitlement .....	30
Advance against Salary .....	31
Provident Fund.....	31
Loan against Provident Fund.....	32
Company Car Loan .....	34
Billing.....	36
International Roaming .....	37
Categories .....	37
Policy for contractual employees .....	38
Leave .....	38
Continuous Successive Fixed-Term Contracts (For Contracts of 12 Months or Longer) .....	38
Review of the Policy.....	38
Negligence.....	44
Accident .....	44
Theft.....	44
Replacement of Asset .....	45
Asset available due to resignation of employee.....	45
Hiring within Group / Sister Concerns .....	49

# Terms & Conditions

---

- This Policy manual is applicable to head office staff only.
- All of the policies will be applicable to permanent and probationary employees of both NCL & NCPL
- No company benefit is applicable during probation
- Contractual employees will be dealt with according to the terms & conditions decided upon mutually, between themselves and the company, at the time of signing the contracts.
- All the policies will be managed and governed by Head of HR in consultation with HODs with due authorization from the Chief Executive Officer.
- The original HR manual will be kept in the custody of Head of HR whereas all of the departmental heads will be provided with photocopies if needed. A soft copy will be available for all on NC Backyard
- In case of ambiguity, employees are always encouraged to seek guidance from their concerned HODs and HR department. Right of interpretation rests with Head of HR in consultation with the CEO
- Employees may extend their suggestions for improvement in policies only through their respective HODs. Suggesting a change, however, does not guarantee the same to be incorporated and/or implemented.
- The Chief Executive Officer has the discretion to overrule, supersede, change, amend or eliminate any policy, all policies, and any or all clauses of one or all policies at any point in time.

# Definitions

---

1. **Head Office** means the office premises located at 31-Q & N-10, Gulberg, Lahore subject to any relocation
2. **Board** means the Board of Directors of the Company.
3. **Service** means the uninterrupted employment with the company. Leaves are considered as uninterrupted employment.
4. **Regular Service** means service for an indefinite period up to the age of retirement.
5. **Contract Service** means service under a specified contract for a limited period and on the terms and conditions specified therein.
6. **Employee** means any person on the pay roll of the company and also includes any person employed on contract
7. **Fiscal year/Financial year** means 1<sup>st</sup> July-30<sup>th</sup> June
8. **Discharge or Dismissal** means removal from service pursuant to the laws as enforced from time to time.
9. **Salary** means the amount drawn monthly by an employee, any other remuneration which has been sanctioned for a post held by him / her or to which he / she is entitled by reason of his /her appointment.
10. **Family** means one spouse and employee's dependent children from one spouse only. Children 21 years of age and above stand excluded from all company benefits
11. **Month** means calendar month of Christian Era.
12. **Permanent Employee** means an employee engaged against a sanctioned post and has been confirmed on successful completion of the prescribed and / or extended probationary period

# Leave Policy

---

- A total of 30 working day leaves are allowed; 15 casual leaves and 15 annual leaves are available to all permanent employees.
- Leaves will be managed through ERP. Employees must review their leaves before 25<sup>th</sup> of every month and report any discrepancies to HR.
- Leaves of more than 3 days are subject to the approval of concerned HOD where HOD has to be informed in time. The leave application and approval must be documented through emails and the HR department must be informed (cc'd in the mails)
- Employees serving their notice period (in case of separation from company) will not be entitled to any paid leave. LFA will not be paid as part of the settlement- if an employee has not availed his/her LFA it will automatically expire on submission of resignation
- Extension of leave will not be allowed except in unavoidable circumstances for which the employee has to justify the same. In such a case, management reserves the right to accept/refuse/defer the request keeping in view the necessities of the company's business
- Only permanent employees are eligible for these leaves- new employees can take prorated leaves (according to fiscal year end- 30<sup>th</sup> June).
  - For example: An employee joins the company on 1<sup>st</sup> January. He/she can take 7 casual leaves and 7 annual leaves till 30<sup>th</sup> June. After 1<sup>st</sup> July the Calendar is reset to 30 leaves for the whole fiscal year i.e. 15 casual and 15 annual. If this employee resigns/is asked to leave before completing one year with the company the over availed leaves will be deducted. All leaves will be on prorated basis-if casual leaves are over availed the deduction will be on basic salary. If annual leaves are over availed, deduction will be on gross salary. If any LFA has been taken, it will also be deducted on prorated basis.

## Half Day Leave

- Half Day Annual / Casual Leave can be taken but it is necessary to complete 4 hours at a stretch to avail half day leave.
- This Policy is applicable to all permanent head office employees EXCEPT those availing the '4 hour part time policy'

## Leaves Adjustment & Encashment

- At the end of the year, over availed leaves will be adjusted against any remaining balance in either category.
- Un-availed casual leaves are encashable on basic salary at the end of fiscal year.
- A maximum of **18** days leaves can be taken at one stretch.
- Over availing leaves should not be taken lightly and can result in disciplinary action
- Compensatory leaves accumulated due to travelling can ONLY be added to the casual leave category.

- Casual leaves (encashable) are accruable only in case of travelling. If an employee is travelling on company business, any public or gazetted holiday falling in that trip will be compensated by the exact number of casual leaves (see **Annexure 1** for details).

#### **Leave Fare Assistance (LFA)**

Leave Fare Assistance is provided to ensure that there is time away from regular work for break and recreation to improve morale and productivity.

- LFA will be paid when a minimum of 5 Annual Leaves are being taken together and the whole 15 day LFA will be paid. The balance of annual leaves can be taken as and when required. They can be taken 1 at a time if needed.
- LFA will be paid for 15 days on gross salary.
- LFA will be paid a week before an employee's leaves start.
- Annual leaves and LFA can be carried forward for up to 45 days after 30<sup>th</sup> June (end of fiscal year) through CEO approval. The HOD must have a justifiable, valid reason for this request. After 15 August, the annual leaves and LFA will expire.

## Maternity Leave

- After completion of one year of service, a female employee is entitled to maternity leave on full pay for:

1 <sup>st</sup> Child	8 weeks
2 <sup>nd</sup> Child	6 weeks
3 <sup>rd</sup> Child	4 weeks

- In case of any unfortunate complications, the employee should submit appropriate medical /supporting documents.

## Unpaid Leave

- Unpaid leave up to 15 days will be allowed at the sole discretion of the CEO. Terms, conditions and duration may vary from case to case.

