

# ALFA ADHI SECURITIES (PVT) LIMITED

## HR / ADMIN DEPARTMENT

***FUNCTIONS***

***RESPONSIBILITIES***

***PROCEDURES***

Sound, well developed, and rigorously implemented HR policies have the potential to achieve a very high level of human resource performance

**HR&A OBJECTIVE**

Providing the most conducive and rewarding workplace to all personnel

Where each member feels a sense of belonging achieved

Through ensuring fair and equitable compensation policies,

Developing strong communication among all levels,

Inculcating strong ethical values,

Providing all employees an opportunity to utilize their fullest talent and potential,

Implementing an effective appraisal & training system,

And creating an environment

Where honesty, diligence, hard work, intelligence, creativity and initiative

Is respected, recognized and rewarded

Without any discrimination.

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## **FUNCTIONS OF HR:**

➤ *HIRE*

➤ *TRAIN*

➤ *RETAIN*

### **1.1 Responsibilities:**

#### **1.1.1 Human Resource Department**

- The department is responsible for introducing, updating and monitoring Policies and Procedures customized to the needs of the Company.
- It is also responsible for co-operating and aiding other departments with reference to hiring, packages, benefits, disciplines, grievances, trainings, appraisals, termination legal requirements etc.

#### **1.1.2 Responsibilities of the Head of Departments**

- Head of departments are expected to learn the policies, which will provide them with the ability to pass on correct information to the staff.
- They should ensure that the defined policies and procedures are being followed and are not being misused and (or) misunderstood.
- They should involve the HR department in the hiring process, as the HEAD OF DEPARTMENT conducting the interview will judge the candidate on qualities specific to the role. The HR department alternatively will judge the candidate based on softer skills such as teamwork, leadership, their plan to stay with the Company in the long term and so on.

## **2 Function: Recruitment**

### **2.1 Responsibility: HR and Concerned HEAD OF DEPARTMENT**

ALFA ADHI SECURITIES (PVT)'s policy is to ensure that the selected candidate fits the job description. The Company exercises rigor recruitment process and picks out the most outstanding individual from the pool of candidates. The applicant's capability is fairly and accurately measured in relation to the requirements of the position.

Next is an equal opportunity employer and all hiring is done on merit. There is no consideration / discrimination on the basis of cast, color, creed, race, sex, religion, origin or ancestry etc.

Identification of position in any department is the responsibility of the concerned Head of Department.

HR responsibility is to guide, coordinate and assist other departments in the process of hiring and other HR related activities, as these are HR's specialized fields.

#### **2.1.1 Step One:**

- ✓ In an ideal scenario, each department is expected to forecast their next year's staff requirement, for inclusion in the manpower budget
- ✓ In case of staff becoming surplus in any department, could be recommended to other departments where there is a requirement and where the surplus staff could perform relevant functions
- ✓ Staff Requisition Form is to be filled out by Head of Department, whenever there is an opening
- ✓ On the receipt of such a requisition, HR&A will initially try to find a suitable candidate within the existing staff - there may be one who has acquired the required qualification and experience and match to the vacant position
- ✓ Personal Contacts: there may be suitable candidates known to our staff. Note: Applications from blood relatives of the existing staff shall not be considered for employment
- ✓ Check database
- ✓ Advertise in newspapers or obtain services of Recruiting Agencies / Consultant where deemed necessary

#### **2.1.2 Step Two:**

- ✓ Considering the Job specification (provided on Requisition Form) all applications shall be screened
- ✓ Short listed applicants will be called (1) for first interview by HR, and (2) for filling-out the prescribed application form
- ✓ Depending on the nature of work, a 30minutes I.Q. Test and / or writing skill test, job related test could be made part of the interview

- ✓ A list will be prepared of suitable candidates and passed to concerned Head of Department along with applications and evaluation sheets

**2.1.3 Step Three:**

- ✓ Concerned Head of department will advise the date and time for second interview
- ✓ HR is required to check with the head of department, if presence of anyone else and / or CEO is required
- ✓ Issue call / interview letter
- ✓ Arrange interview (preferably in meeting room) with a minimum gap of 10 minutes between two candidates.
- ✓ Head of department is required to give his comments and (or) approval in space provided on Evaluation sheet

**2.1.4 Final Step:**

- ✓ The selected candidate may be required to undergo a medical examination by a medical expert. All expenses incurred for the medical examination will be borne by Next. The employment will be subject to satisfactory report of the doctor
- ✓ Prior to making any offer, Next reserves the right to contact the references provided by the candidate
- ✓ Offer letter may be issued before joining, if the applicant is keen to have the Offer in writing
- ✓ Issue Regret Letter
- ✓ Appointment letter will be issued within two (2) days of joining, provided the applicant has filled out the application form and submitted all required documents and reference

### **3 Function: Joining of Entrants**

#### **3.1 Responsibility: HR, Concerned Head of Department and Admin.**

##### ***a) Before joining:***

If the candidate has confirmed his / her joining, concerned Head of Department should inform the HR department regarding the:

- Seating arrangement
- Computer requirement
- Telephone: Direct No(s), Extension No.(s)

HR would then request:

