



EMPLOYEES CODE OF ETHICS

مجموعة عبد الرحمن المصيب
ABDULRAHMAN ALMUAIBID GROUP

www.aam.com.sa



This handbook was created to introduce you to **ARAM Group** and provide information about working conditions, benefits, and policies essential to your employment here. The information you'll find in this handbook applies to all **ARAM Group** employees.

Following the policies described in this handbook is a condition of your employment. However, nothing in this handbook alters an employee's status. Nothing in this handbook shall constitute nor be construed as a promise of employment or a contract between the Company its employees.

The handbook is a summary of our policies, which are presented here for informational purposes. You are responsible for reading, understanding, and adhering to the provisions of this handbook. We hope to provide you with a work environment that is constructive to your personal and professional growth.

1. Employee Handbook Introduction:

Welcome to **ARAM Group** We're glad to have you here. We've been in business since **2008** and since that time have developed the philosophy that our overriding goal is **your company's main goal**. Our mission is.

Mission

- ❖ To meet the requirements and always strives to exceed the expectations of our Clients, Shareholders and Employees.
- ❖ To overcome the external and internal issues associated with the organization's Business and Scope of work, and to fulfill all the relevant requirements.

If you're reading this, we think you're a good fit for helping us fulfill our mission and achieve our goals.

1.1 Changes in policy.

This handbook replaces previous employee handbooks, memos, and manuals. We reserve the right to interpret, cancel, change, suspend, or dispute, with or without notice, all or any part of these policies, procedures, and benefits at any point. Employees will be notified of changes.

Changes take effect on dates determined by the Company. After changes take effect previous policies are void. Individual managers and supervisors cannot change policies.

1.2 Employment applications.

We rely on the accuracy of employment application information and any other data candidates provide during the hiring process.

Falsifications, misrepresentations, or material omissions may result in the exclusion of the candidate from consideration for employment. If the candidate has been hired, termination of employment may be considered.

1.3 Employment relationship.

You enter into this employment voluntarily, and are free to resign at any time for any reason or no reason. Likewise, **ARAM Group** is free to conclude its relationship with any employee at any time for any reason or no reason. Following the probationary period, employees are required to follow the Employment Termination Policy outlined in section 3.

2. Definitions of Employee Status:

An “employee” of **ARAM Group** is a person who regularly works for **ARAM Group** on a wage or salary basis. “Employees” may include exempt, non-exempt temporary, regular full-time, regular part-time employees, and other employees who are subject to the control and supervision of Company Name in the performance of their duties.

2.1 Types of Employees:

- Regular full-time.
- Regular part-time.
- Temporary.
- Man Power Recruitment Supplies.

3. Employment Policies:

3.1 New employee orientation.

Human resources provides an orientation for new employees. This includes an overview of the company history, an explanation of company vision, mission, values, goals and objectives. Orientation also includes an explanation of tax and legal issues, benefits, and help completing necessary paperwork.

Employees are presented with codes, keys, procedures, and secret handshakes needed to access their workspace. Supervisors introduce new hires to staff, explain company evaluation procedures, review position scope and job description, and help them start working.

3.2 Non-disclosure and confidentiality agreement.

Protecting trade secrets and confidential business information is essential to the success of Company Name.

Such confidential information includes (but is not limited to): pending projects and proposals, proprietary production processes, compensation data, personnel/payroll records, financial information, marketing strategies, and conversations with people associated with the company.

As a condition of employment, employees must sign a non-disclosure agreement. Employees improperly disclosing or using confidential business information or trade secrets are subject to disciplinary action, including termination and legal action, even if the disclosure does not benefit them.

3.3 Non-discrimination.

ARAM Group does not discriminate in employment opportunities or practices because of race, sex, national origin, color, religion, age or disability. We make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

3.4 Probationary period for new employees.

The probationary period for regular employees is for **90 days** from hire date. This is a time for management to evaluate new employees, and for new employees to evaluate the company.

During the probationary period, the company and the employee can terminate employment without notice. Upon completion of the probationary period, a review will be given and benefits will begin as appropriate.

3.5 Work hours.

ARAM Group office staff working hrs. Are from **8 a.m. To 5 p.m. 5 Days of Week**, except Site offices working hours shall be based on location and type of work. And for Holidays (See Section 6.7, Holidays). The standard workweek is **40** hours (see Section 4.3, Overtime).

For calculating employee benefits, the workweek begins on **Sunday (starting at 12:01 a.m.) Through Saturday (ending at 12:00 a.m.)**, unless a supervisor makes other arrangements with the employee.

3.6 Lunch periods.

Employees receive a **55-minute** break for lunch. Lunch breaks generally are taken between the hours of **1:00 p.m. and 2:00 p.m.**

3.7 Break periods.

ARAM Group allows breaks during the following times: **Prayer times**. If employees have unexpected personal business to take care of, they must **notify their direct supervisor to discuss time away from work and make provisions as necessary. (Or :) Company Name does not allow breaks except during the lunch period.**

3.8 Emergency closings.

Emergencies including fires, severe weather, or power failures can disrupt company operations. **Executive Staff** will make the decision to close. Employees will receive an official notification from their supervisors if the company is closed due to emergency.