## Short Leave

If an employee needs to do some urgent work that does not require a half day off, he/she can take up to 1.5hrs off on a regular working day with the approval of HOD. These short leaves can be taken a maximum of 10 times in a year- after that only half leave is allowed.



# Annexure 1

## Accrued Casual Leaves due to travelling

- These are encashable leaves
- HOD will ensure that the travelling is necessary and the schedule is the most cost-effective one
- The following guidelines will be used to determine the accrual of leaves

Hours used on an off day when travelling	Leave compensation
4-6 hrs	½ day leave
Above 6 hrs	1 full day leave

- In case of air travel the time will be calculated from time of departure
- In case of road travel the time will be calculated from time of leaving home
- If the employee returns on a working day the late coming allowance will be according to the following guidelines

Arrival in Lahore: Flight Landing Time	Reporting Time
Between 10pm-12am	11:30 am
Between 12am-4am	Employee can clock in 4 hours anytime between 8.30am-6pm or take a half casual leave
After 4am-10pm	Full day off

Approved

---

**Shahzad Saleem**

# Attendance Policy

- Office hours will be flexible 8:30am-6:00pm (subject to the approval of respective HODs). HODs must email the approved time slots for their employees to HR. These will be valid for a minimum of 3 months
- Everyone will put in 8 hours daily unless on Part Time Policy
- The core hours will be 10am-4pm. In the core hours it is mandatory for ALL employees to be present in office.
- Up to 5 mins late has no penalty
- Late arrival policy

Late Time Limit	Late ins allowed	This means that any employee can be late up to half an hour 24 times in a year. After the allowance of 24 late ins is over a Short Leave will be deducted.
Up to 30 mins	24 per year	

- If an employee comes in after 30 mins, a Short Leave will be deducted
- The only waiver for late arrival is if the employee has put in extra hours at work the previous day. He/she can compensate the previous day's late sitting by coming in late

Late Sitting	Maximum Late Coming Allowance
Till 7.30pm	10.30
Till 9pm	11.00
Till 10pm	11.30

- In case of late sittings the HR/admin department will submit a monthly report to CEO with details of people staying late
- If someone is travelling on company business they can use the following guidelines for coming to work the next day

Arrival in Lahore: Flight Landing Time	TA/DA	Reporting Time
Between 10pm-12am	Yes	11am
Between 12am-4am	No	Employee can clock in 4 hours anytime between 8.30am-6pm or take a half casual leave
After 4am-10pm	No	Full day off

## Saturday Policy

- To make work more efficient, instead of having alternate Saturdays off we will FIX 2 Saturdays that are OFF for the entire office. The complete office will be open on 1 Saturday and the entire office will be closed on the next one.
- Some support staff and janitorial staff will follow the old alternate Saturday off policy.

## Attendance Posting

---

- All employees will post their attendance of preceding month to their respective HODs by the 15<sup>th</sup> of each month without fail
- HODs will ensure posting of attendance of their concerned department to HR by 25<sup>th</sup> of every month
- Salary of those employees who fail to post their attendance before the prescribed date will be delayed/stopped
- No reminder will be sent for attendance posting
- Salary will not be released until approval from CEO

## Email Policy

---

- Please be advised that emails on the company server are not private and management has access to all emails sent to and from company computers
- Email is to be used for business purposes and must be professional and courteous at all times
- Personal use is allowed but please avoid attachments etc. as there is a chance of viruses
- Emails must not contain any illegal, libellous, or offensive material. Avoid distribution of chain letters, jokes, and greeting cards
- Please avoid heavy attachments unless absolutely necessary as it deteriorates the performance of the network.
- Check your e-mail regularly. Delete unwanted messages; archiving unnecessary messages wastes system resources and disk space
- 'Reply All' option should not be used unnecessarily
- Avoid subscribing to internet content through your office email address unless the subscription is to be used for official purposes

# Internet Policy

**Non-compliance will result in severe disciplinary action and possible termination. Please be advised that all internet traffic is monitored.**

- The internet should be used only for official purposes i.e. to fulfil your work responsibilities.
- Downloading of information is only allowed for direct business use for company.
- Downloading or installation of any software from the internet is not allowed as it may corrupt the system. If you need any software you can contact the MIS department.
- Browsing sports/news sites is not banned, but we expect enough maturity from the employees that they do not waste company time on these sites
- Sending greeting cards from office internet is not allowed
- Executable files, torrent files, P2P agents, downloaders, VPN Tunneling clients for proxy bypass are strictly prohibited.
- Playing games, streaming audios or videos are strictly prohibited.
- Browsing web sites having unethical, unlawful, porn, violent, religious or racial contents are strictly prohibited. In case of viewing these sites a strong disciplinary action will be taken by Company Management.
- Improper use of internet can lead to severe legal consequences and damage an organization's reputation. It is the responsibility of every employee to maintain company confidentiality and use this resource carefully.
- Management monitors and records all internet traffic.

# Dress Code

---

- Staying well groomed not only creates a good impression all around, but helps boost our self-esteem.
- Well ironed clothes, polished shoes, neat haircut, regular shave or trimmed beard, along with the use of deodorant, perfume, breath fresheners all help create a pleasant ambience at work.
- Paying attention to our grooming enables us to be more alert and stay actively interested in whatever we do.
- Looking neat and fresh will actually translate into feeling sharp and energized!
- An un-kept and untidy appearance reflects an informal and casual attitude towards work.
- In order to give our office a stimulating environment, we must all strive to maintain a certain decorum when it comes to our appearance.

## Dress Code for Male Employees

### Office Formal Dress (Monday to Friday):

- Dress Shirt – this means a collared formal shirt buttoned neatly
- Trousers (not jeans)
- Formal Shoes.

### Office Dress (Saturday):

- T-shirt or casual shirt
- Jeans or casual pants
- Sneakers/Joggers or shoes
- T-shirts should be sober and shirts with flashy branding are not allowed

## Dress Code for Female Employees

- Whereas it is advisable to always look smart and professional when coming to office, we all must take care to differentiate formal evening dressing from formal office wear
- Flashy embellishments, dangling/jingling accessories or indecent dressing are all inappropriate for office
- All female employees must ensure that they are dressed elegantly and modestly, keeping our culture and office ethics in mind.

