

Workmen
& Talents



**STAFF HANDBOOK OF
TERMS AND CONDITIONS OF EMPLOYMENT
RULES AND REGULATIONS**

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I. PREAMBLE

1. Introduction

Workmen and Talents Agency was formerly known as Deefrat Crowns Limited, a management consulting company which commenced operation in 1996. It has left its marks in areas of management and child education.

This handbook has been prepared to help the employee to understand the general policy of the company towards its employees, the rules and regulations which they are expected to follow and the conditions of employment under which they work.

2. Personnel Philosophy

The company is happy to welcome you into its services. Whatever your job is, it is important to the company. The company expects from all its employees a high degree of honesty, loyalty, initiative and devotion to duty to be able to maintain its efficiency and retain its customers. The company equally believes that contented and capable employees are a pre-requisite for attaining its goals. Accordingly, the company will:

- (a) Give every employee the encouragement needed to develop his potentials to the fullest and pay attention to individual employee's performance and progress;
- (b) Pay fair rates of wages and salaries and recognize meritorious service by rewarding it at the company's discretion; (*see appendix A*)
- (c) Bar all discrimination against employees because of race, sex or religion;

- (d) Reward honesty, integrity, loyalty to the company, thoroughness and sustained efficiency; and
- (e) Recognise the right of the employees to association

The company, on the other hand, expects all its employees to:

- (a) Serve the company faithfully in any position and in any part of Nigeria, as may be required.
- (b) Develop a sense of personal responsibility for the quality and quantity of work done based on the principle of “a fair day’s work for a fair day’s pay”.
- (c) Develop a sense of personal care for all the company’s property placed in their care and used by them;
- (d) Obey all lawful instructions given to them by those in authority over them, and observe the company’s rules and regulations;
- (e) Make constructive suggestions for the improvement of the efficiency of the service rendered by the company; and
- (f) Loyalloy co-operate and work in harmony with fellow employees and management.

3. Job Gradings

Each position has been graded and rated in accordance with the responsibilities attached to it. Employees are paid according to the scale of remuneration attached to their respective jobs. While due consideration will be given to skills education, training and practical experience in determining an employee’s placement in the company, it is the sole responsibility of management to determine whether or not a candidate is suitable for a job.

4. Staff Training and Development

- (i) The company will provide training in appropriate cases for its employees to enhance their competence in the performance of their duties and to prepare them for future responsibilities.
- (ii) It is the company's wish to encourage all employees to improve their professional skill in order to perform their duties with greater efficiency.

5. Promotion

Promotion to higher grades or positions shall be by merit, and subject to the existence of vacancies. When a vacancy occurs, the company will give preference to employees already in the service of the company with the requisite qualifications for the post.

SECTION A

II. TERMS AND CONDITIONS OF EMPLOYMENT

A. INTRODUCTION

1. APPLICATION

All employees are subject to these rules and conditions of employment, which together with additional ones laid down by the company from time to time shall form the conditions of their service with the company.

2. APPOINTMENT

The company reserves the right to employ any person in accordance with the needs of the business. Every employee, having been engaged, shall be supplied with a copy of this Handbook and in addition be given a letter of engagement.

3. MEDICAL EXAMINATION

Every prospective employee selected for appointment for an established post shall be required to pass a medical examination conducted by the company's appointed Medical Practitioner. Members of staff shall when so required by management, submit to medical examination by the company's appointed medical practitioners.

4. PROBATION

Every employee's letter of appointment will state his job/grade as well as his probationary period which in any case ranges between three and six months for various grades. On completion of the said probationary period, the employee will, if his services are considered satisfactory, receive a letter confirming his appointment.

The probationary period may be extended at the discretion of the company for a further period not exceeding three months.

If the employee's services are not considered to be up to the standard required by the company, his/her employment will cease at the end of the trial period. During probation either party may terminate the employment in accordance with the notice of termination as set out under article 27 of this Handbook.

5. PERSONAL RECORDS

- (a) Employees, upon entering the service of the company or during the continuance of their employment, may be required to give the company information regarding their persons or their families, to complete employment and other forms and produce either birth certificate, sworn affidavit or proven evidence of age.
- (b) Any change in personal data such as births, marital status, residential address, names and address of next-of-kin, etc must be notified to the Admin. Department.
- (c) Without prejudice to the foregoing, the company shall not entertain any change in age of an employee from the age declared at the time of employment.
- (d) Any misrepresentation of facts in giving such information or completing such forms, etc shall be regarded as serious misconduct and treated accordingly.

