

HR POLICY MANUAL

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00. INTRODUCTION

0.1 GENERAL

This handbook contains group information and a summary of policies which is effective at the date of print. You should note that all policies are subject to change and variation from time to time; you are advised to check with your head to ensure that you have access to the most up-to-date information.

The handbook is designed to give clear advice to employees and to create a culture where issues are dealt with fairly and consistently approach. This is a guide to your terms and conditions of employment and should be read in conjunction with your individual statement of employment. The handbook provides employees with important information related to the group policies, procedures, and rules.

The information contained in this handbook applies to all employees. Following procedures and policies illustrated in this handbook is a condition to each employee to continue their employment. Failure to do so may result in the Disciplinary Procedures being invoked. The contents of this handbook shall not constitute nor be construed as a promise of employment or as a contract between and any of its employees.

You are responsible for reading, understanding, and complying with the provisions of this handbook.

AAM and affiliates Reserves the right to make reasonable changes to any of your terms and conditions of employment. The group will notify their employee in writing memo of such changes at the earliest opportunity or in any event.

Whilst this handbook aims to provide a comprehensive guide to The Group's terms and conditions of employment, your offer of employment letter, statement of employment and/or other group's policies and procedures may provide more authoritative details.

0.2 GROUP PROFILE

ABDULRAHMAN ALMUAIBID GROUP (AAM) is a group of companies that has been serving various industries for a decade with diverse focused subsidiaries well across the region. The main commitment of the Group is to expand its capabilities across business cycle. Capabilities include our knowledge in providing technical expertise and resources in different industries such as Construction, Engineering, Oil and Gas, Manufacturing, Information technology, Mining, Retail, Hospitality and industries to lead in various specialist areas. The success of our group depends on the commitment and efforts of each of our employees to provide an unparalleled level of service to our customers in terms of quality and on-time delivery.

The Group is a well-diversified group that is dedicated to the satisfaction of clients in Saudi Arabia. The Business had taken strong steps to ensure effective participation in the country's economy growth.

The Group believes in cooperating with BUSINESS PARTNERS and CLIENTS as a matter of good business practices. This Co-Operation is also extended to Esteemed Suppliers and Competitors in offering various services.

On Behalf of the Group, we wish to notify our clients that; the Group is still devoted in participating in the developing of the country's economy. In this respect, the business will collaborate with major economic partners such as Government, Suppliers, Competitors, Customers and Business Partners in achieving this goal. Finally, The Group will continue to provide Products and Services of high quality (services) to Saudi Arabian Clients.

- Group Name - ABDULRAHMAN ALMUAIBID GROUP (AAM)
- Address (Head Office) - P.O. Box No. 32239, Al-khobar 31952, AlBandaryiah Center.
- Website - www.aam.com.sa
- Contact Mail - info@aam.com.sa

01. EMPLOYMENT

1.1 RECRUITMENT AND SELECTION

- Recruitment and Selection aim to search and hire suitable candidate to fill vacancies in that satisfy human resources needs. The search may be internal and/or external.
- Prior to the employment of any employee the employment request form must be completed by the requester.
- The Department Head will provide the Human Resources Officer with fully authorized manpower request form and instruct commencement of Recruitment.
- Employment of Personnel to the any position will require the authorization of CEO, Section Head & HR Manager.
- The Human Resource Officers will make sure that the correct authorization has been obtained. When all is in order, they shall commence the recruitment process.

1.2 OVERSEAS RECRUITMENT

- Based on the employment request from, HR in charge will communicate to the recruiter regard the required post, qualification, experience, basic job knowledge, required date and number of persons.
- The Recruiter will receive all applications from candidates and forward them to the HR Officer.
- The HR Officer shall sort all applications that meet the minimum appointment requirements as advertised, and then forward these applications to the Department Head, together with a full list of all applications received.
- The Department Head, in consultation with the Human Resources Officer, shall draw up the shortlist of candidates for interviewing.
- The shortlisted candidates list would be forward to the recruiter to invite the short-listed candidates for interviews and will ultimately make a recommendation to the OM/GM for Interview.
- The result is declared based on the performance of each candidate.
- The Human Resources Officer will ensure the Reference document of selected candidates and acceptance shall be followed by an appointment letter signed by the CEO.

