Wise and Agile Solutions LTD

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EMPLOYEE POLICY GUIDELINES

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**Table of Contents**

**1. Welcome**

1.1. Purpose of Guidelines

**2. Workplace Commitments**

2.1. Equal Opportunity Employment

2.2. Non-Harassment / Non-Discrimination

2.3. Drug Free / Alcohol Free

2.4. Workstation

2.5 Open Door Policy

**3. Professionalism**

3.1. Language

3.2. Meetings

3.3 Professional Conduct

3.2. Dress Code

3.4. Company Property

**4. Time and Attendance**

5.1. General Attendance

5.2. Tardiness

5.3. Breaks

**5. Work Performance**

5.1 Expectations

**Section 1 – Welcome**

**1.1 Purpose of these policies**

This document has been prepared to inform new and existing employees of the policies and procedures of Wise and Agile Solutions LTD hereby referred to as ‘the company’ and to establish the company’s expectations. It is not all inclusive or intended to provide strict interpretations of the company’s policies; rather, it offers an overview of the work environment.

The company reserves the right to unilaterally revise, suspend, revoke, terminate or

change any of its policies, in whole or in part, whether described within this document

or elsewhere, in its sole discretion. Every effort will be made to keep you informed of the company’s policies.

**Section 2 – Workplace Commitments**

**2.1 Equal Opportunity Employment**

The company is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment based on an individual’s race, color, religion, creed, sex, national origin, age, disability, marital status, or any other status protected by applicable law.

**2.2 Non-Harassment Policy / Non-Discrimination Policy**

The company prohibits discrimination or harassment based on race, color, religion, tribe, creed, sex, national origin, age, disability, marital status, or any other status protected by applicable law. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment.

Discrimination includes, but is not limited to: making any employment decision or

employment related action on the basis of race, color, tribe, religion, creed, age, sex, disability, national origin, marital or veteran status, or any other status protected by applicable

law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based

upon a person’s protected characteristic, that denigrates or shows hostility or aversion

toward the person because of the characteristic, and which affects the person’s

employment opportunities or benefits, has the purpose or effect of unreasonably

interfering with the person’s work performance, or has the purpose or effect of creating

an intimidating, hostile or offensive working environment.

Harassing conduct includes, but is not limited to: slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors

and other verbal, visual or physical conduct of a sexual nature, when:

* Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
* Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
* Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances;

displaying sexually suggestive material; unwelcome sexual flirtations, advances or

propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented

jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an

individual’s body; display or distribution of obscene materials; physical contact such as

patting, pinching or brushing against someone’s body; or physical assault of a sexual

nature.

**Reporting:**

Any company employee who feels that he or she has been harassed or discriminated

against, or has witnessed or become aware of discrimination or harassment in violation

of these policies, should bring the matter to the immediate attention of his or her

supervisor

**2.3 Drug-Free / Alcohol-Free Environment**

Employees are prohibited from unlawfully consuming, distributing, possessing, selling,

or using controlled substances while on duty. In addition, employees may not be under

the influence of any controlled substance, such as drugs or alcohol, while at work, on

company premises or engaged in company business. Prescription drugs or over-the counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy may be subject to disciplinary action, up to and including

termination.

**2.4 Workstation**

Employees are required to keep their respective workstation organized, clean and presentable, the company does not tolerate items that are not involved in an employees duties on an employee’s workstation. Personal bags and clothing items should be placed in the drawers or shelve section.

Viewing pornographic material, playing of video games is strictly prohibited as well as browsing on any social media platform or conducting personal work is also prohibited within the office premise. Playing of music shall be allowed if and when it does not interfere with the working of other employees.

**2.5 Open Door Policy**

The company has an open door policy and takes employee concerns and problems

seriously. The company values each employee and strives to provide a positive work

experience. Employees are encouraged to bring any workplace concerns or problems

they might have or know about to their supervisor or some other member of

management.

**Section 3 – Professionalism**

**3.1 Language**

The company expects its employees to use English as the official language in all platforms when communicating to the various stakeholder’s i.e. team members, supervisors and clients.

**3.2 Meetings**

When employees would wish to have a meeting they should inform and seek approval from their respective supervisor, thus the company does not tolerate any meetings whether formal or informal within the company premises or within the stipulated company time. The company refers to ‘meeting’ as the gathering of more than two employees within the office premise.

**3.2 Professional Conduct**

This company expects its employees to adhere to a standard of professional conduct

and integrity. This ensures that the work environment is safe, comfortable and

productive. Employees should be respectful, courteous, and mindful of others’ feelings

and needs. General cooperation between coworkers and supervisors is expected.

Individuals who act in an unprofessional manner may be subject to disciplinary action.

**3.3 Dress Code**

An employee’s personal appearance and hygiene is a reflection on the company’s

character. Employees are expected to dress appropriately for their individual work

responsibilities and position.

