

ECDC Company Award and Disciplinary Policy

1. Purpose:

The purpose of this policy is to outline the guidelines and procedures for recognizing and rewarding exceptional employee performance and addressing disciplinary matters within ECDC Company, this policy aims to maintain a positive and productive work environment, enhance employee morale, and ensure consistent and fair treatment of all employees.

2. Employee Recognition:

ECDC Company values and acknowledges the contributions of its employees, recognition is an essential aspect of motivating and retaining a high-performing workforce, the company will implement the following recognition initiatives:

Employee of the Month/Quarter/Year: Outstanding employees will be recognized and celebrated for their exceptional performance, dedication, and positive impact on the company.

Spot Awards: Employees who demonstrate exemplary work, innovation, or effort beyond their regular responsibilities may receive spot awards as a token of appreciation.

Long Service Awards: Employees with long-term service milestones will be recognized for their commitment and dedication to the company.

Team Recognition: Teams that collaborate effectively, achieve exceptional results, or demonstrate outstanding teamwork will be recognized and rewarded.

3. Award Criteria:

Employee recognition and awards will be based on a combination of factors, including but not limited to:

- Outstanding performance and results.
- Consistently going above and beyond job expectations.
- Exemplary teamwork and collaboration.
- Demonstrated innovation and creativity.
- Positive contributions to company culture and values.

4. Disciplinary Actions:

ECDC Company is committed to maintaining a professional and respectful workplace. Disciplinary actions will be taken when employees fail to meet the company's expectations or violate its policies. The following progressive disciplinary actions may be taken with considering to the Egyptian labour Law:

Verbal Warning: A verbal warning may be issued for minor infractions or performance issues. The employee will be informed of the concern and steps needed for improvement.

Written Warning: If the issue persists or is more serious, a written warning will be issued, clearly outlining the problem, expectations, and potential consequences if improvement is not achieved.

Suspension: In cases of continued misconduct or serious violations, a suspension may be imposed for a specified period. During this time, the employee will be required to reflect on their behaviour and make necessary improvements.

Termination: Termination of employment may occur if an employee fails to correct their behaviour despite previous warnings, engages in severe misconduct, or breaches company policies.

5. Disciplinary Procedure:

The disciplinary process will generally follow these steps:

Investigation: A thorough investigation will be conducted to gather relevant information and evidence.

Discussion: The employee will be given an opportunity to explain their perspective and provide any relevant information.

Decision: Based on the investigation and discussion, a decision on the appropriate disciplinary action will be made.

Action: The chosen disciplinary action will be implemented, and the employee will be informed of the reasons for the action and steps for improvement.

6. Appeals:

Employees have the right to appeal disciplinary actions. Appeals must be submitted in writing to the HR department within a specified timeframe. An independent review will be conducted to reassess the situation and determine if the original decision was fair and appropriate.

7. Policy Review:

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any updates or modifications will be communicated to all employees.

8. Conclusion:

ECDC Company believes in fostering a culture of recognition and fairness. This policy aims to promote employee engagement, professional growth, and a positive work environment while addressing disciplinary matters consistently and equitably.

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GM and Managing Director