6. IDENTITY CARDS

- (a) An Identity Card is issued to each employee on joining the company. The card should be carried by every employee at all times to avoid any embarrassment when requested for by management or security personnel.
- (b) Should any employee lose his identity card, a new one will be issued by the Administration Department on the following conditions:
 - i. the employee swears to an affidavit in a court of law or before a Commissioner of Oaths as to the loss; and
 - ii. the employee shall supply a current passport. photograph and pay to the company the replacement cost in force from time to time.

B. PERIOD OF WORK, WAGES & SALARIES

7. HOURS OF WORK

- (a) It is the responsibility of management to determine the opening and closing hours, and this will be so arranged that there shall be one hour break for meals which is not part of the working hours.

Normal working hours shall be 40 hours per week.

- (b) For Operations staff, Gatemen, Watchmen and Security men, the daily hours of work may be hours including Saturdays, Sundays and Public Holidays. Work will be arranged in shifts so that there will be one day free in a week.

8. OVERTIME

- (a) It is a condition of employment that all employees shall work additional hours if and when required to do so.
- (b) Where employees are engaged in work where it is difficult to control and record overtime hours, such employees will not qualify for payment in respect of any overtime worked, but will receive an Extra Duty Allowance in accordance with the rates fixed by management from time to time.

9. TIME KEEPING

All employees will be required to either clock in or to sign when commencing work each day and to clock out or sign off when finishing work each day. Clocking or signing on behalf of another employee or falsifying time-keeping records in any way or permitting them to be falsified, is a serious offence for which an employee is liable to summary dismissal.

Employees arriving late for work are required to report at once to their immediate supervisor before commencing work and before clocking or signing on and must accept the supervisor's decision on whether they can start work on that day or not.

10. DEPLOYMENT

Our company's operation is located in diverse places. Employees may be required in any of the sites where we provide services at short notice.

In cases where a relocation of the employee's family and belongings is required, it shall be treated as transfer and appropriate compensation will be paid.

11. PAYMENT OF SALARIES AND WAGES

Payment of employees' salaries and wages will be paid into their bank account each month or as circumstances may warrant from time to time. No loans will be made to employees in anticipation of salaries and wages.

12. COLLECTION OF PAY DURING ABSENCE

When an employee is unable to collect his / her pay due to illness or any cause, he / she may give a written authority to another employee to collect on his / her behalf.

Payment in these circumstances is however, made by the company at the employee's risk. An employee so given a written authority would have to be identified as being the actual man.

C. LEAVE

13. MATERNITY LEAVE AND BENEFITS

(a) Maternity leave will be granted to confirmed female employees for a maximum of twelve weeks, that is, six weeks immediately before the expected date of confinement as certified by a qualified registered medical practitioner and six weeks immediately after.

(b) While on maternity leave, the employee will be granted full pay, granted and paid her leave allowance.

(c) On resumption from such leave, the employee will be allowed to close one hour before normal closing time for a maximum period of three months.

- (d) Any maternity leave taken in excess of the stipulated period shall be without pay where no acceptable excuse is given.

14. SICK LEAVE

(a) Absence through Illness

- i. An employee unable to attend work on grounds of illness must notify his Supervisor or Team Leader with minimum delay and shall furnish within 24 hours a certificate from a registered medical practitioner nominated by the company in support of such absence. Absence without notice or medical certificate may be considered an abandonment of employment and treated as such.
- ii. Where the employee's state of health requires emergency treatment and his location does not allow attendance as in (I) above, such treatment rendered by a qualified and registered medical practitioner other than the company's appointed hospital, the sick leave certificate obtained and detailed medical report should be presented for countersigning by the company's appointed hospital or medical practitioner.
- iii. The company reserves the right to require examination of an employee on sick leave by any medical practitioner nominated by it.

(b) Maximum Sick Leave

For long time illness, the management may grant two months with full pay and two months with half-pay in any period of one year subject to the recommendation of the company doctor. Thereafter,

payment of wages for any further sick leave will be at the discretion of the management.

