

OilLibya HR Policy Document

Table of Contents

1. Employment & Recruitment
2. Working Hours & Overtime
3. Leave Entitlements
4. Compensation & Benefits
5. Performance & Promotion
6. Code of Conduct
7. Health & Safety
8. Disciplinary Procedures
9. Compliance & Legal
10. Training & Development

1. Employment & Recruitment

OilLibya is an equal opportunity employer. All recruitment decisions are made without discrimination... Probationary periods are six months for new employees, during which performance and cultural fit are evaluated... Recruitment must follow transparent advertising and documented interview processes...

2. Working Hours & Overtime

Standard work week is 40 hours (Monday to Friday, 8 hours/day). Shift workers at fuel stations may have staggered schedules... Overtime must be pre-approved by supervisors and compensated at 1.5x rate... Employees are entitled to one rest day per week, and public holidays are observed according to national law...

3. Leave Entitlements

Annual Leave: 14 days for employees with less than 3 years of service; 21 days thereafter. Sick Leave: 10 days per year with medical certificate. Maternity Leave: 90 days paid leave, with at least 30 days before birth. Paternity Leave: 7 days paid. Emergency Leave: 3 days with manager approval...

4. Compensation & Benefits

Salaries are paid monthly by the last working day. Employees are entitled to health insurance covering outpatient and inpatient care. Retirement contributions are made according to national pension schemes. Additional benefits may include meal allowances, fuel discounts, and housing assistance for senior staff...

5. Performance & Promotion

Performance reviews are conducted annually. Criteria include work output, teamwork, attendance, and compliance with safety protocols. Promotion opportunities are merit-based, with preference given to internal candidates...

6. Code of Conduct

Employees must conduct themselves professionally, wear uniforms, and display ID badges. Bribery, harassment, and conflicts of interest are prohibited. Employees may not accept gifts above \$50 in value. Drug or alcohol use during work hours will result in disciplinary action...

7. Health & Safety

All staff must undergo health and safety induction training. PPE such as helmets, gloves, and reflective vests must be worn at depots and fuel stations. Workplace incidents must be reported immediately, with investigation within 48 hours. Emergency drills are to be conducted quarterly...

8. Disciplinary Procedures

Infractions are categorized as minor (lateness), major (safety violations), and gross misconduct (theft,

violence). Disciplinary steps include verbal warning, written warning, suspension, and termination. Employees may appeal disciplinary actions to HR within 7 days...

9. Compliance & Legal

All employees must comply with national labor laws, tax obligations, and environmental regulations. The company is committed to ethical sourcing and anti-corruption compliance under international standards...

10. Training & Development

Mandatory safety training is required annually. Professional development programs include leadership courses, technical upskilling, and cross-department training opportunities. Employees may request sponsorship for further studies relevant to their role...