**The requirements are as follows for Monday’s till Thursdays;**

* Male employees to be dressed in well ironed long or short sleeved formal shirts, tucked in with formal trousers and dark brown or black leather shoes. Male employees are also required to be in presentable neck ties during days they are interacting with clients.
* Female employees to be dressed in respectable formal tops accompanied with a skirt that is not too revealing, or either a formal trouser. Female employees could also dress in dresses that are sober with flat formal or low heel shoes.

**The requirements are as follows for Fridays;**

* Male employees to be dressed in well ironed formal, buttoned collar tops tucked into either dark colored jeans or khaki pants. With closed shoes.
* Female employees to be dressed in well ironed tops accompanied with either dark coloured jeans or skirts, they could as well be dressed in sober dresses that are not scanty.

**3.4 Company Property**

Company property, such as equipment, vehicles, telephones, computers, kitchen items and software, is not for private use. These items are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended.

Company computers, internet and emails are a privileged resource, and must be used

only to complete essential job-related functions. Employees are not permitted to

download any “pirated” software, files or programs and must receive permission from

a supervisor before installing any new software on a company computer. Files or

programs stored on company computers may not be copied for personal use.

Airtime or phones are provided for business use.

The company requests that employees to excuse themselves when receiving personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief.

**Section 5 – Time and Attendance**

**5.1** **General Attendance**

The company maintains normal working hours of 8:30 a.m. to 6:30 p.m. that is from Monday to Friday. Hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor.

The company does not tolerate absenteeism without excuse. Employees who will be late

to or absent from work should notify a supervisor in advance, or as soon as practicable

in the event of an emergency. Chronic absenteeism may result in disciplinary action.

Employees who need to leave early, for illness or otherwise, should inform a supervisor

before departure. Unauthorized departures may result in disciplinary action.

**5.2 Lateness**

Employees are expected to arrive on time and ready for work. An employee who

arrives 15 minutes after their scheduled arrival time is considered late. The company recognizes that situations arise which hinder punctuality; regardless, excessive lateness is prohibited, and may be subject to disciplinary action.

**5.3 Breaks**

Employees are entitled to two, fifteen minute beverage and snack breaks as from 10:15 a.m to 10:30a.m and as from 4:00 p.m. to 4:15 p.m.

Lunch break shall be from 1:00 p.m. to 2:00p.m.

**Section 6 – Work Performance**

**6.1 Expectations**

The company expects every employee to act in a professional manner. Satisfactory

performance of job duties and responsibilities is key to this expectation. Employees

should attempt to achieve their job objectives, and act with diligence and consideration

at all times. Poor job performance can result in disciplinary action, up to and including

termination.

**6.2 Grounds for Disciplinary Action**

The company reserves the right to discipline and/or terminate any employee who

violates company polices, practices or rules of conduct. Poor performance and

misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action.

This list is not comprehensive; rather, it is meant merely as an example of the types of

conduct that this company does not tolerate. These actions include, but are not limited

to:

* Engaging in acts of discrimination or harassment in the workplace;
* Possessing, distributing or being under the influence of illicit controlled substances;
* Being under the influence of a controlled substance or alcohol at work, on company premises, or while engaged in company business;
* Unauthorized use of company property, equipment, devices or assets;
* Viewing of pornographic material whether on personal or company equipment;
* Damage, destruction or theft of company property, equipment, devices or assets;
* Removing company property without prior authorization or disseminating company information without authorization;
* Falsification, misrepresentation or omission of information, documents or records;
* Lying;
* Insubordination or refusal to comply with directives;
* Failing to adequately perform job responsibilities;
* Excessive or unexcused absenteeism or lateness;
* Disclosing confidential or proprietary company information without permission;
* Illegal or violent activity;
* Falsifying injury reports or reasons for leave;
* Possessing unauthorized weapons on premises;
* Disregard for safety and security procedures;
* Disparaging or disrespecting supervisors and/or co-workers; and any other action or conduct that is inconsistent with company policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is

not intended to indicate every act that could lead to disciplinary action. The company

reserves the right to determine the severity and extent of any disciplinary action based

on the circumstances of each case.

**6.3 Procedures**

Disciplinary action is any one of a number of options used to correct unacceptable

behavior or actions. Discipline may take the form of oral warnings, written warnings,

probation, suspension, demotion, discharge, removal or some other disciplinary action, in no particular order. The course of action will be determined by the company at its sole discretion as it deems appropriate.

**Acknowledgement of Receipt for Employee Policy Guideline.**

I acknowledge that I have received a copy of the Employee Policy Guideline. I understand that I am responsible for reading the information contained in the Guideline.

I understand that the Employee Policy Guideline is intended to provide me with a general overview of the company’s policies and procedures. I acknowledge that nothing in this guideline is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the

right to resign at any time with or without cause, just as the company may terminate

my employment at any time with or without cause or notice, subject to applicable

laws.

I acknowledge that the company may revise, suspend, revoke, terminate, change or

remove, prospectively or retroactively, any of the policies or procedures outlined in

this guideline or elsewhere, in whole or in part, with or without notice at any time,

at the company’s sole discretion.

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(Signature of Employee)

(Date)

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(Company Representative)