



Feeding Industries Company Human Resource Management

**General policy for human
resources and recruitment
Overtime, attendance and
departure within the**

F31-PD01-PR09	Reference:	Human resource management policies and procedures	United Feeding Industries Company
01	version number:		
March, 2021	date of starting:		

- **Politics**

A policy has been set up General company for human resources management M In order to establish a sound foundation and ethical ideal for work practices, Preserving the rights of workers in accordance with Labor Law No. 12 of 2003 It represents a complementary pillar of the general policy of the United Feeding Industries Company, which aims to create an integrated concept of the highest standards of integrity and professional performance. The company is also committed executing Labor Law No. 12 of 2003, BitSelect Permissions H And taboos H And obligations H that must be observed

- **Objectives**

Setting standards **Ethics, basic rules and principles of job etiquette**, And protection Company employees In labor and public service laws Supporting and motivating employees and creating an equal work environment between individuals and genders Developing high professional values and culture among the company's employees.

- **Scope and mechanism of application**

Policy applies company general This applies to all employees of the company. A must for every employee H New and before starting work, sign the document attached to this policy, in which he undertakes to abide by what is stated therein, and a copy of it is kept in his job file.

- **Features and sections of this policy**

divided Policy The company has a number of divisions
 First: appointment and termination of service
 Second: Attendance and departure
 Third: Working hours, overtime and rest

- **Regulations and procedures**

1: Appointment

- The company seeks to provide suitable job requirements for the division of the company
- Functional needs are determined by each department

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- Job specifications and qualifications are defined
- Job advertisements are made, whether internal or external
- The number of applicants is determined, interviews are determined, and suitable individuals for each job are selected and appointed after the necessary test
- The employment form is filled out with the test form, and the initial approval is given by the direct manager, and the professional and job level are determined
- The appointment is approved by the Human Resources Director, and the appointment is approved by the General Manager
- The employee accepted for the job shall be brought with the official papers (which are: the original birth certificate–Original qualification, if any–The original recruitment certificate–card photo–Criminal fish in the name of the company–Form 111 medical–work heel–4 personal photos–Evacuation of a party or a copy of resignation–Certificate (experience, if any)–A skill scorecard for artists–A copy of the union ID (if any)–Brent Tamini)
- The work contract and the work receipt form are signed, and the worker obtains a copy of the work contract.
- It is prohibited for the company or any official within it to keep the identity card of the workers or the passport of the foreign workers
- The internal regulations of the company are signed and viewed, and a simplified explanation is made for the worker about the company and the nature of the work, as well as an explanation of the system followed within the company in terms of attendance and departure times and overtime work, as well as transportation and the place for determining the place designated for him by car, transportation of workers

2-1: Termination of service

- In the event of termination of service or termination of the contract for the worker, the expiry of the contract period between the worker and the company, the following procedure shall be followed:
- The direct manager is notified of the worker's desire to terminate his currency

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- The resignation is submitted and approved by the line manager
- The date of termination of work shall be specified in no less than 15 working days
- The resignation is approved by the factory manager, the human resources director, the deputy general manager, and then the general manager

2: Attend and leave

- *Based on the company's bylaws, in the interest of work, and in order to activate the administrative decisions regarding the attendance and departure times for the company's employees, as follows:*

The timings for coming to the company are at exactly 7.15 am

Work starts at 7:30 am

Rest and noon prayer at 12:15 noon

Resume work at 12.45 pm

Get ready to leave at 3.45 pm

Dismissal from the company at 4:00 pm

Therefore, please note the following:

- 1- Everyone must adhere to the announced deadlines*
- 2- The absence of any of the workers outside the factories or from the company's corridors before 3:45 pm*
- 3- The security department must implement the instructions accurately, and it is not allowed for workers or workers' transport vehicles to leave before 4:00 pm*

(1) **Vacations:**

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As for the annual leave, it must be submitted in advance, otherwise it will not be approved after taking it.

As for the casual leave, it must be submitted no later than the next day, otherwise it will not be approved after that.

For sick leave, it must be in accordance with the sick leave list.

For errands, it must be submitted in advance. For an assignment, it will not be approved after doing it, and it is considered an exit without permission.

(2) **Dismissal:**

The official departure times (end of the working day) are at 4:00 pm.

Personal permission is allowed to leave before the official working hours once a month, with a maximum of 4 hours, and with a permit approved by the Senior Director and submitted to the Administrative Affairs in advance.

The signature of Mr. Eng. Managing Director is only for Mr. / Deputy General Manager for Administrative Affairs, Mr. / Deputy General Manager for Technical Affairs, Mr. / Director of Quality Management, Director of the Managing Director's office, factory managers and consultants of the Managing Director.

Third: Working hours, overtime and rest

- The additional fee is applied in accordance with the Labor Law and its implementing regulations
- The number of overtime hours does not exceed 20 hours per week, and factories are notified to implement it
- The number of overtime hours does not exceed a maximum of 90 hours per month, and factories are alerted
- Children should not stay up at night, if anyIt runs on weekly rest days and public holidays.
- Not staying up for women, if any, at night
- If overtime work is done on rest days or weekly holidays, the day is done by two days

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- The number of hours of daytime overtime is calculated at 1.5 hours, and the number of hours per night is calculated as 2
- The worker shall not work more than 12 consecutive hours per day
- The worker shall not stay up late more than twice during the week

- **responsibilities**

Director of Human Resources and Administrative Affairs

- Responsibility for publication and follow-up of the application and for the employees to sign the pledge.

Direct manager

- Enforcing the policy within the scope of his supervision.

- **Version history**

approved by	approval	Review Date
Managing Director	Human Resources Manager	

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Personal undertaking to abide by the company's child labor policy

I acknowledge that I have received and read Child Labor Policy United Feeding Industries Company And I understand very well my responsibilities as one of the company's employees towards adhering to the principles, rules and standards set forth in this policy.

I also understand very well that my agreement to abide by this policy of ethics and business conduct is part of my contractual obligation with the company.

Name: _____ Job Number: _____

Signature: _____ Date: _____