15. ANNUAL LEAVE

All employees are entitled to annual vacation after unbroken service of one year.

- (i) The time of taking such leave will be decided by management in accordance with the exigencies of the business.
- (ii) No additional wages will be paid in lieu of leave not taken.
- (iii) Leave must be taken in the appropriate calendar year and shall not be accumulated for more than a maximum period of 24 months.
- (iv) Where necessary, an employee may be recalled to work before the end of his leave, in which case the remainder of the leave will be taken later.
- (v) An employee leaving the company will be allowed to take only that part of his entitled leave which is proportionate to the service which he has completed during that year.
- (vi) When a public holiday falls on a normal working day during an employee's leave period, time-off in lieu will be taken before the employee resumes work.
- (vii) Leave duration ranges from 2 to 4 weeks.

16. EXAMINATION LEAVE

Confirmed Employees may be granted examination leave with pay for the examination days only. Examination leave will be deducted from the employees leave entitlement for the year.

17. CASUAL / COMPASSIONATE LEAVE

Management, at its discretion, may grant casual leave on compassionate grounds up to a maximum of 3 days with pay in a service year. Each case shall be treated on the basis of individual's merit. Compassionate leave, if and when granted, shall be deducted from the employee's normal leave entitlement.

D. ALLOWANCES

18. HOUSING ALLOWANCE

Each employee shall receive a housing allowance to be paid at rates in force from time to time.

19. TRANSPORT ALLOWANCE

Each employee shall receive a transport allowance at rates in force from time to time.

20. LEAVE ALLOWANCE*

Each employee is entitled to leave allowance at rates in force from time to time.

21. OUT-OF-STATION ALLOWANCE

When an employee is required to spend a night away from his normal place of employment on company's duties, the

employee shall enjoy the conditions and rates applicable to his grade.

22. SHIFT ALLOWANCE*

Shift allowance shall be paid to employees who are involved in shift work at rates that are applicable from time to time.

NB Peculiar to employees in some organisations*

E. MEDICAL

23. MEDICAL FACILITIES

1. An employee is entitled to free medical care subject to the following exemptions:
 - dentures / dental
 - eye glasses
 - artificial limbs, cosmetic aids, etc
 - surgical appliances
 - self-inflicted injuries
 - use of narcotics
 - illnesses / injuries arising out of negligence.
2. Any employee who declines to accept the type of free medical services offered will not be reimbursed for monies spent on alternative services, and by use of such alternative services, he will forfeit any right to any reimbursement or other benefits as may otherwise have been granted by the company for any consequent deterioration in health which may render him unfit for future service with the company.
3. All medical treatment is given on the understanding and condition that the company's medical officer is

empowered by the employee to make a full report of the case to the company should he be required to do so.

F. **CESSATION OF EMPLOYMENT**

24. **RESIGNATION / TERMINATION OF APPOINTMENT**

- (i) It is fully understood and recognized that the company or the employee may terminate the employment without assigning any reasons whatsoever by giving the notice provided below:

Unconfirmed staff – 2 weeks basic pay in lieu of notice.
Confirmed staff – 1-month basic pay in lieu of notice.

- (ii) If at the company's discretion, the employee is not required to work out his notice, he will be paid the appropriate amount of his pay in lieu of notice and be asked to leave immediately.
- (iii) All staff leaving the company must hand over any company property they hold and settle all indebtedness before their final entitlements are paid.

25. **REPATRIATION FOLLOWING TERMINATION**

In the event of retirement or termination of appointment of an employee, the company shall repatriate the employee, his wife, and children together with his personal effects to his place of engagement. In the event of death of the employee, and provided his family so requests, the company shall arrange transport to take the body of the deceased, his wife, children and personal effects to the deceased's home town or place of engagement – whichever is the family's choice.

Repatriation as stated above is subject to:

- (a) the employee having been transferred initially from his place of engagement at the company's request.
- (b) Application for repatriation is made within 3 months of cessation of employment.

26. RETIREMENT

(i) Compulsory Retirement

Employees will normally be required to retire from the service of the company on reaching the age of 60 years.

(ii) Voluntary Retirement

Employees may exercise the option to retire with the company's consent at the age of 50 years i.e. up to 10 years before the maximum retiring age.