1.3 LOCAL RECRUITMENT

- HR officers receive the application from the candidate & from the employee reference and stored the application for the future purpose.
- Based on the employment request form, candidates will be shortlisted.
- HR officer will check all the shortlisted candidates and ensure candidates Visa, Passport, and National Id are valid.
- HR Officer will contact candidates for the interview
- Hiring department should conduct oral preliminary interview with the candidates, give their feedback on different criteria and comments and state the basic weakness & strengths of each candidate.
- According to the performance of each candidate in the personal interview, a list is prepared and submitted to OM/GM.
- The final interview of the selected candidates is taken by the OM/GM and the negotiation for the salary is done during the time interview and the result is declared after 14 days as maximum.

1.4 APPOINTMENT

- HR Department will prepare the employment offer and get approvals from the CEO.
- The employment offers will be sent to the candidate, the letter shall require the signature of the candidate before the appointment is considered effective.
- The employment offer consists of the name of the candidate, salary, position, contract period, date of joining, and finally job description.

1.5 INDUCTION

- HR Department will ensure the Induction of the new employee as per the induction check list to ensure positive start in and the best plan to identify any personal development needed for the individual to become efficient in the job as quickly as possible.

1.6 PROBATION

- Probation is a period of review and appraisal to confirm the effectiveness of the new employee on his assigned position/task.
- Any appointment made on by the group or any affiliates shall be subject to a probation period of (90 Days) as specified in the contract. At the end of the probation period, employee's Line Manager shall make an appraisal report recommending a confirmation or termination of the employee's services. Where necessary, the probation period may be extended as considered necessary for the same period.
- An employee who is on probation period may have his job terminated at any time without notice. In the event of such termination, the group will pay for the period the employee worked to the time of termination.
- Confirmation of employment should take place after the recommendation of the direct Line Manager.

1.7 EQUAL EMPLOYEE OPPORTUNITY

- The group provides equal employment opportunity to all qualified persons without discrimination based on age, sex, race, disability, marital status, or religion in accordance with applicable local laws and regulations. The group proper arrangements for each employee.
- All employment and promotion decisions will be based solely upon individual's qualifications, experience, and prior contribution and demonstrated capacity to perform at higher or improved levels of performance and will be in accordance with the principle of equal employment opportunity. AAM will take whatever affirmative action necessary to attract and retain qualified persons.

1.8 EMPLOYMENT RECORDS

- Employment Record is very important. It contains all relevant information about the Employee.
- All personal information regarding employee may be held on the group HR system and can be used for official purposes whenever the group need them.

- It is important that these records are kept up to date by the HR Dept. The employee should notify of any changes that might affect his/her Employment. This is for the purpose of administration and management and AAM in compliance with applicable laws and regulations should always update them. All data will be treated with the maximum confidentiality.
- AAM is committed to:
 - ✓ Keeping all personal information confidential and secure
 - ✓ Making sure the information is accurate, up-to-date, and as complete as possible
 - ✓ Removing irrelevant information as necessary
- Information will not be disclosed to any external third party without employee consent, except where it is necessary to comply with statutory requirements or where an organization is acting on behalf of The Group.
- Employee may at any time request access to the information after submitting a request letter to HR department, access will be provided within a reasonable period.

02. TERMS AND CONDITION

2.1 Approved internal regulations

- AAM Group employees should visit the AAM website mentioned above to view the unified internal regulations.

2.2 TIME KEEPING/PUNCTUALITY

- HR Department will monitor attendance of Head Office employees whereas Project Managers should monitor attendance of project staff.
- AAM has installed attendance system for the employees. Fingerprint must be used by all employees to record entry & departure time. Recording the time accurately is the responsibility of every employee.
- AAM will keep accurate record of attendance for each employee to calculate employees pay and benefits. Time recorded in the system is the time spent on the job performing assigned duties.
- Time keeping is AAM recordable for keeping track of employees and associate members punctuality that leads to their performance analysis. Altering, tampering with time records with any mean may result to the disciplinary action, up to and including termination of employment.
- To maintain a safe and productive work environment, AAM expects employees to be reliable and punctual in reporting for scheduled work.
- In case of emergency, absences or when an employee cannot avoid being late on work or are unable to work on scheduled, they should notify to department head /HR officer as soon as possible in advance.
- Poor attendance as well as excessive late is unacceptable. Either act may lead to disciplinary action up to and including termination of employment.