1. I.T. for e-mail address and computer (if required)
2. Admin. for seating & telephone arrangement, and visiting cards

##### ***b) On the day of joining:***

1. The candidate would be required to report to HR and provide the following, (given that the documents have not been provided earlier):
  - Photocopies of certificates (educational + service) along with originals
  - Photocopy of CNIC
  - Photocopy of driving license
  - Photocopy of EOBI card
  - Photographs: 3 passport-sized
  - Any other document(s) if the applicant is willing to produce or if asked for
2. HR will arrange with Admin Dept. to receive the candidate on the date of joining and guide him to the HR Dept.
3. Welcome note to be circulated by HR preferably on the day of joining
4. The new employee should sign the terms and condition of employment as mentioned in Annexure A at the time of joining the company. The employee shall be briefed about the departments, business, facilities, working hours, dress code, etc. (Time 45 minutes). Proper induction and Orientation would raise the motivation level of the new team member
5. I.T. Department will be informed about the joining of a new candidate for e-mail address, if request not yet made
6. Next Telephone List to be mailed to the candidate



7. Department in charge / supervisor to ensure that sitting arrangement, computer, telephone, and stationery has been arranged and job description prepared
8. HR to introduce the new candidate to different departments and to guide him or her to his head of department.
9. Department head should ask him or her to fill Joining Report and the same to be passed on to HR

#### **4 Function: Probationary Period / Confirmation**

##### **4.1 Responsibility: HR and Concerned Head of Department**

###### ***a) Probation***

All initial appointments, except those made on contract or on deputation, shall be placed on **probation** for a minimum period of three months from the date of joining. Considering extra ordinary performance of the employee and on recommendation of his/her head of department, the company may waive the whole or any part of the probationary period.

In the case of an employee failing to show satisfactory progress during the probationary period, the duration of probation may be extended further by an order in writing or his services dispensed with.

During the probationary period the agreement of appointment may be terminated by either party without notice during the first month of probation and thereafter, by giving one-week notice in writing or one-week salary in lieu of notice, until the expiry of the probation period.

###### ***b) Confirmation***

During probation, employee's performance will be judged by his/ her supervisor / Head of Department. Evaluation Form will be filled out by the Head of Department and forwarded to HR for confirmation or termination, whatever the case may be. On satisfactory completion of the probationary period and favorable report, his or her service will be confirmed, and a letter of confirmation will be issued.

After confirmation, service maybe terminated by either party, on giving to the other, one month notice in writing or salary in lieu thereof.

## **5 Function: Resignation / Termination**

### **5.1 Responsibility: HR and Concerned Head of Department**

#### ***a) Resignation:***

Any Employee may resign from the services of the Company at any time by giving 30 days' notice in writing. The duration of the notice period is specified in the employees' appointment letter.

The senior management may, however, at its discretion, dispense with the notice requirement and release the Employee at an earlier date.

HR to carry out an **Exit Interview** with the outgoing employee.

**Final Settlement** not to be made, until Clearance Certificate is completed.

#### ***b) Termination***

Nothing contained herein and in other rules, regulations, policies and procedures affects the inherent right of the Company to terminate the services of an Employee by proper notice or on payment of salary in lieu of notice period.

The Company without assigning any reason by giving a stipulated 30 days notices in writing or one month's salary in lieu thereof may terminate the services of any Employee.

The Company reserves the right to terminate any confirmed Employee without any notice and salary in lieu of notice if he/she is found guilty of willful misconduct, material breach of the company's regulations, breach of trust, and negligence of duty.

## **6 Function: Transfer**

### **6.1 Responsibility: Concerned Head of Department and HR**

#### ***1) Internal Transfer***

An Employee may at any time be transferred from one department to another department within the company, on written instruction of a competent authority. The two relevant department heads and the senior management will approve all internal transfers.

#### ***2) External Transfer***

An Employee may be transferred to any branch in Pakistan as required by the company. The competent authority will approve such transfer.

## **7 Function: Personal Record**

### **7.1 Responsibility: HR**

- All personal record, files including, hospitalization, attendance, leave, cars, motorcycles, insurance, fuel and maintenance, etc. are kept and maintained by HR&A
- Unauthorized access through computer data files or otherwise, will be regarded as serious misconduct and will be treated accordingly

## **8 Function: Visiting Cards**

### **8.1 Responsibility: HR & Admin.**

- ✓ Assistant Managers and above can have their official visiting cards
- ✓ The visiting cards will contain Employees' functional designation and the department
- ✓ Request for printing of visiting cards should be sent to the Human Resources Department duly approved by the Department Head
- ✓ The Human Resources Department after verification of the Employee's title will arrange printing of visiting cards through Administration Department
- ✓ A general-purpose visiting card (without name of any Staff) is available for use by Messengers / Runners etc. on required basis
- ✓ (Exceptions: Competent Authority may approve printing of visiting cards for any staff below Assistant Manager Level, depending on the job requirement)

## **9 Function: Promotion**

### **9.1 Responsibility: Concerned Head of Department and HR**

An Employee will be considered for promotion to the next higher cadre if he has proved himself competent / fit for the new position / Grade and recommended by his/ her head of department.

The performance of every Employee shall be assessed at-least once a year, in accordance with the appraisal procedure laid down from time to time. The annual assessment shall be made in the first instance by the immediate supervisor of the Employee and the Competent Authority will sign off the final review.