**General guidelines:**

- Formal dress and shoes
- Casual wear like jeans and tops can be worn on Saturdays only
- Length of top should be decent and appropriate
- Capris are not considered formal wear and are not allowed
- Joggers, bedroom slippers etc. are not allowed
- Flashy bags and shoes, dangling/flashy jewellery like big earrings/jingling anklets etc. are not suitable for the office environment

# Office Discipline

---

- Talking or laughing loudly /uncontrollably is unsuited to office decorum. Everyone must refrain from any rowdy behaviour while in office
- Telephone should not be used for more than 3 to 5 minutes for personal purpose. It blocks the lines and affects the business calls. Personal calls for longer duration will be charged
- Avoid making lengthy personal calls on your mobile during office hours
- Office chairs must be kept at their proper places after use and lights must be switched off if not required.
- Computers and printers must be switched off if not required.
- Everyone must remember to keep their office cards with them. Receptionists are supposed to open the door only for guests and not for regular employees
- Meeting rooms are not to be used as dining rooms. You can avail the dining facility at anytime

# Confidentiality & Security of Documents

---

- *"In pursuit of the Company's ongoing expansion and diversification plans, the company is increasingly sharing confidential and secret information with its employees. It is expected that employees will not disclose at any time during or subsequent to the term of their employment with the Company, any secret or Confidential Information(defined below) of the Company except as required by the performance of their obligations as an employee of the Company."*

For your reference please find the definition of **Confidential Information** hereunder;

**"Confidential Information"** means any Company proprietary information, technical data, software programs, codes, trade secrets or know how, whether in paper, or electronic form including but not limited to, research, product details, product plan, products, services, customer lists and customers (including but not limited to customers of the Company on whom you have called or with whom you have become acquainted during the term of the employment), suppliers etc., markets, software, developments inventions, processes, technology, designs, drawings, engineering, hardware, configuration information, marketing, finances or other business information disclosed to you by the Company either directly or indirectly, whether handed out to you or self-generated, in writing orally or by drawings or by observations, whether during your probation; or in normal course of employment (whether, permanent, probationary, badlis, temporary or apprentices); or during your notice period.

- Security of documents is the responsibility of the respective departments. Head of departments will ensure that files and documents are well protected and safeguarded. All reasonable measures are to be taken by all employees in maintaining the security of the documents given to them whether in paper or in electronic form. In case of any loss of information and/or data, the Manager Administration & HR must be informed immediately.

## Conflict of Interest

---

- NC Group will not enter into a business relationship of any kind with an ex-employee or an immediate relative(s)/immediate in-laws of an Employee/Ex-employee, or with entities where employees/Ex-employees or immediate relative(s)/immediate in-laws of employees/Ex-employees work (whether as supplier, commission agent, broker etc.) unless a specific written approval has been obtained from the Chairman and a copy of the same submitted to Head of Accounts and Head of HR & Admin for record.



- If NC Group has entered into any transaction with any immediate relative(s)/immediate in-laws of an employee and that employee was not aware at the time of execution then that employee must disclose his relationship as soon as this information comes to his knowledge.
- Employees are required to disclose their immediate relative(s)/immediate in-laws currently working with NC Group. If any of their immediate relative(s)/immediate in-laws are being hired by the NC group, they must inform the HR Manager. Joining and existing employees (on becoming aware of their relatives/ in laws within NC Group) must disclose these relationships.
- Any interest (excluding investment in listed company shares) in textile or power business (directly or indirectly) whether or not competing/related with the business of NC Group is prohibited unless specific written approval of the Chairman has been obtained for the purpose and a copy of the same submitted to Head of Accounts for records.

# Part Time Policy

As a company that believes strongly in our corporate social responsibility, we firmly promote a balance between work and family life. We have come up with a policy that will help our working mothers in choosing a plan that will be most suitable for them.

- Employee can clock in anytime between 8.30am-6pm
- Salary will be deducted according to hours worked
- Lunch break of one hour is allowed

## Plan 1

### Minimum 4 hours need to be clocked in daily

- A waiver of 25% (in hours worked) is allowed
- Policy can be used for a minimum of 1 month and maximum of 24 months
- It can be availed in parts

*Note: This is applicable to female employees who have completed at least 1 year with the company as a permanent employee. Only mothers with children under the age of 12 or disabled children under the age of 18 can request a flexible working arrangement Each case will be reviewed separately and will be accepted if deemed viable for the employee and the company.*

## Plan 2

### Minimum 7 hours need to be clocked in daily

*Female employees who have completed 6 months and have children less than 12 years of age can avail this facility-*

- Each hour missed will be added up and for every 8 hours one leave will be deducted (the actual clocked in time will be used for calculation purposes)

# Travel Policy

## International Travel

- In case of Transatlantic Travelling, Managers and above can avail the facility of Business Class Travel.

### International Expenses / Reimbursement

All official/business expenses will be paid/ reimbursed on the basis of actual expenses. This will include the following:

- **Taxes:** All Airport Taxes, Visa Fees (In case of On Arrival Visa)
- **Telephone Calls:** All Phone Calls made for business
- **Internet Access:** WiFi/WLAN charges while staying in hotels
- **Entertainment:** Entertainment of Company's guest only (by approval of HOD)
- **Travelling between cities:** Travelling between cities by buses, train, taxi cabs, driving a rented car and by air. Economy in this regard has to be observed.
- **Taxi Fare:** Taxi fare for travel from and to Airport only.
- **Daily Allowance:**

Hours used on a day when travelling	TA / DA
Upto 6 hours	No
Above 6 hours	Yes

- Daily allowance for Europe= Euro 100
- Daily allowance for UK = GBP 80
- Daily Allowance for rest of the world= US\$ 100
- The daily allowance will adequately cover the following expenses:
  - Food
  - Within City Travelling
  - Laundry
- In case a particular day's expenditures are more than the daily allowance, the expenses will be reimbursed on approval of HOD.
- The travel bills have to be provided in detail along with a Travel Expense Claim Form attached
- Any employee prior to his/her departure for travelling may draw an advance for his /her usage as approved by HOD.
- The said advance will be debited to the employee's account. It will be credited once the employee submits a detail of all the expenses incurred during travelling, duly approved by the HOD.
- Minibar expense cannot be claimed and is not allowed