2.3 Head Office Working Hours

- ✓ Standard working hour is 8 hours; this excludes time reserved for prayer, rest, and meals.
- ✓ Head Office standard working hours are 8:00 A.M. to 5:00 P.M. with 1 hour lunch break.
- ✓ Head Office standard working week is Saturday to Thursday.
- ✓ Friday is rest day with full pay for all Head Office staff of AAM GROUP.

- ✓ During the month of Ramadan, working hours will be reduce to 6 hours per day for all Muslim employees and would not change for non-Muslims as 8 hours per day.

2.4 COMMUNICATIONS

E-MAIL AND INTERNET

- Electronic mail enables the group and affiliates to communicate promptly and efficiently with customers and suppliers.
- Every employee has responsibility to maintain The Group's image, to use electronic resources in a productive manner and to avoid placing group and affiliates at any risk of legal liability based on their use.
- Employees must ensure that the current Data Protection legislation is not breached, and where any breach occurs employee should be reported without delay.
- E-mail should not be used for private purposes and should not be used for any purpose other than group business.
- Employees should not disclose any inappropriate information regarding AAM by any means such as internet, email, or other means.
- Employees may not download material which is not required for the group purposes.
- All software is the property of the group and should not be misused or copied. Employees must comply with all protocols and directives regarding internet security.
- Employees are required not to reveal secrets or any information, which is regarded as confidential by AAM or any associated companies or their business during or after your employment, except in the proper course of your employment or as required by law.
- You may not remove any documents or properties belonging to AAM group or which contain any confidential information from The Group's premises at any time without proper advance authorization.
- You must return all materials to AAM group upon request or, in any event upon the termination of your employment, all documents and effects belonging to AAM group, or which contain or refer to any confidential information and which are in your possession or under your control should be returned.

TELEPHONES AND MOBILE

- The Group's telephones are aimed for the use of serving our customers and in conducting The Group's business. Personal usage during business hours is prohibited except for emergencies.
- All personal telephone calls should be kept brief to avoid congestion on the telephone line. To respect the rights of all employees and avoid miscommunication in the office, employees should inform family members and friends to limit personal telephone calls during working hours. If an employee is found to be opposing this policy, he/she may be subject to disciplinary action.
- The mobile bill should not exceed the specified limits as 100 SR, if it is more than that the Employee should pay the extra limit amount.

2.5 RESIGNATION AND TERMINATION

RESIGNATION

- If the Employee wish to resign his job, he/she should inform his/her department head and get approval from the OM&DM.
- Employee must follow the notice period mentioned in the employment contract.
- The department head will submit the subordinate resign letter to the HR officer and request to close all official settlement against the employee (Loan, Sim card, service settlement ... etc.)

TERMINATION

- Group management has the full rights to terminate any employee by giving as per the terms and conditions outlined in the contract of employment
- The group reserves the right to pay the appropriate payment fee and may require the employee not to work in the notice period.

EXIT INTERVIEWS

- At the end of any employee employment, an exit interview may be conducted by the HR officer. The purpose is not only to handle organizational procedures, AAM intend to find out reasons of employee leaving and what AAM might do to improve the working environment for the future.

2.6 USAGE OF GROUP PROPERTY

- All Employees should handle the group property as their own if any loss or damage of property AAM will take appropriate disciplinary action as per the Disciplinary procedure.

2.7 TRAVEL

All employees those who are travelling on work related business must have approval from OM/MD Prior to travel, employee should submit the bills to HR department after getting approval signature from OM and MD.

03. DISCIPLINARY

3.1 GENERAL

- HR will take appropriate action for any disciplinary actions as per the Disciplinary penalty procedure of Saudi labour law.

First: Violations Related to Working Time

		Penalty (Deduction is a percentage of the daily rate)			
#	Violation Type	1st Time	2nd Time	3rd Time	4th Time
1	Arriving late to work up to 15 min. without a permission or acceptable excuse. If this does not affect other employees' work.	Warning letter	5%	10%	20%
2	Arriving late to work up to 15 min. without a permission or acceptable excuse. If this affects other employees' work.	Warning letter	15%	25%	50%