The Company may in deserving cases and, where recommended by the Head of the Department in writing and approved by the competent Authority, grant one or more special increments.

## **10 Function: Staff Annual Appraisal**

### **10.1 Responsibility: HR and Concerned Head of Department**

Performance evaluation is carried out to determine the amount of increase in salary and promotion, a professional should receive. The company believes that where employee performance is evaluated in economic terms of efficiency and effectiveness, it could be best achieved through recognizing and enhancing the dignity of each employee. All employees of the Company will participate in the appraisal process, which shall commence in May through mid June of each year.

The Human Resource Department will process the appraisals as per ratings submitted by the department heads. All Employees will be judged on an achievement basis against specific job descriptions and goals. They have the right to know exactly what is expected of them in their position enabling the employee and the supervisor to measure their performance and participate in achievement of organizational and business objectives.

During the appraisal process, department heads will communicate the goals for the next year to the Employees so that these objectives can complement those of the organization. Goals set must be clearly defined, measurable, and practicable.

All Employees have the right to know how well they are performing in their positions. It is the supervisor's responsibility to provide an honest and objective evaluation of both the strength and weaknesses of the Employee. Identifying areas of improvement and helping Employees to perform better are responsibilities of the supervisors and the department heads.

The appraisal should create an accurate picture of an individual's job performance.

The appraisal systems should be job related, practical, output orientated and purely performance related. All appraisals must be completed and handed in back to the Human Resource Department at the latest by mid June of each year. Next year training of the employee be mentioned, planned and budgeted for.

## **11 Function: Increment & Bonus**

### **11.1 Responsibility: HR & Management**

**Increment** and bonus are subject to performance appraisal.

After receipt of completed appraisal forms, HR will be responsible to prepare a department wise list, showing name, designation, current package, nos. obtained in appraisal, proposed increment, approved increment.

The above list must be completed by 3<sup>rd</sup> week of June, so that Management may have sufficient time to finalize the salaries by end June.

The increments would be effective from 1<sup>st</sup> July of next financial year. On receipt of approved List, HR would prepare increment letters and would put up by 10<sup>th</sup> July for CEO's signature. thereafter, head of departments letter would be personally handed over by CEO. Each department's letter would be handed over to respective head of departments for onward distribution to his / her staff.

**Bonus:**

Bonus is also related to individual's performance during the year in question, and subject to Company's profit.

HR, in the month of August, prepares a department wise list of staff, showing name, designation and 12 months' salary.

After management's approval of the bonus figures, HR prepares letters for individuals.

## **12 Function: Salary**

### **12.1 Responsibility: HR & Accounts**

It is Next's policy to disburse salaries by 29<sup>th</sup> of the month, and in case of 29<sup>th</sup> being holiday it is done next day.

Accounts Department provides a deduction list showing any deduction to be made from salary of individuals, like: advances, excess payment against cell phones, etc.

Department wise control sheet, incorporating the deductions to be made against: recovery of loan, tax deduction, EOBI staff share, absence without leave, late comer penalty.

Then the figures are reconciled against previous month's salary.

Salaries are disbursed to staff through their bank accounts maintained with MCB bank.

### 13 Function: Conveyance Entitlement

#### 13.1 Responsibility: HR & Admin

The Company provides car to the following employees as per approval of competent authority for official /private use:

<u>Designation</u>	<u>Car Entitlement</u>
Chief Executive Officer	Honda Civic
Chief Operating Officer	Honda Civic
Head of Foreign Sales	Toyota Corolla
CFO & CS	Honda Civic
Advisor	Honda City

All employees who are provided car by the company shall be reimbursed car repair & maintenance on actual basis.

### 14 Function: Expense / Reimbursement

#### 14.1 Responsibility: HR & Admin

- For expenses like entertainment, conveyance etc., the employee should have obtained his / her Head of Department's consent
- All such claim to be as per policy
- All reimbursement claims are to be made only on prescribed expense claim form supported with receipts and date of expense, and other related information like for whom/ which department, when, where and why to be clearly mentioned and to be approved by Head of Department
- All applications / requests for Advance Salaries, loans, non-deduction of Loan installment to be signed by Head of Department and routed through HR&A for verification, conformation to policy and authorization

### 15 Function: Group Hospitalization

#### 15.1 Responsibility: HR & A

All employees and their dependents [for married staff members, dependents mean the employee's legal spouse, and unmarried children (sons up to the age of 18 years and daughters till they get married) who are dependent upon the employee for financial support] are covered under the group hospitalization and medical policy within the prescribed limits of the insurance policy. This policy covers the expenses related to hospitalization and maternity.

Concerning the hospitalization and maternity benefits, employees are categorized in different categories. Details of categorization are available with the Human Resource Department.

The employee, after confirmation of service, is required to fill out the required Form and submit to HR& A.

The Insurance Company is responsible for issuing credit letters applicable to panel hospitals / approved hospitals with agreed costs and limits. In case of hospitalization, the employee or their dependents must go to any of the approved hospitals and submit an attested copy of the credit letter together with photo identification, and thereafter the insurance Company will settle the claims.