Alternatively, the company may exercise its right to require employees to retire at the age of 50 years for reasons of prolonged ill-health or continued drop in efficiency.

(iii) Notice of Retirement

The company will give notice to employees who are due to retire from the company's service. Employees other than those retired on health grounds or due to total or partial disability will be obliged to work the period of notice. Whether notice is given or not, an employee will retire at 60 years of age. Failure by company to give notice does not confer any benefits on the employee.

An employee who wishes to retire before the normal retirement age of 60 years should give the company

at least 2 years notice of his intention to retire, and he will be expected to serve the period of notice.

27. RESIGNATION

Employees are obliged by law to give due and proper notice of resignation or payment in lieu of notice in the event of resignation. Failure to do so will amount to a breach of contract.

28. DISMISSAL

An employee guilty of serious misconduct or breach of any company's rules and regulations or other terms and conditions of employment may be summarily dismissed without notice or payment in lieu. Serious misconduct includes the following:

- (a) Dereliction of duty.
- (b) Falsification of the company's records/documents or aiding and abetting.
- (c) Stealing or aiding and abetting same.
- (d) Divulging confidential information.
- (e) Refusal to obey lawful instructions.
- (f) Sleeping on duty.
- (g) Drunkenness or drug abuse / addiction.
- (h) Misrepresentation of facts or information required by (and/or given to) the company.
- (i) Corruption or attempting corruption.
- (j) Malicious damage to the company's property.
- (k) Conviction for a criminal offence.
- (l) Unauthorized and/or unjustified absence from duty.
- (m) Gross insubordination or disrespect to a member of management, senior staff or any other staff placed in authority over him.

- (n) Fighting, assault or engaging in disorderly behavior during working hours in the office premises or within its immediate surroundings.
- (o) Deriving benefits in the course of his official duties from acts likely to result in a conflict of interest between his personal interest and that of the company.
- (p) Behavior or use of language to any client which may reflect poorly on the company or damage its reputation.
- (q) Disloyalty, including failure to disclose any misconduct committed or about to be committed against the company and known to the employee, and Gambling.

These examples of serious misconduct are not exhaustive. Any conduct likely to endanger the company's property, well-being and operations or the safety of others may constitute serious misconduct.

Any employee summarily dismissed will only be entitled to pay up to the last day worked and shall forfeit all other benefits, entitlements and privileges.

29. INVALIDING

In the event of an employee being unable to perform his duties due to serious medical reason which are not caused by injuries resulting from and in the cause of his employment, the company will at its expense have the employee medically examined by a competent doctor or specialist. If as a result of the examination it is evident that the employee will not be able to re-commence his duties, the company may at its discretion discharge the employee.

30.DEATH-IN-SERVICE BENEFITS

In the event of the death of an employee, the company shall pay to the legal personal representative(s) of the deceased, on production of probate or letters of administration, any benefits or rights that have accrued to the deceased.

The company shall pay a contribution to the family of the deceased as financial support towards a decent burial.

31.DEFERRED BENEFIT

All employees shall be required to pay at least 7.5% of their gross pay (Basic Salary + Housing & Transport Allowances) into the pension scheme. The employer shall pay 7.5% of same on behalf of each employee. The employee shall nominate a Pension Fund Administrator (PFA) for the management of this fund – an employee must make his/her nomination of PFA within the first month of resumption of duty.

32.CERTIFICATE OF EMPLOYMENT

An employee leaving the company will, if he so requests, be given a certificate of employment showing the nature of his employment and length of service. No other testimonial will be issued.

33.RE-ENGAGEMENT

Employees who are dismissed or terminated or who resign, other than those terminated under the redundancy Rule or who resign to pursue further studies will not be re-engaged.

G. GENERAL

The company is not bound to follow awards or to grant benefits made or granted to employees of Government or other firms except to the extent that such awards or benefits are made mandatory on all employers under any existing law.

SECTION B

III. RULES AND REGULATIONS OF EMPLOYMENT

1. FIDELITY

Every employee shall devote the whole of his time and attention to the faithful and diligent discharge of his duties and shall in all respects obey and observe the orders of the company.

2. TRADE ETIQUETTE

No employee may engage in any private business or engage in any competitive employment, trade or business other than that of the company.