3	Arriving late to work more than 15 min and up to 30 min without a permission or acceptable excuse. If this does not affect other employees' work.	10%	15%	25%	50%
4	Arriving late to work more than 15min and up to 30 min without a permission or acceptable excuse. If this affects other employees' work.	25%	50%	75%	One day
5	Arriving late to work more than 30 min and up to 60 min without a permission or acceptable excuse. If this does not affect other employees' work.	25%	50%	75%	One day
6	Arriving late to work more than 30 min and up to 60 min without a permission or acceptable excuse. If this affects other employees' work.	30%	50%	One day	Two days
In addition to deducting rate of the lateness minutes					
7	Arriving late to work more than 1hour without a permission or acceptable excuse. Wither this affect or does not affect other employees' work.	Warning letter	One day	Two days	Three days
In addition to deducting rate of the lateness hours					
8	Leaving work early without a permission or acceptable excuse up to 15 min.	Warning letter	10%	25%	One day
In addition to deducting rate of the early leave period					
9	Leaving work early without a permission or acceptable excuse more than 15 min	10%	25%	50%	One day
In addition to deducting rate of the early leave period					
10	Staying at work location or coming back to it after working time without a prior permission.	Warning letter	10%	25%	One day
11	Absence without a written permission or acceptable excuse for one day during a contractual year.	Two days	Three days	Four days	Deprivation of promotion or increment once
12	Continuous absence without a written permission or acceptable excuse for consecutive two to six days during a contractual year.	Two days	Three days	Four days	Deprivation of promotion or increment once
In addition to deducting rate of the absence period					
13	Continuous absence without a written permission or acceptable excuse for consecutive seven to ten days during a contractual year.	Four days	Five days	Deprivation of promotion or increment once	Termination of contract with the award if the total of absence does not exceed 30 days.
In addition to deducting rate of the absence period					
14	Continuous absence without a written permission or acceptable excuse for consecutive eleven to fourteen days during a contractual year.	Five days	Deprivation of promotion or increment once along with final warning letter for dismissal according to Article #80 of the labor law	Dismissal according to Article# 80 of the labor law	-----
In addition to deducting rate of the absence period					
15	Absence with unacceptable reason for more than 15 continuous days during the contractual year	Dismissal without an award or reimbursement provided that the employee was given a written warning letter after completing 10 Continuous days absence according to Article# 80 of the labor law			
16	Non-continuous absence with unacceptable reason for periods more than 30 days during the contractual year	Dismissal without an award or reimbursement provided that the employee was given a written warning letter after completing 20 days absence according to Article# 80 of the labor law			

Second: Violations Related to Working Regulations

Penalty (Deduction is a percentage of the daily rate)

#	Violation Type	1st Time	2nd Time	3rd Time	4th Time
1	Employee being outside the designated work location without a justification during the working hours.	10%	25%	50%	One day
2	Meeting visitors in the work location for purpose not related to work without a prior permission	Warning letter	10%	15%	25%
3	Using the group equipment and tools for personal purpose without a permission	Warning letter	10%	25%	50%
4	Interference in task not related to the employee's role without proper direction or justification	50%	One day	Two days	Three days
5	Entering / exiting from work location other than the designated location	Warning letter	10%	15%	25%
6	Neglecting cleaning or maintenance of the Group equipment or not informing about defects.	50%	One day	Two days	Three days
7	Failing to return maintenance tools to the designated place after using them.	Warning letter	25%	50%	One day
8	Shredding the Group advertisements or announcements	Two days	Three days	Five days	Termination with the award
9	Neglecting in maintaining Group assets submitted to the employee such as (Cars, Equipment, Machines, Tools, etc)	Two days	Three days	Five days	Termination with the award
10	Eating in work location, outside the designated area or outside the employee rest periods.	Warning letter	10%	15%	25%
11	Sleeping during working hours	Warning letter	10%	25%	50%
12	Sleeping in situations which need the employee to be continuously awake	50%	One day	Two days	Three days
13	Continuous leaving from the designated work location during the working hours	10%	25%	50%	One day
14	Misleading in proving the attendance details	One day	Two days	Deprivation of promotion or increment once	Termination with the award