Reimbursements of hospitalization expenses need to be supported by proper medical certificates and invoices. Hospitalization covers the doctor's fee, hospital charges, medical tests and the cost of medicines incurred during the period of hospitalization.

The policy rules and procedures will be provided to each Employee. It is the duty of the employee to carefully read these rules & procedures as it contains all the necessary details and method of departments of obtaining benefit. Any questions with the

Interpretation or application of rules shall be referred to Human Resources Department.

#### **Critical Illness Benefit**

For the critical illness benefit, the maximum age limit is 59 years. Any person exceeding 65 years of age is not covered under this policy. Employees and their dependents are covered up to 15 % for any pre-existing ailments.

## **16 Function: EOBI (Employees Old Age Benefits):**

### **16.1 Responsibility: HR&A**

All employees are registered under the provision of Employee's Old Age Benefits Act, 1976.

The Company contributes, 6% of Employee's salary, to the maximum of Rs. 400 per month. Employee contributes 0.1 % (max / ceiling) or Rs. 80 per month.

EOBI Form to be filled out by the employee on the day of his / her joining.

#### **Benefits:**

- Old Age Pension: Payable to male at the age of 60 years, and female workers at the age of 55 years
- Invalidity Pension: Eligible, in case of two third or more invalidity due to disease or accident (outside place of work)
- Survivors Pension: Payable to widow of the deceased worker for the whole life or to the children up to 18 years of age or to the old parents for five (5) years
- Old Age Grant: Lump sum payments in case of registration for more than two years but not entitled to old age pension. Salary commensurate with the number of years against which contribution received

**Note:**

1. Employee must keep their original EOBI Registration card in safe custody
2. They should pass their EOBI Reg. No to their employer

## **17 Function: Leaves**

### **17.1 Responsibility: HR&A**

Leave is permissible to all confirmed and permanent Employees. However, employees cannot avail leave without prior written approval of their respective Department Head and Human Resources Department.

Leave(s) even approved, may be refused to any employee when considered necessary in the interest of the Company. Such leave can be carried forward to the immediate succeeding year only.

The only exception to the above is the unforeseen leave for reasons of health or emergencies. In such cases, the employee must inform the department head immediately, confirming expected date of joining. A written leave application and specific reason for the unscheduled leaves to be submitted latest on the day of return of the Employee.

No Employee shall leave the station of his work without the prior approval of the Department Head. On return from all leaves and business trips, a return form must be filled and submitted to the Human Resources Department.

### **17.2 Privilege Leave**

All Employees are entitled to 20 working days' vacation towards their privilege annual leave each year. The employee may be granted privilege leave on a pro-rata basis if he / she has not completed one year of service from the time of joining the Company. The entitlement of privilege leave may only commence after the Employee's date of confirmation. The Senior Management may approve advance privilege leave up to a maximum of 10 working days. All advance privilege leaves must be adjusted in the immediately succeeding year.

All Employees will be allowed to carry forward only a maximum of 5 unutilized working days into the immediately succeeding year. All Employees are encouraged to avail their privilege leave within the year that it is earned. All Employees are encouraged to avail a minimum of 10 working days in one tranche. Leaves are not cashable.

Privilege leaves should normally adhere to a schedule laid down during the first quarter of each year. This is the responsibility of the supervisor to ensure that staff takes their privilege leaves on schedule without disrupting the smooth functioning of their departments.

All Employees must complete Leave Application Form at least one week in advance of their planned departure date. The leave application must be submitted to the Human Resource



Department after the approval of the immediate supervisor, as per the agreed schedule and approved leave plan. On submission to Human Resources Department, the application will be recorded, and the Employee will be informed accordingly.

In case the privilege leave in any year exceeds the Employee's entitlement, Salary will be deducted for all such excesses.

### **17.3 Casual Leave**

All permanent employees are entitled to 4 (four) working day's casual leave during each year. Casual leaves are leaves that Employee may take in case of any emergency or sickness. Employee cannot take more than two consecutive days as casual leave. If Casual leaves exceed two days, it will be treated as annual leaves.

Casual leaves cannot be merged with the privilege leave and cannot be utilized for vacationing. The casual leaves cannot be accumulated and the balance at the end of the year will be lapsed.

### **Sick Leave / Medical Leave**

Leaves due to sickness for Five (5) days are permissible only on a case-to-case basis with the approval and discretion of the Competent Authority. An appropriate medical certificate is required to support the application. In case of Hospitalization the whole period of hospitalization will be treated as paid leave.

### **17.4 Maternity Leave**

Total leave of sixty days would be allowed as maternity leave out of which 40 days should be treated as paid leave.

### **17.5 Unpaid Leave**

In exceptional circumstances, the Department Head and CEO can approve unpaid valid leaves specifically for the reasons such as education, health, religious or any other genuine reason.

## **18 Function: Attendance**

### **18.1 Responsibility: HR&A**

Attendance / reporting time is maintained by receptionist at the Karachi Office. Stock Office and Lahore Office; mail their attendance by 9.30a.m. Receptionist then compiles the attendance and circulates it to the HR and Administration department daily by 11.00 am. This summary shows no. of persons present, absent, on leave at different stations. It further shows reporting time of those staff that was late on previous working day.

