

## **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

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### **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

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### **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

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## **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

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## **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

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## **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

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**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

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**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