Third: Violations Related to Employee behavior

		Penalty (Deduction is a percentage of the daily rate)			
#	Violation Type	1st Time	2nd Time	3rd Time	4th Time
1	Arguing with colleagues or with others or causing trouble in the workplace	One day	Two days	Three days	Five days
2	Claiming sickness or the worker claims that he was injured while working or caused by it	One day	Two days	Three days	Five days
3	Violating health instructions in the workplace	50%	One day	Two days	Three days
4	Writing on the walls of the group or hanging ads to it	Warning letter	10%	25%	50%
5	Refused administrative inspection upon leave	25%	50%	One day	Two days
6	Failure to hand over the money collected to the group account within the specified dates without reasonable justification	Two days	Three days	Five days	Termination with the award
7	Refrain from wearing clothes and equipment prescribed for prevention and safety	Warning letter	One day	Two days	Five days
8	Assaulting co-workers by saying or referring or using any means of insult or insulting including	Two days	Three days	Five days	Termination with the award

	social communications.				
9	Physical or verbal assault by any means with the employer manager, or one of the superiors during or due to work. Including social communication.	Termination without the award			
10	Non-compliance with the request of the investigation committee to attend	Two days	Three days	Five days	Termination with the award

3.2 INVESTIGATION

- Prior to taking the decision to invoke the disciplinary procedure, AAM group will ensure that the situation has been thoroughly investigated.
- This will be a fact-finding process and will require gathering of detailed information. It may necessitate to carry out a formal interviews and record written statements.
- In essential part of the process the group may require employees to be suspended on full pay, while the investigation is ongoing.
- Suspension on pay is not considered to be action taken under the disciplinary procedure. It is there to ensure that issues are dealt with a fair and reasonable manner.
- Equally, the employee has the right to present information in the defense of his/her position if the decision is taken to use the disciplinary procedure.
- Once the investigation has been completed the Manager will inform the employee of the findings and the outcome.
- Where the decision is taken to use the disciplinary procedure then the employee will be informed of the case against them, so they can respond in an informed manner at a disciplinary hearing.
- When the decision is taken to not use disciplinary action, the employee will be counseled.
- The investigation should be conducted by either a designated member or members of management or, if deemed appropriate.
- The investigation should be conducted thoroughly, objectively, with sensitivity, utmost confidentiality, and with due respect for the rights of both the complainant(s) and the respondent(s).
- The investigation should be governed by terms of reference, preferably agreed between the parties in advance.
- The investigator(s) should meet with the complainant and respondent(s) and any witnesses or relevant persons on an individual confidential basis with a view to establishing the facts surrounding the allegation(s). Both the complainant and respondent(s) may be accompanied by a work colleague or employee representative if so desired.
- Every effort should be made to carry out and complete the investigation as quickly as possible and preferably within an agreed timeframe.
- On completion of the investigation, the investigator(s) should submit a written report to management containing the findings of the investigation.
- The parties will be given the opportunity to comment on the findings before any action is decided upon by management. The complainant and the respondent(s) should be informed in writing of the findings of the investigation.

3.3 APPEAL/ GRIEVANCE/DISPUTE

- At any stage, the employee has the right to appeal in writing above the level of the head taking the action, within seven days of notification of a decision. Appeal the group will be dealt with as expeditiously as possible within a time frame proportionate with the seriousness of the issue. Nothing in this policy affects an employee's right to further appeal in line with the Labor Relations Commission Code of Practice.
- Grievances will occur in the normal course of interaction in any organization or workplace. It is accepted that failure to provide a procedure to deal adequately with these grievances, as they arise, will inevitably lead to disputes affecting not only the aggrieved party but all those employed in The Group/workplace.
- It is The Group intention to see le amicably, always, any disagreements between The Group and individual employees or groups of employees, or between employees themselves. All complaints will be dealt with, without unjustified delay and at the earliest possible stage of this procedure. A senior member of management will ensure that all complaints will be dealt with consistently and fairly having regard to:
 - ✓ Group Policy.
 - ✓ Custom and Practice within the group.

Stage 1

- The employee should first raise the matter with department head, which will make every effort to solve the problems quickly as possible. The matter will be discussed informally by the employee or employees concerned, with their Line Manager and agree any corrective actions.

Stage 2

- If the employee feels the problem has not been solved within a reasonable time or if you feel the solution is unsatisfactory, the matter will be referred to senior management. A meeting will take place within a reasonable period appropriate to the issue.

Stage 3

- Should the matter remain unresolved, it may be referred to the appropriate body in line with the Labor Relations Commission's Code of Practice. During the period in which the above procedure is being followed, all employees are expected to co-operate with normal working arrangements as stipulated by The Group.