## **19 Function: Training & Development**

### **19.1 Responsibility: HR&A and Head of Departments**

It is Next's policy to groom its staff by;

- Providing proper and job-related training, and
- Reimbursing their exam fees, only for those courses that are job related

#### **19.1.1 Criteria:**

1. No training or reimbursement of fees, without prior approval
2. Matters relating to training and reimbursement of exam fees to be routed through HR&A.

### **19.2 Rules / Procedure**

#### **19.2.1 Training Plan:**

1. Every year in the month of July a Training Plan based on annual appraisals and the head of departments recommendations (duly scrutinized by HR&A) will be prepared and submitted to the senior management for approval.
2. A Training Budget will be prepared each year and the cost will be allocated.
3. Training for staff that has joined during the year, may also be considered depending on head of department's recommendation / TNA (Training Need Assessment) / Job Requirement.

#### **19.2.2 Seminars / Workshops:**

Head of departments should forward their recommendations, when a relevant seminar or workshop are announced, and the head of department considers that participation of their staff would be worthy.

#### **CFA (Chartered Financial Examination):**

CFA is a financial analysis course designed to help Managers and Analysts to take better decisions. CFA consists of three levels and the exam for each level is held once a year except level 1 which is held twice in a year.

Employee is reimbursed Exam Fees for each level, subject to the following:

- ✓ On having passed any level of CFA, the employee may claim reimbursement in writing and in support will have to attach photocopies of Registration, Result, etc.
- ✓ Unsuccessful employee is not reimbursed any amount
- ✓ He / she must have completed six (6) months of service with Next, before appearing in Exam and have had informed about his/her intention of appearing in CFA Exam.

Further, he / she have worked with Next, at least for three (3) months from the date of result.

- ✓ Reimbursement is made only for actual fees and do not include any late payment charges/fine, cost of books, or any other payment.

### **19.2.3 I.T. Related Course:**

To keep the I.T. staff updated and aware of the rapid changes / development of technologies and software, head of department I.T. to recommend the course and institution. Requirement of the job and application of the course is important.

HR&A would process such recommendation for approval and coordinate with I.T. Employee is reimbursed exam fees, subject to the following:

- The employee had obtained Management's approval for the course
- On having passed any part of exam from recognized / reputed institution, the Employee may claim reimbursement in writing and in support will have to attach photocopies of Registration, Result, etc.
- Unsuccessful employee is not reimbursed any amount
- He / she must have completed six (6) months of service with Next, before appearing in Exam further, he / she have worked with Next, at least for three (3) months from the date of result
- Reimbursement is made only for actual fees and do not include any late payment charges/fine, cost of books, or any other payment

#### **Note:**

Participants of Seminars, Workshops, and Courses are required to make transport Arrangement on their own, as no conveyance is admissible. Courses are usually held for couple of hours. So, the participant will have to attend Office for rest of the hours.

#### **Provided:**

- ✓ The employee appears in the exam during Next's employment and at the time of announcement of result is in employment
- ✓ The employee informs in writing of his success enclosing copies of certificate, marks sheet, result
- ✓ The institution / School / Board are among the recognized list and of repute

**Note:** Exam Fees, cost of books or any kind of payment / reimbursement is not admissible with this award.

## **20 Code of Conduct**

Next is committed to the highest standards of ethics and business conduct. This encompasses our relationships with our clients, our competitors, the communities in which we operate, and with each other as employees at each organizational level.

### **Dress**

Dress reflects company's image and it is our prime responsibility to portray a decent image of our company. Blue jeans (denim), Shalwar Kameez, T-Shirts (without collars), Sandals and Chappals are not allowed. During Ramzan, staff is allowed to wear Shalwar Kameez along with shoes. Casual dress is allowed on Fridays.

### **Smoking**

The objective of this policy is to establish a healthy working environment for all employees. All areas are No Smoking Areas and compliance is mandatory.

### **Harassment**

Next will not tolerate harassment of its employees. Any form of harassment related to an employee's race, color, gender, religion, national origin, veteran status, citizenship status, age or disability is a violation of company policy.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, gender, religion, national origin, veteran status, citizenship status, age or disability; sexual advances, requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature.

Contact your Head of Department/ HR&A, if you believe that you have been the subject of harassment.

Remember! Any violation of this policy will result in disciplinary action, up to and including termination. You will not be penalized in any way for reporting such improper conduct.

### **Conflict of Interest**

Those working for Next must not engage in any conduct, whether by way of investments, outside employment, personal relationships, or any other obligation or relationship, which could cause them to use their positions and influence within the Company for personal gain or for the personal benefit of others. Those working for Next are expected to act in the best interest of the Company, without any consideration of or opportunity for personal gain.

## **Courtesy**

Courtesy is the responsibility of every employee. Everyone at Next must be courteous, polite and friendly both to client and to fellow employees. No employee should be disrespectful or use profanity or any other language, which could damage the image or reputation of the Company.

## **Damage to Property**

The company has made a tremendous investment in our building and equipment to better serve our clients and to make your job easier. Deliberate or careless damage to company property will not be tolerated.

## **Disruptive Behavior**

The company cannot allow behavior that interrupts the normal day-to-day operations of the workplace. This may include, but not limited to, gossiping, yelling, physical display of anger, etc.