3. DISCLOSURE OF OFFICIAL SECRET

An employee is prohibited from disclosing to any person, except in the ordinary course of business or with the special permission of the company, any article, note, document or information relating to the company, its business customers, or associates entrusted to him in confidence by the company or by an employee, or which he has obtained in the course of his official duties.

4. ATTENDANCE

Every employee must be at his place of work and ready to start work at the proper time. Employees shall conform to such arrangements for time recording as may be in force from time to time. Employees must not leave their work during business hours without permission.

All employees are required to clock in or to sign when commencing work each day and to clock or sign off at the close of work. Clocking or signing in on behalf of another employee or falsifying time keeping records in any way, or permitting them to be falsified, is a serious offence for which an employee is liable to the appropriate disciplinary action.

5. UNAUTHORISED ABSENCE

Absence without the express permission of management constitutes unauthorized absence and is a breach of contract. Therefore, employees who are absent without permission will not receive any pay for the period of such absence and if there is no reasonable cause for being absent such employees will be subjected to the appropriate disciplinary measures.

An employee who is unable to attend work for 48 hours without a written notice to management shall be deemed to have abandoned his work. In which case, the employee shall be regarded to have terminated his contract of employment with the company without proper notice.

6. ABSENCE THROUGH POLICE OR COURT PROCEEDINGS

(i) Employees subpoenaed to attend court or who are invited by the police to give evidence on matters outside company affairs will be granted time off with pay on formal application.

(ii) Detention not connected with Company's Affair

An employee who has been arrested and is held in detention by the police on a criminal charge shall be suspended from duty without pay. In the event of release of the employee and on application for reinstatement, the company may decide to re-engage the employee if it is satisfied with the circumstances of his acquittal.

(iii) Detention Arising out of Company's Report

The appointment of an employee who has been arrested and is held in detention by the police on a criminal charge shall cease (whether through termination or dismissal).

(iv) Where an employee is convicted of a criminal offence in a court of law, he will be liable to summary dismissal.

(v) Any employee who is prosecuting or defending any civil case may be granted leave without pay. Any employee imprisoned as a result of a civil action will automatically be liable to summary dismissal.

8. MALINGERING

Malingering is an offence in the company and shall be so treated in accordance with the disciplinary procedure.

9. EMPLOYEES' LIABILITY

Employees must do all in their power to avoid loss and damage to the company's property or misuse of same.

Employees are expected to keep in good condition any property allocated to them and will be held responsible for all loss, damage, injury to the materials or property of the company where such damage is occasioned by willful misconduct or negligence. An employee may be liable to be charged in whole or in part for such damage or loss and shall be regarded as a prior debt against any money due to the employee on leaving the employment of the company.

10. HYGIENE AND SANITATION

The company requires high standard of hygiene and sanitation. It is, therefore, imperative that all employees should observe the rules enumerated below:

- (a) All employees should always use their uniforms and protective devices provided e.g., overalls, aprons, gloves, etc.
- (b) All employees should ensure that their protective clothing are kept clean always by submitting them for washing.
- (c) All employees should wash their hands before starting work every day and after visiting the toilets each time.
- (d) No employee should spit while in the company's premises or urinate in places other than the toilet provided.

Any employee caught violating any of the rules will be liable to disciplinary measures.

11. SAFETY PRECAUTION

Every employee owes it a duty to the company, to himself and to others, to exercise the greatest care in his work and to use his best endeavors to prevent the occurrence of accidents. All employees are also expected to co-operate with the management in the prevention of accidents and must comply with such safety regulations pertaining to their place and mode of work as are applicable from time to time.

12. FIRE

- (a) "No Smoking" notices are posted in certain areas within the company's premises, and these must be strictly observed by all employees.

- (b) Fire regulations are posted on all the company's premises, and it is the employees' duty to know, understand and comply with it.
- (c) If an employee causes the fire alarm to be sounded falsely, he is liable to the appropriate disciplinary measure.

13. SALE OF GOODS / PRIVATE BUSINESS

No employee may engage in any private business or trade within the premises.

14. COLLECTION OF MONEY

No employee may make any collection of money for any purpose on the company's premises unless with the permission of management.