# Domestic Travel

- All of the employees in possession of company maintained vehicles must use those cars for travelling
- Pool cars will be provided on first come first served basis except in case of urgencies
- Employees, not below Assistant Manager, may be provided pool cars for domestic travelling. Others may claim Daewoo/equivalent service charges.
- HOD can request Rented Vehicles if they have solid, justifiable reasons
- During the stay, if an employee needs to entertain a company guest, the expense will be paid by the company on actual, as approved by HOD
- All of the travelling employees who intend to stay overnight during their travel must initiate a request to HR & Admin department for room reservation in hotels.
- The HR & Admin department will ensure room reservation in hotels that are on NC Group panel
- The company prefers making reservations in panel hotels. However, in case of non-availability of rooms or any other urgency, the entitlement for overnight stay will be based on actuals.
- Company will pay for all necessary expenses. It will cover
  - Wifi
  - Laundry
  - Food
  - Mini bar while staying at hotels is not allowed

## Within City Travel

- All employees in possession of company maintained vehicles must use the same for travelling within city. A driver in such a case may be provided by the Admin department.
- Employees using their personal vehicles (i.e. vehicles owned by themselves and vehicles provided to them under the company's loan scheme) can claim reimbursements on average determined and stated as per following grid:

#	Vehicle Categories	Avg Mileage Per Liter (Personal/Loan Vehicle)	Avg Mileage Per Liter (Company Maintained Vehicles)	Formula for Expense Determination
1	Motorcycles	19 km/lit	30 km/lit	<p><b>(Fuel Rate * Actual Distance Travelled)</b></p> <p><b>Avg Mileage</b></p>
2	Vehicles up to 1000 CC	7 km/lit	11 km/lit	
3	Vehicles up to 1300 CC	6 km/lit	9 km/lit	
4	Vehicles above 1300 CC	5 km/lit	8 km/lit	

- Petrol rates will be determined on 1<sup>st</sup> of every month.
- Any change in above mentioned rates will be decided by Manager HR & Administration and approved by the CEO
- Employees not in possession of company maintained/personal vehicles may use pool cars subject to availability. In case of non-availability, public transport may be used which will be reimbursed on actual

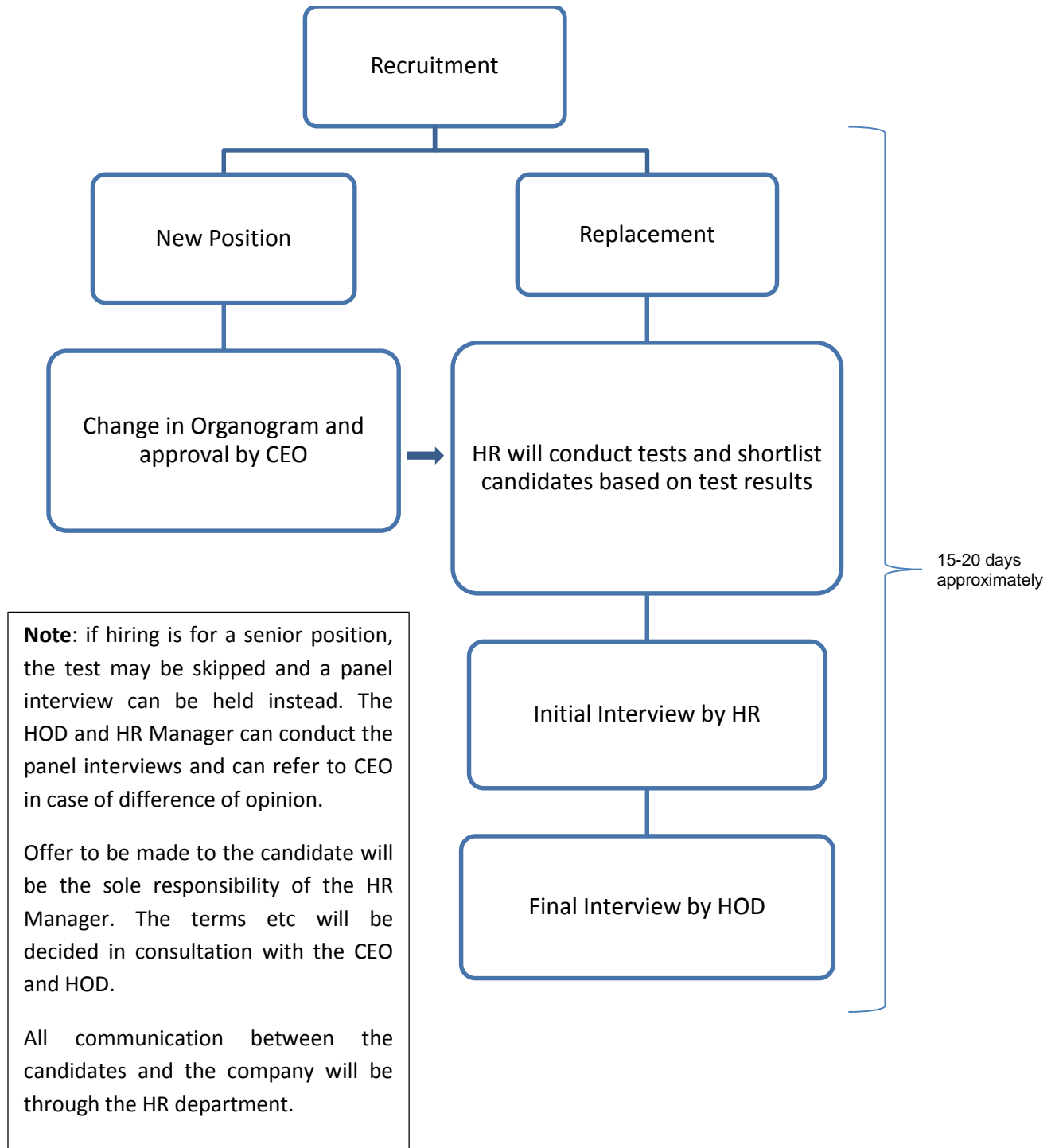
# Recruitment Policy

- NCL is an equal opportunity employer and is committed to applying a fair selection and assessment process
- No candidate below the age of eighteen years will be considered for employment.
- The HR department will ensure complete transparency and impartiality with regard to origin, creed, gender, and political or religious beliefs
- Any person with no educational background cannot be hired in any capacity, except sanitary workers

# Vacancy Announcement

- HOD must send the vacancy announcement and candidate qualifications and requirements to the HR department
- Recruitment activity will be carried out only against approved Organizational Charts. In case additional resources are required, prior approval of the Chairman is required.
- Personal references are always welcome but merit will not be compromised.
- If an internal candidate is selected, his previous service tenure will be taken into account for retirement benefits.
- In case an employee (**below Deputy Manager**) is being considered for a raise in position and salary to a senior position in the same department, the raise in salary and title is to be approved by HOD within the approved salary range for the new designation.
- In case an employee (**Deputy Manager & Above**) is being considered for a raise in position and salary to a senior position in the same department, the raise in salary and title will be suggested by HOD and approved by the Chairman.