04. LEAVE

4.1 ANNUAL LEAVE POLICY & ENTITLEMENT

Purpose

The purpose of this policy is to provide all AAM group Employees with adequate paid or unpaid leave for their individual needs, public holiday occasions which in nature granted by Saudi Labor Law or those due to unforeseen circumstances. To maintain a reasonable between work and employee personal life, it is significant that the Line manager shall make the necessary provisions to ensure that each employee can take annual leave.

Annual Leave Policy & Entitlement

- It is the responsibility of both employee and line manager to ensure a proper availing from Annual and the other types of leaves that includes effective scheduling and planning workloads, time off and accurately projecting manpower requirements.
- Annual leave is accrued for each completed month of service by dividing the total annual leave entitlement for the year by 12.
- Employees are entitled to a prepaid annual leave of not less than 21 days, to be increased to a period of not less than 30 days if the employee spends five consecutive years in the service.
- Annual Leave will be utilized at times, where there is mutual agreement between the employee and his/her line Manager.
- However, the timing of leave is at the discretion of the Line Manager who will take into consideration the following elements:
 - ✓ Seasonal variations in workload.
 - ✓ Commercial commitments.
 - ✓ Leave requirements of colleagues.
 - ✓ Restriction in resources and shortage of staff.
- Line Manager shall prepare a summary of the department annual leave plan to be submitted and approved by the HR Manager.
- Line Manager shall ensure that subordinates take their annual leave in the rolling year and assure that employees annual balances shall not be accumulated and exceeding (10) days by the end of the Gregorian year.
- An employee shall notify his/her Line Manager and HR Team at least (90) calendars days in advance of the first day of leave.
- Employees shall not be compensated the annual leave entitlement in lieu of leaves. Leave encashment shall be applied at the time of termination of employment only.
- All contractual elements of monthly pay will be paid for the paid leaves.
- Copy of the approved Leave Application Form must be sent to the Government Affairs Department to process Exit & Re-entry visa and air tickets (as applicable).

4.2 Public Holidays

- The Group grants its employees paid leave in public holidays and occasions as per the below table:

Description	Leave Entitlement	Leave Entitlement Time
Eid Al-Fitr	4 Days	It starts on the day following the 29th of Ramadan according to the Umm Al-Qura calendar
Eid Al-Adha	4 Days	As per Announcement in this respect It starts on Arafah Day
Saudi National Day	1 Day	23 rd of September
Establishment Day	1 Day	22 nd of February

- In cases where any of Public Holidays coincided with the rest days "weekends", or other leaves such as sick leave, the group will compensate the employees with certain days equal to these coincided days. However, employees will not be compensated in cases where Saudi National Day coincided with the two Eid occasions.

4.3 SICK LEAVE

- The group recognizes that there will be occasions where employees are unable to attend work because they are not fit to do so. Sickness Absence is defined as circumstances where employees are not fit to attend work due to illness and/or genuine health conditions.
- The employee must also inform his Department Head on the first day of his absence due to illness. He is required to submit the medical certificate on reporting to work.
- Employees who prove their sickness by providing a medical report through accredited authority shall be entitled sick leave when his case requires as per Saudi Labor Law whether such leaves are continuous or intermittent as following:

Leave entitlement	Payment Criteria
First month	Full Paid
Second and Third Months	75%
Fourth Month	Unpaid

- Sick Leaves shall be calculated on a cumulative basis within one sick year which starts at the beginning of the first day of sick leave.

4.4 Unauthorized Leave

- Sick leave without proper certification, unapproved extension in vacation and absence without prior authorization is considered unauthorized leave.
- In addition to the deduction of salary and all benefits for days of absence, an employee who takes unauthorized leave is penalized as per schedule of violations and penalties mentioned above.

4.5 Hajj Leave

- The Group grants its Muslim employees who will perform their first Hajj and who completed (2) years of consecutive services in the group a full paid leave as per below:

Leave Type	Leave Entitlement
Hajj Leave	(15) working days

- Management shall always have the right to specify the number of employees who may perform Hajj at any given time and ensure that does not disturb the operation of the business.
- This leave is granted once during group employment. Eid Al-Adha' leave will be considered part of the Hajj leave itself.

4.6 Examination Leave

- The Group grants full paid examination leave days to its eligible employees who pursue to continue study and increase the Know-How as per the following conditions:
 - i. Examination Leave shall be provided for the actual exam days only.