15. UNIFORMS AND PROTECTIVE CLOTHING

The company may provide protective clothing / uniforms as appropriate. Where applicable, the number to be issued will be determined by the company and such clothing remains the property of the company. Except directed otherwise, the uniform may not be worn outside the premises. Loss of uniforms will be replaced at the expense of the employee.

16. LOANS / SALARY ADVANCES

- (a) It is not the company's policy to give loans to employees other than to qualified assist employees to purchase bicycle, motorcycle or motor cars for their personal use. The type of loan will depend on the grade of each applicant and different conditions govern the various loans. Details of the loan are obtainable from the Administrative Department.

- (b) The company shall grant a salary advance of not more than one month's salary once in a calendar year to qualified employees who are faced with extreme conditions of hardship that demands a compassionate consideration e.g., the serious illness or death of spouse, mother or father, fire, flood, etc. Each case will be considered on its merit.

17. BONDED AREAS

No employee may bring into or consume on the company's bonded areas (i.e., the company's factories which are under customs supervision) except in canteens or other places where express permission has been given, any eatables, cigarettes or tobacco, alcoholic or other liquid refreshments nor may he / she bring any camera into the premises. It is a serious offence to use cameras or any device for recording in the premises.

18. FACTORY AND LOCAL RULES

Factory and local rules will be made to suit peculiar circumstances. Such rules are, however, subordinate to the rules and conditions of employment and will in any case not contradict any Federal or State laws in force at the time.

19. NOTICE BOARDS

Official Company Notice Boards are available on which approved notices may be displayed. Unauthorized use or mishandling of the Company's Notice Boards is an offence. All employees are required to keep themselves well informed with the regulations and notices, which may be exhibited on Notice Boards. Ignorance of the requirements or lack of knowledge about such regulations and notices will not be accepted as an excuse for failure to comply.

20. PRESS PUBLICATIONS

No employee may publish information, through whatever medium that is connected with the company's interest or affairs without the express permission of management.

21. MEETINGS ON COMPANY PREMISES

No meeting may be held on the company's premises unless with the express permission of management.

22. PERSONAL PROPERTY

The company takes every reasonable precaution to safeguard personal property brought into the company's premises. However, the company will not accept any liability for loss or damage to personal property of employees.

23. REMOVAL OF MATERIAL

No material of any sort may be taken out of the company's premises without a written pass signed by management. This pass must be given up at the gate.

24. RIGHT OF SEARCH

The company reserves the right to search any employee or his / her property on entering, leaving, or within company's premises or precincts and to take such other precautionary measures as may be deemed necessary from time to time.

25. DISCIPLINARY PROCEDURE

(a) **Caution/Reprimand**

A superior officer may register a note of discontent with an employee conduct or performance in form of an informal warning. The employee will be informed of such an informal warning, it will however not go into his records but merely noted for future disciplinary sanction.

(b) **Formal Warning**

A warning will be preceded by a query, which the employee will be given the opportunity to answer within a specified time frame of 24 hours. In exceptional instances a further grace period of 24 hours could be granted. Failure to respond to a query within the specified time amounts to willful disobedience, which could lead to the termination of the employee's appointment.

First Warning

If an employee commits an offence not amounting to serious misconduct, he may be given a formal warning. For the first offence it will be a first warning, given by a superior senior staff.

Second Warning

A subsequent offence whether on the same/related issue or unrelated issue, may lead to the issuance of a second warning.

A third offence on the same or related issue may culminate in a final warning or the termination of the services of the employee. No recommendation for termination of appointment shall be deemed to be valid except issued and signed by the Chief Executive/Managing Director.

A record of all warnings will be kept in the employee's records of service.

A written warning remains operational for the appraisal year after which it ceases to count against the employee for the purpose of future sanction.

In effect, after the expiration of a first warning, a second warning, which is still valid, assumes the status of a first warning and so on.

(c) Suspension from duty without pay.

(i) As a disciplinary action, an employee may be suspended from duty without pay for not more than 2 weeks. Such employee shall be expected to refrain from the conduct which led to such suspension in future otherwise it may lead to termination of his/her appointment.

(ii) Suspension – Where Serious Misconduct is Alleged

Where an employee is considered to have committed any breach of rules or discipline that might make him or her liable to summary dismissal, he/she may be subjected to immediate suspension without pay pending investigation. If after investigation, he/she is reinstated then payment of wages will be made in full for the period of suspension. If the employee is summarily dismissed, he / she will only be entitled to wages up to and including the date and time of the original suspension.