# Recruitment Process



## Screening, Test & Interview

- HR department will conduct initial screening of CVs
- Shortlisted candidates will then be called for Written Test
- In case a candidate fails in the written test, he/she will not be considered for further interview or hiring process
- HR will conduct interviews of successful candidates
- Shortlisted candidates will be called for a second interview with the HOD
- In case someone is travelling from out of station, no TA/DA will be admissible in connection with the journey performed for Test/Interview purpose.
- Minimum Education required at all levels is as under:

	<b>Categories</b>	<b>Minimum Education Required</b>
<b>1</b>	Janitors, Office Boys, Sec Guards & Drivers	Middle
<b>2</b>	Officers & Executives	Intermediate / Bachelors
<b>3</b>	Manager & Above	Masters/ CA

## Post Hiring Activities

- In addition to the appointment letter, the new employee will be given a set of documents to be filled in and returned to the HR department.
- In case any information provided by the employee is found to be fictitious or invalid the employee will stand terminated from service.
- The HR Department will conduct the Induction Orientation of all new employees of the positions AM & above



# Probation and Confirmation

---

- All newly hired employees will be on probation for a minimum period of one month extendible up to such period as may be determined by the concerned HOD.
- He/she will only be confirmed upon satisfactory completion of probation period.
- During or before the expiry of the probationary period, extended or otherwise, services of an employee failing to meet required standards may be terminated without notice.
- During probation an employee is not entitled to any company benefits.

## Probation Extension

- Probation period can be extended from 30 days to 6 months, as per HOD discretion.
- No extension will be allowed after 6 months are complete. HOD must confirm or terminate the candidate.
- 6 months' probation does not guarantee a confirmation of employment.

## Transfer & Relocation

- Keeping in view the business needs, an employee may be transferred to any office, unit or project within the Group situated anywhere in Pakistan.
- The service rendered by the employee in his previous location will be treated and counted as continuous service.
- Pay and other allowances at the new location will not be less than the pay and allowances that he / she was getting from the previous one.
- The transfer of an employee or increase in salary is at the sole discretion of the management and cannot be claimed by the employee as his/her right.
- Non-compliance by any employee on transfer orders will be considered as misconduct and he/she may face disciplinary action.

## Employment of Relatives

- The company does not encourage employing two or more members of the same family at the same time. This is particularly so if one of the positions involves management or supervisory responsibilities. (Please refer to conflict of interest policy).

# Separation Management

---

- Any employee may tender his / her resignation at any time during his services with the company.
- Most confirmed employees, after submission of resignation, must serve a notice period of 30 days. (Duly notified in appointment letter) or as per approval of HOD.
- In case the employee is on probation, he/she may submit a resignation with immediate effect and may leave without serving a notice period.
- A departing employee will have to go through proper clearance procedure of handing over all company belongings along with reports pertinent to tasks assigned.
- In no case will an employee leave the company without proper clearance. If done so, the company reserves the right to stop his/her dues unless proper procedure is complied with.
- Notice period of an employee may be waived off by an HOD in 2 cases
  - For some business need: If the waive off is from the company's side then the waived off notice period amount will be paid.
  - Employee cannot complete the notice period: if the non-completion of notice period is from the employee's side then the waived off notice period amount will not be paid. If an employee requests a notice period waiver which is subsequently approved by the company, he/she will be paid up to the days served.
- In the event that an employee does not serve the notice period despite not getting the waiver he/she will have to pay 1 month Gross salary in lieu of the notice period. This amount will be deducted from the settlement
- The approved resignation will be forwarded to the HR department which will initiate the clearance form that the employee has to submit after clearance from all respective departments.
- HR department will initiate a mail notifying about employee's departure before his/her final clearance (if required). In that way everyone should clarify their pending issues with the departing employee
- Once the resignation is submitted, the person is no longer eligible for any benefit provided to a company employee
- For HODs the notice period is at least 2 months. They must hand over the charge to their replacement before their settlement is cleared.

## Clearance Process

---

- After the resignation is accepted, the salary will be stopped. If the notice period is longer, then the salary may be released after due approval from HOD. However, the last 30 days salary will be stopped till the clearance process is complete.
- It is necessary to submit "Exit Checklist Form" to HR Department duly signed by all concerned departments.
- An "Exit Interview form" will be given to departing employee that he will have to submit to Manager Human Resources before his last working day.
- Payment of employee's Final settlement will be released in minimum 20 days after submission of Exit Checklist.
- A departing employee will have to go through proper clearance procedure of handing over all company belongings along with reports pertinent to tasks assigned. In no case will an employee leave the company without proper clearance. If done so, the company reserves the right to stop his/her dues unless proper procedure is complied with.

## Re-employment after Separation

- Re-employment of an employee will only be allowed subject to permission of the CEO.
- An individual, whose services were terminated by the management, on disciplinary grounds or unsatisfactory performance, will not be considered for re-employment.

## Retirement Policy

---

- The retirement age for all the staff employed by Nishat Churian will be 60 years
- An employee who has attained the age of retirement (60 years) may apply for retention duly recommended by HOD and approved by the CEO
  - This extension will be on a yearly basis
- An employee who has attained the age of 65 years
  - May apply for contractual employment on a yearly basis up to the age of 70 duly recommended by HOD and approved by the CEO
  - The contractual employment will be offered on lump sum salary basis. No perks and other company benefits will be provided
- On attaining the age of 70 years an employee will stand retired and no extension will be granted.

# Internship Policy

---

- Interns will be hired based on the number of interns approved on the org chart of each department
- Stipend will be Rs 5,000
- All the Internships will be offered based on pre-defined objectives and projects.
- All concerned HODs will submit their targeted projects with HR for hiring of Interns. Without satisfactory objectives, Interns will not be hired.
- In order for an Intern to receive an Internship Certificate, he/she will have to submit a report on the assigned projects with both the HR Department and concerned HOD.
- Internship certificate will only be granted after submission of satisfactory project report.
- HR Department will act as a mentor for the interns & will be authorized to govern any terms of engagement

# Gifts from vendors

---

The aim of this policy is to keep our purchase agreements and contracts fair and unbiased.