## **Fighting, Threats and Weapons**

The company cannot allow assault or fighting at work on Next premises, nor can we allow threatening words of physical harm against another individual or against Next.

## **Fraud, Dishonesty and False Statements**

No employee or applicant should ever falsify any application, medical history record, invoice, time sheet, or any other document. If you observe any such violations, please report them to your supervisor immediately.

Furthermore, misrepresentation of the truth, or deliberate distortion of the facts or circumstances of any workplace matter will not be tolerated.

## **Insubordination**

We all have duties to perform and everyone, including your supervisor, must follow directions from someone. It is against our policy for you to refuse to follow the directions of your supervisor.

## **Substance Abuse**

Substance abuse will not be tolerated at Next. This includes alcohol and drug use, as well as the use of other intoxicants and mind-altering substances.

### **Unlawful Activity**

Employees are not permitted to engage in any kind of unlawful activity either on company property or while off the job since this can adversely affect the company's reputation.

### **Work Area**

Being away from your work area without permission of supervision is not allowed. Interfering in any way with the work of others or loitering on the premises before or after hours is not permitted.

### **Disclosure of Confidential Information**

Every employee shall maintain the highest standard of confidentiality with regard to the information relating to the business of the company.

The employee shall not divulge, use, disclose, communicate directly or indirectly to public, the press other than for the benefit of the company. Contravention of this clause shall constitute misconduct. These obligations should continue even after you leave the Company.

## 21 Whistle Blowing Policy

### Conduct of Whistleblower

[1]- Whistleblower shall

- a. Act in good faith;  
Explanation: protected disclosure shall not be 'in good faith' if the whistleblower has any other secret or unrelated reason for making the disclosure;
- b. Have reasonable grounds to suspect that protected disclosure indicates that the company or regulated person has contravened or intends to contravene any administrated legislation;
- c. Refrain from making false accusations;
- d. Take reasonable care to protect sensitive information and restrict disclosure to the relevant persons/ authority only;
- e. Shall only disclose the details which are related with the violations;
- f. Ensure that the protected disclosure is accurate and complete to the best of his knowledge;
- g. Provide original information;
- h. Provide information voluntarily
- i. Provide complete evidence at his / her disposal to aid investigation of the issues reported; and

[2] - The abusive use of the whistle blowing mechanism or submission of false, fraudulent or meritless information may render whistleblower liable to disciplinary action by the company in case of an employee of the company and /or penal action by the Commission in case of a company or regulated person for misstatement under the ordinance.

[3] - Where, a compliant is made in good faith and reasonably believed to be true by the complainant, no action will be taken against him/her if the allegation is found to be inaccurate or untrue upon enquiry:

Provided that the Securities and Exchange Commission shall be the final authority to decide whether a complaint is made in good faith and without any fraudulent or malicious motives.

### **Internal Whistle Blowing**

**[1]** - A whistle blower may make a protected disclosure before the Audit committee or Board of Directors of the Company or regulated person:

Provided that if the protected disclosure is in respect of a member of the Audit Committee, such disclosure shall be made directly to the Chairman of the Board of Directors or his assigned representative.

### **Procedure for Internal Whistle Blowing**

- a. Whistle blower to report to the Company, in writing, openly or confidentially any protected disclosure;
- b. Company to review the protected information;
- c. Company should conduct enquiry into the allegations made and review the findings of the enquiry;
- d. Company to determine the penalty or consequences for the employee or official who has been found involved in violation of applicable laws and rules made there under;
- e. Company to protect whistle blower from retaliation as provided below;
- f. Company to report the findings of the enquiry to the Chairman of the Board of Directors of the company; and
- g. Identity of a whistle blower to be kept confidential.

### **Protection from Retaliation**

**[1]** - The company, its board of directors, Audit Committee or management ensures that no whistle blower, if he/she is an employee/ former employee, is subject to any adverse action, including but not limited to-

- a. Any disciplinary action;
- b. Dismissal, suspension, harassment or intimidation;
- c. Transfer against his or her will;
  - a. Refusal of transfer or promotion;
  - b. Demotion;
  - c. Withholding or suspension of his salary and /or benefit payments;
  - d. Subjecting to a term or condition of employment or retirement which is altered or kept altered to his or her disadvantage;
  - e. Refusal of a reference or providing with an adverse reference, from his or her employer;
  - f. Denial of appointment to any employment, profession or office; and
  - g. Threatening, either directly or indirectly, with any of the actions referred above, or be otherwise adversely affecting in respect of his or her employment, profession or office, including employment opportunities and work security.



[2] - If any whistle blower is being victimized or is likely to be victimized on the grounds that he has lawfully provided information or made a disclosure to the Commission in accordance with the regulation or assisted in any action taken by the Commission based on or related to such information, he may file an application in Form 'B' before the commission seeking remedy in the matter and the Commission may be an order in writing:

1. Direct the company regarding:

- Reinstatement with the same seniority status that the individual would have had; and/ or
- Compensation to be paid to the whistle blower including previous pay, if not paid, and other benefits otherwise owed to the individual, with cost;

2. Take any other action as it deems fit.

### **Direct Reporting to the Commission**

[1] - The whistle blower may contact the Commission directly to reveal information on the violations through following, but without necessarily disclosing his/ her name, if the whistle blower is hesitant to reveal his/ her identity:

- f. Through online submission of Form-A on commission's website email;
- g. Postal address; or
- h. Fax line.