(d) Process

Disciplinary actions and sanctions are not mechanical in nature. Sanctions depend on the weight of the offence/misconduct.

Notwithstanding any of the above sanctions, the company reserves the right to terminate the appointment of an employee with or without prior notice and/or warning.

26. CHANGES IN RULES AND CONDITIONS OF EMPLOYMENT

The company reserves the rights to cancel, amend, or add to these rules and conditions of employment from time to time as it considers fit.

Cancellations, additions to, or changes in these rules will be notified by publication on the company's official notice boards and where necessary, printed amendments will be issued from time to time so that individual books can be kept up to date.

SECTION C

IV. GENERAL MATTERS AFFECTING EMPLOYMENT IN THE COMPANY

1. JOINT CONSULTATION

The company supports Joint Consultation between Management and Staff. Through the Joint Consultative Committee, management shall meet representatives of the employees to discuss all matters which have a bearing on your employment.

2. GRIEVANCE PROCEDURE

Where an employee feels that he has not been fairly treated in relation to any aspect of his/her employment in the company,

he/she may put forward his/her complaint or grievance for investigations. The following procedure will be adopted:

- (a) An employee will, in the first instance, discuss his/her grievance with his/her sectional head or supervisor.
- (b) If he/she is not satisfied, he/she will then discuss the matter with his/her departmental manager, and if necessary, the employee may request that the matter be further referred to the Admin. Department.
- (c) Should the employee not be satisfied with the Admin. Department intervention, the matter will then be referred to the Managing Director who shall be the final authority.

3. SUGGESTION SCHEME

Management welcomes and encourages intelligent and purposeful suggestions from employees. Therefore, any employee who has suggestions to make for the improvement of his work should do so in writing and have it deposited in the suggestion box or take such suggestions to his immediate boss.

4. ADMIN. DEPARTMENT

You must have seen many references to our Admin. Department in this Handbook and that is quite natural since the Department deals with the administrative aspects of employment. Admin. Department is concerned with the recruitment, selection and training of our employees, with their efficiency and well-being. Hence, if you are in difficulty and need advice, its members are always there to help you. Before approaching the Admin. Department, you should first put your problems to your immediate supervisor or manager. He is the person to whom you are directly responsible and whose duty it is to look after the immediate welfare of his own section or department.

Appendix:

A: Details of Employee Recognition, Reward Policy

Purpose- The Employee Recognition, Reward Policy provides informal and formal mechanisms to recognise and reward an employee for exceptional work performance, service and contribution to the achievement of the company's goals and strategic priorities.

Scope- All WMT employees

1.1 Informal Recognition

All Employees are encouraged to provide informal recognition to their colleagues to appreciate the positive contributions of others in the workplace. Colleagues can include other Employees, Supervisors, or teams.

1.2 Formal Recognition - Recognition of Service

An employee will be formally recognised for their service if and when feedback is received from the client recognizing, reinforcing positive behaviour and performance that support corporate and/or departmental values, goals and objectives.

1.2.1 Mode of Recognition: Official Commendation Letter and Gift Voucher amount to be decided by Management

1.3 Formal Recognition - Corporate Service

An employee will be formally recognised for their continuous meritorious service to the company in a manner commensurate with their period of service, employees will qualify for this after 10 years and 20 years of service

2. Other Initiatives

We utilise a range of performance rewards, learning and development initiatives, and on-the-job career development opportunities to reward Employees who have performed well in their roles. These programs are within the scope of our performance management scheme may include accelerated incremental pay progression and promotion.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Name in full:.....

Residential Address:.....
.....
...

Nationality:.....Date of Birth:.....

Place of Engagement:.....

Date Joined the Company:.....

Nature of Employment.....

I,

.....
***... confirm receipt of a copy of the Employee Handbook of the
WORKMEN & TALENTS AGENCY.***

***I have read and clearly understood the rules and conditions set
out in the Handbook. I agree to serve Workmen & Talents
Agency under the rules and conditions of employment laid out
in the said document.***

Signature:.....

Date:.....

Witness:.....

Date:.....

Employee's copy [Do not detach]