- All employees must inform their HODs and the HR department about any gifts received from any vendor.
- An expensive/non-trivial gift should not be accepted and must be returned politely to the vendor
- If the vendor insists and compels you to accept the gift which you know is non-trivial, please submit the said gift to the HR department.
- A trivial/regular gift (such as key chains, company logo pens, writing pads, food items etc) may be accepted by an employee
- Failure to report and return gifts may result in disciplinary action against an employee that could lead to termination of employment.

# Laptop Assignment Policy

---

## Entitlement

- All managers and above are entitled to a laptop
- If the HOD feels that someone's job requires a laptop a form can be submitted (Annexure 2). Both the HOD and the HR Manager must approve the requisition.

## Temporary Assignment

- Unsold laptops in I.T's pool can be assigned temporarily to a user if required upon HOD's approval.

## Budget

Designation	Limit	Laptop Bags
Chairman / CEO	As per approval	As per approval
Director & General Manager	135 k	Up to 3500
Senior Manager	105 k	Up to 3000
Managers	95 K	Up to 2500
Others	75 k	Up to 2000

- HOD can approve an extra budget of Rs. 15,000 only for the following :
  - Frequent traveller can request a light weight laptop.
  - If a faster system is require due to the nature of their work.
- As a policy minimum 4<sup>th</sup> generation Core i5 laptops will be purchased

## Useful Life

- Useful life of a laptop is considered to be three years.
- After useful life laptop can be sold on market price or retained by I.T. department in its free pool.

## Reclaiming / Reissue

- After useful life/replacement/resignation, all laptops are to be returned to I.T. department.
- If in useful life, the laptop can be re-assigned to anyone entitled to one per policy or HOD/CEO approval

## Advance against Salary

---

- The company allows its employees to avail this facility not exceeding thrice a year during one financial year.
- The employees who need to avail this facility can submit a requisition with Head of HR duly approved by the concerned HOD for further process. The company will pay maximum 50% of the gross salary after 15<sup>th</sup> of respective month.
- Requests of HODs will be entertained by HR after due verification of compliance of policies.
- After completion of necessary verifications Head of HR will forward the same to accounts department for payment.
- Any particular request in addition to three times will only be entertained in case of a medical emergency. In such a case the requesting employee will submit all evidences pertinent to the case submitted for approval.
- Accounts department will deduct advances from the salary the same month. In no case will the deduction be deferred.

## Provident Fund

---

- The employees after confirmation will be entitled to Provident Fund contribution (by both employee and the company).
- The fund will mean both the employee's and the employer's contribution with accumulated interest/profit.
- The length of service for the calculation of Provident Fund will be considered from his/her date of joining. However, the deduction from employee's account and contribution from company's account will start from the date of confirmation.
- Every member will contribute 8.33% of basic salary.
- At the time of separation of an employee, the amount of Provident Fund, less all payables to the company will be paid to the employee.
- All employees will nominate in writing any person/persons to receive the amount of Fund on his / her behalf, in the event of his / her death while in service.
- In case of death of an employee, the amount of Provident Fund, less all payables to the company will be paid to nominees or legal heirs of the deceased employee.

- If no beneficiary is nominated by the employee, the amount of Fund will be paid to legal heirs on presenting the succession certificate.
- Payment of the amount of fund will be made on settlement and completion of documents.
- The Company may deduct the necessary Income Tax and/or other taxes that are applicable

## Loan against Provident Fund

- Confirmed employees of Head Office who have completed minimum 1 year of service with NC Group may avail this option.
- This option can only be availed for the following specific needs
  - Acquiring an asset
  - Investment
  - Medical need
  - Educational need
  - Marriage of a dependent
- Please note that the employee must provide valid proof of the above.

### PF Loan Schedule

- The loan taken against provident fund will be paid back according to the following schedule.

Tenure of Employment	Loan Amount Entitled	Payback Time
Less than 3 Years	Max 30% of PF balance	2 years (24 instalments)
3-6 Years	Max 40% of PF balance	3 years (36 instalments)
More than 6 Years	Max 50% of PF balance	4 years (48 instalments)

- The payments will commence in the form of deduction from the salary. A grace period of 6 months can be availed but the time frame will remain unchanged. For example if an employee has to pay back in 24 instalments and takes a 6 months grace period- he/she will have to return the amount in 18 months.
- All such requests will be entertained on with the due approval of HOD.
- The Head of HR can reject or defer the request if the provided documents are not valid proof.
- The facility can be availed again only after the loan has been paid off. (Re-scheduling of loan is not allowed).



# Loan Facility

---

## **Eligibility:**

Directors with minimum 10 years of continuous service with the company

## **Features:**

- 15 times gross salary at the date of loan request
- Principal payment to start after 2 years
- Equal monthly instalments spread over 8 years
- Interest will be paid in equal quarterly instalments
- Interest will be charged at 50% of company's short term weighted average borrowing rate and will be reset every calendar quarter

## **Stipulations**

- The loan can be re-adjusted after 5 years of disbursement in order to avail the incremental amount only. The loan will be rescheduled to be paid over the next 8 years.
- Security: no security required up to Rs 5 million. Above PKR 5 million will sign a promissory note and leave the original papers of the property with the company
- If the time to retirement is less than 8 years, then the instalments will be spread over the years left till retirement (retirement age as per policy defined at 60 years)

# Company Car Loan

- Company car loan is entitled as per the following grid:

Designation	Minimum Requirements		Maximum Entitlement	Upper Cap	Installments
	Per Month Gross Salary	Tenure in company			
Deputy Managers	PKR=50,000/-	3 years	12 Gross Salaries	0.8 Million	48
Managers	PKR=60,000/-	1 year	12 Gross Salaries	1.3 Million	48
Senior Managers & General Managers	PKR=80,000/-	1 year	12 Gross Salaries	1.8 Million	48

- Employees entitled for company maintained cars are not eligible for this option.
- Employees wanting to avail this option must get an approval from their concerned HOD and forward the same to the HR department.
- Employee will have to pay 20% of the down payment in advance.
- The total amount borrowed as loan by the employee shall be deducted by the company in **predefined equal installments**. If an employee is near retirement the loan will be deducted over remaining months till he attains retirement. The monthly installment shall be a sum of following heads:
  - Markup= Kibor + 1%
  - Principal Amount
  - Insurance Premium
- The freight and registration charges will be paid by the employee in cash at the time of delivery and registration respectively.
- Vehicles under this policy will be registered **in the name of the company**. Once the loan is repaid in full, the car will be transferred in the employee's name. The transfer fee will be borne by the employee

- In case of theft or loss, any shortage on account of balance payment is to be made by user to the company after adjustment of insurance claim. Any surplus would be refunded to employee. In case an employee resigns before the completion of the term of repayment:
  - The employee can pay the remaining amount and get the car transferred to his/her name
  - If for some reason the employee is unable to pay the amount, the car will remain in the company's name. The employee has the option of selling the car and paying off the loan within 30 days after which the company will dispose of the car and after deducting the loan amount the balance will be paid to the employee. The company is not responsible for any loss that the employee incurs in this transaction.
- Loan will preferably be given for new cars
- In case of second hand car HOD will need to get CEO's approval and the down payment will be 30%.

