REVISION HISTORY

Revision	Date	Change
00	January 01, 2022	Created
01	January 01, 2023	➤Reformatting of the whole document. ➤Précised Clause numbers. ➤COO responsibilities added. ➤Add Records.
02	January 01,2024	Reviewed
03	January 01,2025	Reviewed

Employee Incentive Procedure

1.   PURPOSE:

   1.1   The purpose of this program is to motivate employees to do their job more safely.

2.   SCOPE:

   2.1   This system shall be applicable to all employees of **M/S HAJI GUL GROUP OF COMPANIES.**

3.   DEFINITIONS:

   3.1   **KPI:** "Key Point Indicator"

4.   RESPONSIBILITIES:

   4.1   HGGC shall be responsible to comply with this guideline.
   4.2   The HR Manager shall be responsible to maintain related records.
   4.3   CEO & COO shall be responsible to organize employee incentive program on an annual basis

5.   PROCEDURE:

   5.1   To ensure better performance of all staff, an annual incentive program has been started from January 1st, 2023, according to the program.
   5.2   The selected employee would be paid incentive in the shape of money by observing to the following:
   - **Staff Behaviour**
   - **KPIs.**

   5.3   The selected employee would be awarded one basic monthly salary.

6.   RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	Staff KPI	HGGC/OM/KPI001	1 Year

Prepared by:

Designation	Department	Date	Signature
Manager (Operations)	Operations	Jan 01st, 2022	

Reviewed by:

Designation	Department	Date	Signature
Manager (HSEQ)	HSEQ	Jan 01st, 2025	

Approved by:

Designation	Department	Date	Signature
CEO	All	Jan 01st, 2025	