

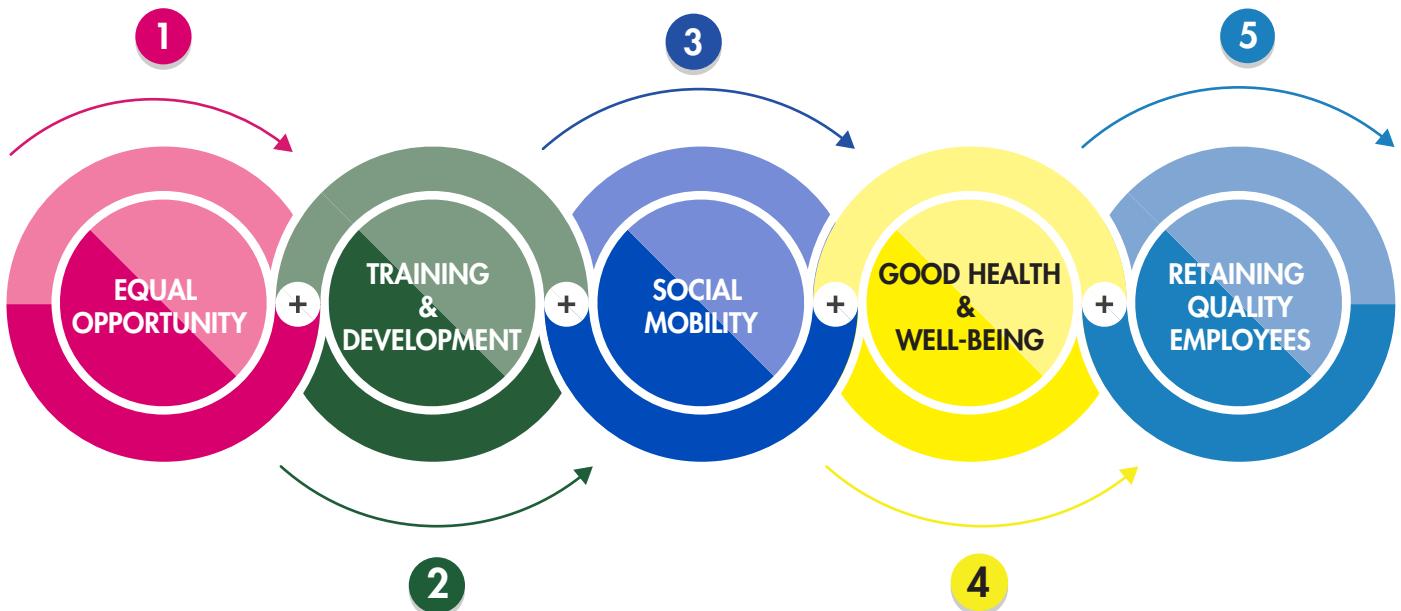


# HUMAN RESOURCES & TALENT DEVELOPMENT POLICY STATEMENT



## INTRODUCTION

It is the mission of the human resources talent & department to provide effective human resource management by developing and implementing policies, programs and services that contribute to the attainment of both company and employee goals, we believe the best route to attaining those goals is by pursuing & implementing:



### 1 EQUAL OPPORTUNITY

No toleration of discrimination based on race, color, religion, gender, age, national origin, sexual orientation, marital status, disability or any other protected class.

We respect and value the individuality and diversity that every employee brings to the business and we seek to create a positive, open working environment.

### 2 TRAINING & DEVELOPMENT

We recognize that our employees are key assets to achieving the business vision, by providing proper training and development, we will enable them to fulfil their full potential, promote confidence, increase job satisfaction and develop team spirit.

### 3 SOCIAL MOBILITY

We believe in giving people the ability of moving up socially and economically by giving them the opportunity to obtain and advance in their careers to higher and better roles when they Exceed expectations of performance.

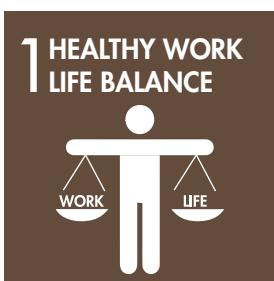
# Did You Know?

The HR & Talent Development Department is available to conduct training & provide advice to help our businesses and employees understand and comply of labor and immigration laws and regulation



## 4 GOOD HEALTH & WELL-BEING

Our employee's good health & well-being is our top priority, we believe our employees must have a healthy state mentally and physically, some of the way we hope to achieve that is by providing:



## 5 RETAINING QUALITY EMPLOYEES

Retaining our valued employees by assuring effective leadership qualities in our managers; providing competitive wages and benefits; furnishing technical, interpersonal and career development training and coaching; conducting exit interviews and supplying relevant feedback to management; and enhancing two-way communication between employees and management.

## PERSONNEL ACKNOWLEDGEMENT

Name	Position	Signature

## REVISION & APPROVAL

Revision	Date	Nature of Changes	Approved By
00	11-09-2021	Original Issued	Managing Director

Approval	Name	Signature	Date
Prepared By	Abdelrahman Alharahsheh		
Approved By	Mohannad Ghazaleh		