# Mobile Phone Policy

---

- The company will provide a cell phone set along with connection to the entitled staff as per entitlement laid down in the policy
- For any such case the employee will initiate a request to HR Department with the approval of concerned HOD for purchase of a new cell phone set along with postpaid connection.
- Admin department will proceed for purchase from the contracted vendor(s)/market.
- The Company is in contract with one specific company for provision of postpaid connections.
- These connections are provided on corporate rates, well negotiated for NC Group.
- Apart from postpaid connections, the company may provide an employee with mobile usage allowance only. Any such decision requires approval of concerned HOD followed by approval of Head of HR to ensure the compliance of policies.
- HR department will maintain a record of all such approvals with it and Accounts department will ensure payments accordingly.
- Any unethical/inappropriate usage of company provided mobile phone will be dealt with disciplinary action
- Provision of mobile phone and connection is a privilege determined on the basis of business needs and cannot be claimed as a matter of right

## Billing

- All users will be given their bills for verification. Personal call charges have to be mentioned and will be charged to the employee.
- Employees with bills up to Rs500/- per month (excluding Mobile data Charges) will not be charged for personal calls.
- Anyone's bill exceeding monthly limit will need to be approved by the concerned HOD.
- Any increase in the monthly limit requires prior approval of HOD followed by Head of HR.
- The reason for any such raise has to be well justified in terms of business needs.
- After verification the bills are to be forwarded to Manager Administration for payment

# Mobile Phone Billing

---

## International Roaming

- While abroad, user should obtain international SIM of that country. International roaming/BlackBerry charges will be charged to the concerned employee unless there is reasonable justification for the expense and it is duly approved by HOD
- If an employee has International Roaming he/she must switch off mobile data to avoid high bills. Wifi should be used when accessible.

### Categories

There will be FOUR categories of entitlement of mobile phones:

- A: Samsung S5 / iPhone 6
- B: Samsung mobiles with minimum 3.5" – 4" screen size, android version 4, RAM 1 GB, Internal memory 2-4 GB with 1 GHz processor price ranging in 15,000-20,000
- C: Samsung mobiles with minimum 3.5" – 4" screen size, android version 4, RAM 512 MB (preferably 1 GB), internal memory 2-4 GB with 1 GHz processor price ranging in 12,000-15,000. (Recommended models are annexed and will be updated every six months approx.)
- D: Nokia mobiles up to Rs.6,000 (for which cash may be given to employee instead)

### Entitlement

- Directors and General Managers will be entitled for category A.
- Senior Managers, Managers and Deputy Managers (in certain departments only) will be given category B
- Rest of employees will be entitled for category C.
- Category D will be for those employees who are required to be given phones but they do not require Email access, for example drivers and riders etc
- Existing blackberry holders will be moved to android phones as and when their 2 year term is completed. However, if the cellular connection is moved to Warid, android phones may be requested, which administration will approve.

# Policy for contractual employees

---

- All employees on contract will get a lump sum salary
- No company benefits will be applicable

## Leave

- Full-time contractual employees are eligible to a maximum of 30 holidays per annum.
- Leave benefits will not be carried over from one contract period to another.

## Continuous Successive Fixed-Term Contracts (For Contracts of 12 Months or Longer)

Continuity of service can include the following conditions:

- A new contract is agreed before the previous one has expired
- Existing contract is renewed/ extended

If a contract is to be extended and the individual chooses not to accept the extension, the company will consider this a resignation and the individual will be required to confirm this in writing.

**1 month before the end of the contract** – Human Resources will issue an e-mail to the HOD, seeking confirmation on whether the contract is to be:-

- extended
- terminated

## Review of the Policy

This policy will be regularly reviewed to identify any changes that need to be made following full operation of the policy.

# Food Allowance Policy

---

The aim of this policy is to facilitate those employees who work late hours for some important/urgent tasks as per company requirement.

## **Entitlement**

- Employees who sit after 8'o clock can order food.
- Employee must have the approval of his/her HOD for late sitting.

## **Reimbursement:**

- Respective employee will submit the bill to admin department approved by his/her HOD.
- Bills will only be routed through administration department.
- Reimbursements will be made by Accounts department.

# Qualification Improvement

---

A permanent employee of Nishat Chunian Group who has passed **eligible qualifications** will be reimbursed total cost of the program based on a below scheme of arrangement.

## **Scheme of arrangement**

1. The employee has serviced the Nishat Chunian group for not less than 1 years.
2. The candidate must pass full qualification in first attempt. Relaxation of one extra attempt may be granted upon approval of the Chairman.
3. The candidate will be reimbursed actual enrolment and exam fee including curriculum costs.
4. The candidate who has passed full qualification in first attempt will be reimbursed 100% of the cost of the program subject to provision of qualification documents.
5. The candidate who has taken relaxation of one extra attempt will be reimbursed 80% of the cost of the program subject to provision of qualification documents.
6. 50% of eligible amount will be paid on qualification and balance after eighteen months from qualification.

## **Eligible Qualifications**

1. CFA (USA)  
Currently (Dec-2013) the enrolment and exam fee for three levels is USD 2,900 comprising Enrolment \$440, Level-I, Level-II and Level-III \$820 each.
2. Any other qualification as approved by the Chairman.



# Company Sponsored Holiday

---

The company will pay Rs 5000 per person for any vacation planned as a company group. The following rules apply:

- HOD approval is required
- Only company employees going in a group are eligible
- Group must be a minimum of 5 people
- Groups can be from individual departments or across the company. We would encourage employees to try going as a company group rather than just a department group.
- No extra leave will be granted for company group vacations- please manage within the given number of leaves allowed.
- This facility is allowed once in the financial year
- Amount will be reimbursed after HOD verifies that the group did indeed travel

Please remember that whether in office or outside, you are representing your company and its values so we would request you to ensure good behaviour at all times.