[2] - The commission shall communicate directly with the whistle blower regarding the protected disclosure, without seeking the consent of the company. All protected disclosures made to the commission will remain confidential if the whistle blower desires so.

### **Proceeding against Whistle Blower**

The regulations do not provide amnesty / protection to whistle blowers nor preclude the Commission from bringing an action against such whistle blower for his conduct in connection with violations of the applicable laws, if any.

## 22 Annexure "A"

### **TERMS AND CONDITIONS OF EMPLOYMENT**

Your employment in ALFA ADHI SECURITIES (PVT) Limited is subject to the compliance with the terms and conditions set forth below:

3. *Effective Date:* The Effective Date of this employment is the date of joining.
4. *Salary:* You are required to open a bank account at the branch designated by the "Employer" and provide details of the same. Your salary shall be credited directly into this bank account.
5. *Salary Review:* Your salary will be reviewed at the end of the financial year of ALFA ADHI SECURITIES (PVT) Limited under a formal review program. Any adjustment in salary will be subjected to market conditions, Company's financial performance and your job performance. Any change in salary arising from the review will become effective from the first day of the month following such review.
6. *Probation:* You will be on probation for a period of three (3) months or until such time as they are confirmed in service by the Company. During this period either party shall have the right to terminate the service at any time, without assigning any reason and without giving any notice period. The probationary period may be curtailed or extended at the Company' discretion. On satisfactory completion of probationary period, if considered fit by the Company, you will be confirmed in service.
7. *Leaves:* Employees are entitled to 24 working days leaves per year. Leaves are governed by their own rules.
8. *Others:* You are entitled to all other rights, benefits or protection as promulgated under the company's Policies & Procedures. The Company HR Policy Manual also forms part of this Contract.
9. *Notice Period and Termination of Employment:* This Contract may be terminated by either party at any time by giving to the other party not less than One month written notice or One month remuneration in lieu thereof or proportionate payment for the unexpired period of notice.

Notwithstanding anything hereinbefore contained, the Employer may at any time terminate the employment without notice or payment in lieu thereof, if the Employee:

- a. Willfully disobey a lawful and reasonable order of the Employer;
- b. Act in serious, willful or persistent breach of the Employee's responsibilities herein set out;
- c. Is guilty of fraud, dishonesty or any criminal act or have made a false statement in the Employee's application for employment;
- d. Is habitually late or absent without permission and are unable to give a satisfactory explanation or overstays leave without permission;
- b. Has other employment which has not been disclosed to the Employer in circumstances

which are detrimental to the interests of the Employer or the Company.

**10. Liability of Service:** Executives are liable to be posted / transferred to any other department/division anywhere in Pakistan in connection with the affairs of the Company.

**11. Conduct and Behavior:** To be in accordance with the Company's "Business Principles and Ethics Policy", copy attached.

**12. Applicable Law:** This Contract shall be governed by the laws of Pakistan.

#### **BUSINESS PRINCIPLES AND ETHICS POLICY**

The Company requires of **all** its employees the observance of the highest ethical standards in the conduct of its business activities. The Business Principles and Ethics Policy (BPEP) are intended to assist Company staff in meeting the standards of professional and personal integrity expected and required of them. Company staff will

Act with integrity at all times, to protect and safeguard the reputation of the Company. Contravention of the BPEP will be regarded as misconduct.

#### **CONFLICT OF INTEREST**

Each staff member has a prime responsibility to the Company and is expected to avoid any activity that could interfere with that responsibility. You should not engage in activities or transactions which may give rise to, or which may be seen to be giving rise to, conflict between his/her personal interests and the interests of the Company. Such conflict could arise in a number of ways and in a number of situations. The following paragraphs outline some specifically forbidden situations. This list is, however, not exhaustive. In case of doubt, the advice of the Management should be sought.

- h. Company purchases equipment, material and services for various aspects of its operations. Company staff members are forbidden from holding any financial interest, directly or indirectly, in any organization supplying goods or services to the Company;
- b. A staff member should not participate in any external activity that competes, directly or indirectly, with the Company;
- c. A staff member should not engage in any outside business or activity that might interfere with his/her duties and responsibilities to the Company;
- d. No staff member should sell, lease or buy equipment, material or services to or from the Company except as may be necessary in the normal course of his/her duties as an employee;
- e. Staff members are not permitted to conduct personal business activities on the Company's premises or to use Company facilities for such purpose;
- i. If a staff member has direct, indirect interest or family connections, with an external

organization that has business dealings with Company, details of such connections and interests should be fully disclosed to the Management before the commencement of his/her employment or in case such interest or connection is disclosure shall be made within three business days from the date such interest, connection or relationship comes to the knowledge of the staff member;

- j. All executives should disclose to the Management details in respect of any relationship(s) with other executives of staff members and all staff members should disclose to the Management details in respect of any relationship with other staff members and/or the executives;
- k. Staff members shall not perform any act or get involved in any situation that potentially could conflict with the principles outlined above; and
- l. No staff member shall take up employment with another company, firm or organization of any kind whatsoever, even on part time basis

### **OWNERSHIP OF DOCUMENTS**

Any document, computer programs, computer files, works, or other material prepared or created by employee, alone or with others; in the course of his / her employment will be the employer's property. The employee agrees that the copyright, patents, trademarks, designs, plans, reports, and all other intellectual property rights of whatever nature accrues in the course of his/her service shall become and remain the Employer's property. Upon cessation of his/her employment, whether resignation, dismissal, retrenchment, retirement or otherwise, the Employee shall forthwith surrender to the Employer all original and copied documents, computer programs, computer files, works, samples or other items relating to any matter aforesaid.