- ii. Paid for examinations in respect of non-repeated year of studies.
- iii. Unpaid for examinations in respect of a repeated year of studies.
- Employees shall apply for Examination leave at least (15) calendar days prior the date of leave.
- Line Managers may request employees to submit the supported documents related to Examination leave.

4.7 Paid Leave

- The employee is entitled to a leave with full pay in each of the following cases:

Leave Type	Leave Entitlement	Entitlement Description
Marriage leave	(5) working days	The AAM grants a full paid leave upon his/her marriage.
Childbirth leave	(3) working days	The AAM grants a full paid leave when the employee's wife give birth.
Death Leave	(5) days	In case of the death of spouse, or one of employee's ascendants (Parents, grandparents, of each if ascended) and Descendants (Affiliates of the employee are his sons, daughter and grandsons if descended).
	(15) days	Non-Muslim female employees in case of Husband death. (In case of pregnancy, the employee is eligible for unpaid leave until she delivers her baby).
Eddah Leave	(4) Months & (10) days	Muslim female employees in case of Husband death. In case of pregnancy, the employee is eligible for unpaid leave until she delivers her baby).
Maternity Leave	(10) weeks	Female employees who deliver a baby will be entitled paid leave days.

- Marriage Leave is provided for eligible employees only once during the period of employment
- Childbirth leave shall be utilized within the (30) days from the child's date of birth.
- Death leave shall commence from the date of death.
- For all above leaves, Employee will bear his ticket cost.
- Maternity leaves, eligible employees must formally notify their line MGR of their upcoming maternity leave at least (1) month before its expected start maternity leave.

The AAM group requires the employee to produce certified documents in support of each of the above case

4.8 Unpaid Leave

- Granting employees with unpaid leave shall be discouraged. However, in exceptional and rare circumstances, the group may grant specific employees with unpaid leave based on the discretion of Line Manager and HR Director.
- For periods of unpaid leave that exceed (20) working days in one contract year, the salary and all benefits shall be ceased.
- The employees will remain liable to cover their GOSI contribution. The Group will continue to make GOSI contributions on behalf of the employee and will recover these when the employee returns to work. In addition to the Director, Line on behalf of the employee and will recover these when the employee returns to work. In addition to the Director, Line Managers should seek approval from the relevant HR

Director before agreeing long periods of Unpaid Leave and should ensure the terms of taking such periods are clearly understood and confirmed in writing.

- To be eligible for unpaid leave, the following conditions shall be fulfilled:
 - I. All Accrued leave days shall be consumed before applying for the unpaid leave days.
 - II. Employee shall complete one year at least in the group.
 - III. In any case, unpaid leave shall not be granted if the employee's absence requires a manpower Replacement.

4.9 Ticket Entitlement

- An employee cannot request for his annual earned ticket or leave for the previous year to be cashed.
- Approval must be obtained from the Human Resources Department before booking the ticket.
- The maximum amount of entitlement to annual leave round trip tickets from Saudi Arabia to employee country upon his approved vacation is 1700 SR.

4.10 Returning From Leave

- After an employee returns from his leave, he/ line manager should report & fill Return From leave Notification Form to HR Department. Based on the information received, HR Department will retain original in employee's file and copy to payroll department for salary calculation purpose.

4.11 Late Return from Leave

- Leave requests shall be approved by the line manager and if the employee take the leave without prior approval or in other cases where the employee taking extra leave days without prior approval or in other cases where the employee taking extra leave days without valid reasons, or do not return to work in the appointed date that will be considered as a clear violation and may lead to a disciplinary action.
- In cases where employee could not return to work in the expected date due to unforeseen circumstances, the employee shall notify his/her line manager or another manager In case the employee could not reach to the line manager.
- In these scenarios, Line Managers, taking employee preferences into account, will take decisions on the course of action to be taken on an individual basis, as follows:
 - ✓ Deduct the period as Annual Leave
 - ✓ Account the period as unpaid leave.

05. BENEFITS

5.1 MEDICAL INSURANCE

- AAM group provides medical care for each employee that is set by the HR Department which is consistent with the Saudi labor law.

5.2 VEHICLE PROVISION

- Cars will be provided to those whose nature of duties requires frequent out of office work and as per contract.