Please note that the company is not responsible for any arrangements with regard to these holidays. Taking precautions and making security arrangements for these trips is the responsibility of the group and not of the company.

This policy is subject to change or amendment at the discretion of the CEO at any point in time.

# Computer Malware Policy

---

## Purpose & Scope

This applies to all official computers on company's network including, but not limited to, desktop computers and laptop computers to ensure effective virus detection and prevention.

## Policy

- All computers must have standard, supported anti-virus and other security software installed and scheduled to run at regular intervals.
- The anti-virus software and the virus pattern files must be kept up-to-date.
- Virus-infected computers must be removed from the network until they are verified as virus-free.
- System Admins are responsible for creating procedures that ensure anti-virus software is run at regular intervals, and computers are verified as virus-free
- Any activities with the intention to create and/or distribute malicious programs into company's networks (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) are prohibited.

## Compliance

System admins will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs. An employee found to have violated this policy may be subject to severe disciplinary action

**Exceptions** must be approved by the IT Department in advance.

# Data Management Policy

---

**Data Management** is the process of organizing and maintaining information in such a way that backup can be made easily and it is more convenient to search when required.

## Purpose

This purpose of this policy is to organize company data residing on user computers.

## Scope

This policy is applicable to all data and information currently residing on Nishat Chunian Infrastructure including PCs and Laptops.

## Policy

- All data must be stored on Drive D.
- All data stored on PCs must be of company business requirements.
- Storing irrelevant or personal data on PCs and/or company network is strictly prohibited.
- Users may request IT to make backup of their official data. This data backup will not be handed over to user on CDs, DVDs, USBs or any other media until permission from HOD.
- To restore the data from backup, user must submit a data restore request duly signed by his HOD

# Loss of Company Asset

---

The company defines loss in three distinct categories:

- Negligence
- Accident
- Theft

The company reserves the right to interpret each incident and decide which category it will fall into. The HR department in consultation with the HODs will decide the course of action.

## Negligence

Negligence means the employee lost/damaged the company Asset through irresponsible behaviour which he could have avoided.

- If an employee loses his phone or laptop or any company asset through negligent behaviour, the employee will pay the market price for that asset

## Accident

Accident means loss/damage that occurs due to unavoidable circumstances totally outside the employee's control.

- If an employee loses his phone or laptop or any company asset because of an accident the company will replace the asset through insurance coverage or otherwise

## Theft

Theft covers loss/damage of company assets resulting from hold ups, burglaries etc.

- In case this unfortunate event takes place, the employee must register a proper FIR and follow the procedure set out by the Insurance company
- The company will replace the asset through insurance coverage or otherwise

# Disposal of Assets

---

If an asset (mobile, laptop, or any other company device) is not in use anymore, the guidelines given below can be followed to determine its disposal options.

## Replacement of Asset

As per policy, mobiles and laptops are changed after 2 years and 3 years respectively.

- The old asset can either be bought by the employee at market value or can be handed over to the MIS (in case of laptop) or administration department.
- The administration department will get the best rate possible for the mobile and sell it
- MIS can keep the laptop in the pool or get the market rate and sell it

## Asset available due to resignation of employee

Employees at the time of their resignation can buy the Mobile / laptop under the following circumstances:

### **Mobile:**

Mobiles can be bought at market value by an employee provided:

- Employee has served for at least 1 year in the company
- The mobile has been used for at least 6 month

### **Laptop:**

Laptops can be bought at market value by an employee provided:

- Employee has served for at least 1 year in the Company:
- Laptop has been used for at least 2 years.

Important NOTE: All communications in this regard will be shared with Accounts and Internal Audit

# Employee Farewell Policy

---

- Farewell reception can be given by the respective department on approval of GM or Director of the department.
- In case a department does not have a GM or director, the CEO will approve the request
- GMs and Directors are expected to keep the budget reasonable
- GMs and Directors are advised to keep the following in mind when deciding the farewell reception:
  - Length of service
  - Employee's conduct in the organisation during employment
  - The circumstances in which the employee resigned

# Training & Development

---

## **Eligibility**

- Employees who have spent at least a year with the company will be eligible for training programs
- The length of service will determine the level of training that will be approved

## **External Trainings**

- HODs can recommend their subordinates for a training program based on performance assessment.
- Completion of any such training does not guarantee promotion to a higher designation or enhancement in remuneration package.
- Once training plans are developed, they should be approved by the HOD and forwarded to HR department.
- In case any employee request for participation in a particular training program, HR will evaluate whether the requested training program is fulfilling the following objectives:
  - Compatible with the employee's current designation and responsibilities
  - Value addition to the employee
  - Value addition to the organization.
- Employee will submit training request to HR at least 1 week before the training registration deadline.
- Employee might be asked to deliver the same to other colleagues. In that case you will be liable to deliver the same quality of knowledge as delivered to yourself by the training institute.

## **Internal Trainings**

- The company may conduct in-house trainings.
- The HR department will seek volunteers from every department to conduct trainings as internal trainers.
- All of such trainers will deliver in house trainings in their respective fields.
- Attendance to training session will be mandatory for all recommended staff. After the training trainees will be required to submit Training Feedback Forms with HR department.

# Promotion

---

When an employee is promoted, the benefits of the new designation will be applicable from the date of promotion.

- HR department will issue a promotion letter
- If the new designation entitles the employee to a mobile and laptop in a higher bracket, HR will inform the administration and/or purchase department accordingly
- The old laptop and mobile will be handed over to the MIS department or administration dept respectively



## Hiring within Group / Sister Concerns

---

NC Group will not enter into any kind of hiring from any sister concern Group / company or within the Group, However, transfers within the group may be possible as and when required.

NCG will not hire any person from Nishat Mills and its subsidiaries. Unless:

- A specific written approval has been obtained from the Chairman and a copy of the Head of HR for record.
- Any candidate who has worked in Nishat Group or any sister Concern may be considered if he /she has left the organization maximum a year ago. Anyone who is currently working in textile or power business (directly or indirectly) will not be hired.

Please NOTE: Anyone who is currently working in textile or power business within NC Group and Nishat Group (Directly or indirectly) will not be considered for hiring.

Management has the right to take decisions on case to case basis.