The employee acknowledges the Employer's ownership of what the employee develops or creates in the course of his/her employment with the Employer, including all inventions, drawings, reports, feasibilities, investment plans, specifications, bills of quantities, calculations and other documents. The employee must not, without prior written consent, copy or disclose to a third party, or cause to be copied or disclosed to a third party, any intellectual property owned by the Employer.

Upon termination of employment and without any further demand, the employee

Must deliver to the Employer or its authorized representative:

- h. all documents in his/her possession or control relating in any way to any confidential information, intellectual property rights, trade secrets of, or to the business or affairs of the Employer or any related body corporate; and
- i. Any property of the Employer or any related body corporate or anything to which the Employer or any related body corporate has an entitlement to possession.

The employee is not entitled to retain a copy of any document referred to above.

## **CONFIDENTIALITY**

The employee shall maintain and consider all information provided to the employee by the Employer as confidential, except where it is expressly provided on the basis that it is to be made public. Employees are required to respect and maintain strict confidentiality of information made available by the Employer and its clients during the course of their employment.

The employee must not, during or after your period of employment with the Employer divulge to any person or use any trade secret or any confidential information concerning:

- j. the Employer's business or financial arrangements or any related body corporate of the Employer; or
- k. any of the Employer's dealings, transactions or affairs or any related body corporate of the Employer;
  
- l. any document, data or material of any kind whatsoever pertaining to the Employer and its business and affairs;

Except in the proper course of your duties, as permitted by the Employer or as required by law.

- m. The employee must use his/her best endeavors to prevent the publication, use or disclosure of any such trade secret or confidential information.
- n. Upon the termination of employment with the Employer, the employee will not represent himself/herself as being in any way connected with or interested in the Employer's business.
- o. The employee must keep the contents of his/her terms of employment confidential.

## **RESTRICTIVE COVENANT**

The employee will not during his/her employment and thereafter for a period of 12 months from the date his/her employment ends:

- d. Induce, entice or solicit or attempt to induce entice or solicit any employee of the Employer to leave such employment, or
- e. Induce, entice or solicit or attempt to induce entice or solicit the business, (in competition with Employer) of any company which is
  
- f. or at any times has been a client or customer of the Employer.

## **RELATIONSHIP AND DEALINGS WITH GOVERNMENT OFFICIALS, MEDIA, SUPPLIER, CONSULTANTS, AGENTS, INTERMEDIARIES AND OTHER PARTIES**

Company's relationships and dealings with Government officials, external agencies, parties, and individuals should, at all times, be such that Company's integrity and its reputation would not be damaged if details of the relationship or dealings were to become public knowledge.

It is the responsibility of each Company staff member to exercise good judgment so as to act in a

manner that will reflect favorably on the Company and the individual. Staff member should only make statements to the media, speeches in public forums, or publish articles in newspapers etc. with prior authorization. In a personal capacity also, due care should be taken while discussing the Company's performance or plans with outsiders. Staff members having questions on how to comply with this requirement should consult with the Management.

**ALCOHOL DRUGS & GAMBLING**

The use of alcohol in any form is prohibited on all Company locations/premises. Similarly, the use of drugs, except under medical advice (of which satisfactory proof will be provided to the Management), is prohibited on all Company locations / premises.

Any staff member arriving at a work place under the influence of alcohol or drugs will not be permitted to enter the premises and will be liable to disciplinary action.

All forms of gambling / betting on the Company's premises are forbidden.

Political activities and discussion on political matters at the Company's premises are strictly forbidden.

**RECEIVING GIFTS**

No staff member shall seek, accept or permit himself / herself or any member of his/her family to accept any gift or favor, the receipt of which will place him/her under any form of official obligation to the donor, which may have direct or indirect bearing on the affairs of the Company or his/her employment.

As part of building relationship with customers, suppliers, etc. staff members may receive occasional gifts, provided that the gift is of nominal value (e.g. pens, notepads, calendars, diaries, key chains or such promotional material) and the gift is neither intended nor perceived by others to be intended to improperly influence business decisions.

Occasionally, there may be times when refusing a substantial gift would be impractical or embarrassing. In those rare instances such gift should be handed over to management for suitable disposal.

**WORKPLACE HARASSMENT**

Company executives will maintain an environment that is free from harassment and in which all employees are equally respected. Workplace harassment is defined as any action that creates an intimidating, hostile or offensive work environment. Such actions include, but are not limited to, sexual harassment, disparaging comments based on gender, religion, race or ethnicity.

I have read and understood the above Terms and Conditions of Employment, as well as Business Principles and Ethics Policy of ALFA ADHI SECURITIES (PVT) Limited and hereby convey my acceptance of the same.

Name -----

Signature-----