5.3 COMPENSATION

- All employees are eligible for workers' compensation benefits in the event of an injury arising from, or in the course and scope of their employment.
- The process to be followed if an injury occurs is as follows:
 - ✓ Priority in the event of an injury at work is medical attention.
 - ✓ In the event of any apparently serious injury an ambulance should be called for.
 - ✓ Any employee who sustains an on-the-job injury, experiences a safety incident or near miss must report the incident to their manager
 - ✓ The line manager must then complete a report in the Register of Injuries, Incidents and Near Misses.

5.4 SUGGESTION PROGRAM

- As employee and associated members of AAM group, you can contribute to our future success and growth by submitting suggestions for practical work, improvement, or cost savings ideas.
- All employees are eligible to participate in the suggestion program. suggestion is an idea that will benefit AAM by solving a problem, reducing costs, improving operations or procedures, enhancing customer services, eliminating waste or spoilage, or making AAM a better or safer place to work.
- All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reason why it should be implemented.
- Submit suggestions to the HR or in suggestion boxes available in all blocks, after review, they will be forwarded to the Management.
- Special recognition may be given to the employees who submit a suggestion that is implemented.

5.5 End Of SERVICE BENEFIT

- According to Saudi Labor Law every employee is entitled to an end-of-service award from his group on retirement.

06. PERFORMANCE APPRAISAL

6.1 METHOD

- HR department will prepare the annual performance appraisal plan. Performance appraisal will conduct First Quarter of every Year for the previous year
- Performance appraisal form will be forwarded to all Department Head by the HR officer.
- Performance appraisal will conduct once in a year by the concern Department Head to the subordinate, for the Department Head his appraisal will conducted by the OM/DM.
- Performance appraisal will conduct as per the appraisal form for each employee.

- Employee who scores low performance, Management will work to develop the employee to improve the performance, if the employee gets continuously low score for the last three appraisal, Top management will act against the employee it may include suspension or termination.

6.2 APPEAL

- Every employee has the rights to appeal against the appraisal and his/her should show the record evidence for the performance
- The management will do the investigation against the appeal and take appropriate action against the appraiser.

07. HEALTH & SAFETY

7.1 Smoking

- AAM banned smoking in workplaces including in office & work Site. Employee should smoke at designated area only.

7.2 General Hygiene

AAM Employees are expected to adhere to established hygiene requirements which ensure that employees are presenting themselves to our guests appropriately and that the employer is being properly and professionally represented as an organization.

- The following hygiene requirements are applicable to all employees:
 - Maintain personal cleanliness by bathing regularly.
 - Oral hygiene (brushing of teeth) required.
 - Use deodorant/antiperspirant to minimize body odors.
 - No heavily scented perfumes, colognes, and lotions. These can cause allergic reactions, migraines and respiratory difficulty for other employees and guests.
 - Clean and trimmed fingernails (¼ inch long or less).
- Employees are expected to consult their manager for specific wardrobe requirements pertaining to their location and group of employment. The following minimum guidelines pertaining to appearance must be adhered to by every employee regardless of location of employment:
 - Clothing must be clean, pressed, in good condition and fit appropriately.
 - Socks or pantyhose/tights must be worn with shoes and match the color of the pants or shoes.
 - Open toe shoes are not permitted. Wearing high-heeled shoes is not recommended.
 - Neat and groomed hair, sideburns, moustache, and beards (no extreme artificial colors).
 - Long hair must be tied back and away from the face if operating equipment or working in a food and beverage department.
 - Clothing must not interfere with the operation of equipment.
 - No dangling or large hoop jewelry that may create a safety hazard.
 - Tattoos that are perceived as offensive, hostile or that diminish the effectiveness of the employee's professionalism must be covered and not visible to staff, customers, or guests.

➤ Uniforms will be supplied to employees required to wear them, and they will be laundered and kept in proper repair by the employer at no charge to the employee. The following items are not permitted to be worn on-shift by employees:

- Sweat or jogging pants
- Sleeveless shirts or Low-Cut-Tops
- Shorts or Leggings
- Any form of clothing that is mesh, sheer, see-through, torn or otherwise revealing
- Any form of clothing that is generally offensive, controversial, disruptive, or otherwise distracting
- Any form of clothing that is overtly commercial, contains political, personal, or offensive messages
- Flip-flops or sandals It is within management's discretion to send an employee home (without pay) to change if they arrive to work in what is deemed to be inappropriate attire.