

ALL STAFF CIRCULAR: (22-05-2025)
RULES OF ENGAGEMENT WITH THE CEO.

>> Please read the whole document thoroughly and send back a signed copy to HR within 24 hours as token of your understanding and acceptance.

1. Meeting Conduct and Note-Taking

Taking **detailed notes** during meetings with the CEO/CFO/MD is **mandatory**. These meetings frequently involve **recommendations, project initiatives, and strategic enhancements** directly tied to your role and responsibilities. You are expected to extract **clear, actionable insights** from each discussion.

2. Scope of Work and Responsibilities

As the organization is in its **early growth phase**, all discussions with the CEO/CFO/MD are to be considered **integral to your job mandate**. You must **continuously update your mandate** to reflect any new directives or expectations from the C-level. The CEO/CFO/MD will not issue formal Change Management Requests. It is **your responsibility** to draft **requirements and action items** based on discussions. All requirements must be **coordinated with the Project Management Office (PMO)** to ensure formal initiation and execution.

3. Project Management and Deadlines

All projects and tasks must include **clearly defined start and end dates**. You are required to report to the **Project Management and Operations Office** under **Saira Kaleem** to receive approval before beginning any work. You are also responsible for managing your **personal project queue**—determining task priority and execution order (first, second, last). **Failure to meet deadlines or deliverables** will result in a **strike**, per the policy outlined below.

4. Strike System

Each instance of non-compliance results in **one strike**. **Each strike incurs a 10% deduction** from your annual salary increment. Accumulating **10 strikes** leads to a **100% forfeiture** of your annual increment and bonus eligibility.

5. Performance and Compensation

The **annual salary increment** ranges from **5% to 25%**, depending on overall performance. **Full compliance and successful mandate execution** may result in up to a **100% salary increment**, subject to CEO/CFO/MD and management approval.

6. Bonuses and Rewards

Bonuses and rewards may be granted **periodically throughout the year** at the **management’s discretion**. Your **strike history** directly influences your **bonus eligibility and amount**.

7. Documentation and Weekly Updates

The individual assigned a task by the CEO/CFO/MD is **solely responsible** for drafting and maintaining the associated requirements. **Weekly progress updates** must be submitted to the **PMO Office of Project Operations**, led by **Saira Kaleem**, who will report progress to the C-level.

8. Meeting Attendance

Attendance at all scheduled meetings with the CEO/CFO/MD is **mandatory**. Failure to attend without prior written approval will result in **penalties and strikes**. "It is mandatory to accept all meeting invitations from C-level executives. If you have a scheduling conflict, you must proactively notify the respective C-level executive in advance. Failure to attend without such prior notice will result in a strike, as C-level executives will not follow up or call you separately for missed meetings."

Note: These rules are designed to foster **clarity, accountability, and operational efficiency**. All team members are expected to adhere to them **strictly and consistently**.



Name: Hammam Masood

Designation: Front-end Developer

Signature: