

Foreign – Management Policies

Management Code of Conduct Policy

Purpose:

Define ethical and professional behavior expected from management.

Key Rules:

- Act with integrity, fairness, and transparency.
- Lead by example.
- Avoid conflicts of interest.
- Treat employees with respect.

Ownership: Senior Management

Decision-Making and Authority Policy

Purpose:

Ensure clear, accountable, and timely decision-making.

Key Rules:

- Decisions must align with company goals.
- Authority levels must be respected.
- High-impact decisions require prior approval.
- Decisions should be documented.

Ownership: Management Team

Performance Management Policy

Purpose:

Guide fair evaluation and development of employees.

Key Rules:

- Set clear performance goals.
- Conduct regular reviews.

- Provide constructive feedback.
- Reward performance fairly.

Ownership: Management & HR

Employee Communication Policy

Purpose:

Ensure transparent and effective communication between management and employees.

Key Rules:

- Communicate changes clearly and timely.
- Encourage open feedback.
- Avoid misinformation.
- Respect confidentiality.

Ownership: Management Team

Risk Management Policy

Purpose:

Identify and manage business and operational risks.

Key Rules:

- Identify risks proactively.
- Assess impact and likelihood.
- Implement mitigation plans.
- Review risks periodically.

Ownership: Management & Compliance

Conflict Resolution Policy

Purpose:

Handle workplace conflicts professionally and fairly.

Key Rules:

- Address conflicts promptly.
- Ensure unbiased investigation.
- Maintain confidentiality.
- Escalate when required.

Ownership: Management & HR

Compliance and Governance Policy**Purpose:**

Ensure adherence to laws, regulations, and internal rules.

Key Rules:

- Follow applicable local laws and regulations.
- Ensure internal policies are enforced.
- Report non-compliance issues.
- Cooperate with audits.

Ownership: Management & Compliance Team

Strategic Planning Policy**Purpose:**

Guide long-term planning and business direction.

Key Rules:

- Define clear strategic objectives.
- Review strategy periodically.
- Align department goals with strategy.
- Track execution and outcomes.

Ownership: Senior Management