3.9 Employee personnel files.

Employee personnel files include: **job application, job description, résumé, records of training, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.**

Personnel files are **ARAM Group** property. Access to information they contain is restricted. Management personnel of **ARAM Group** who have a legitimate reason to review the file are allowed to. To review their own file employees should contact their supervisor or Human Resources Representative.

3.10 Personnel data changes.

Employees are responsible for notifying their supervisor or **ARAM Group's** Human Resources Department of changes such as: mailing address, telephone number, name, number of dependents, and emergency contacts. An employee's personnel data should be accurate and current at all times.

3.11 Performance review.

Supervisors give formal performance reviews every **six months**. Informal performance reviews may be conducted more often.

Performance reviews are for employees and supervisors to talk about current tasks and discuss ideas for meeting work goals. Performance is directly tied to wage and salary increases. Performance reviews will have a direct effect on your compensation.

3.12 Outside employment policy.

Employees may hold outside jobs in non-related businesses or professions as long as there is no conflict of interest, performance standards and scheduling demands are met, and **ARAM Group** resources are not used for outside employment.

3.13 Disciplinary action.

ARAM Group holds each of its employees to certain work rules and standards of conduct (see Section 5). When an employee deviates from these rules and standards, **ARAM Group** expects the employee's supervisor to take action.

Though committed to a progressive approach to disciplinary action, **ARAM Group** considers certain rule infractions and violations of standards as grounds for immediate termination of employment.

These include but are not limited to:

- Unauthorized access to company property outside of business hours.
- Using company equipment and/or company vehicles without authorization.
- Theft.
- Insubordination.
- Vandalism or destruction of company property.
- Misrepresentations of **ARAM Group** to a customer, a prospective customer, the general public, or an employee.
- Sharing company business practices.

3.14 Employment termination.

Terminations are part of personnel activity at any company.

Examples and definitions of common termination types:

- Termination – Employment termination initiated by **ARAM Group**.
- **Layoff/layoff-letter** – Employment termination initiated by **ARAM Group** for non-disciplinary reasons.
- Resignation – Employment termination initiated by an employee.

Exempt employees shall give at least **Six (6) weeks** written notice. Since employment with ARAM Group is based on mutual consent, both the employee and **ARAM Group** have the right to terminate employment at will, with or without cause during the Introductory/Probationary Period for New Employees (See Section 3.3, Introductory/Probationary Period for New Employees).

Employees who terminate employment with **ARAM Group** shall return company property. No final employee's payment will be made until all items are returned in appropriate condition. Cost of replacing unreturned items is deducted from the employee's final pay.

Any outstanding financial obligations owed to **ARAM Group** will also be deducted from the employee's final pay.

Benefits are affected by employment termination in the following manner:

ARAM Group will pay accrued vested benefits due and payable at termination. Some benefits may be continued at employee expense (See Section 4, Benefits). The employee will be informed of benefits that may be continued and how to do so.

3.15 Work safety.

ARAM Group gives information to employees about health issues and workplace safety through:

- Training sessions.
- Meetings.
- Bulletin board posts.
- Memos.
- Other written communications.

Employees must be cautious and obey safety rules. Unsafe conditions should be reported to a supervisor immediately. Disciplinary action, including termination of employment, may result from violating safety standards, creating dangerous situations, or failing to report or remedy such situations.

A supervisor should be notified immediately in case of accident-related injuries, no matter how insignificant. (See Section 3.16, Employee Requiring Medical Attention).

3.16 Health issues.

Strictly for the protection of employee health, employees should inform supervisors or human resources representatives of health-related issues.

A doctor's note stating whether the employee can perform his/her job duties is required when or shortly after notice has been given.

Employees should notify their supervisor and Human Resources Representative if a health issue requires a leave of absence. These are granted on a case-by-case basis.

3.17 If an employee requires medical attention.

If an employee requires medical attention, the employee's personal physician must be notified immediately.

If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility.

Due to potential liabilities, **ARAM Group's** employees will not be responsible for transporting another employee.

The employee will be responsible for transportation charges when an emergency requires Emergency Medical Services to evaluate the employee on-site.

3.18 Building security.

Employees are not allowed on Company property after hours without proper authorization.

Employees given the responsibility to close the business at the end of the day assume responsibility for locking doors, arming alarm systems, and performing any additional building care, such as turning off lights or setting thermostats.

Employees issued work keys are responsible for them.

3.19 Company supplies and expenditures.

Employees whose regular duties do not include purchasing shall not make purchases behalf of **ARAM Group** without written approval.

In order to make purchases in the name of the company, you must be authorized by a **Manager or Supervisor**.

3.20 Expense reimbursement.

Reimbursements under **Sr.100** will be included in the employee's next regular paycheck. Larger amounts will be processed as an invoice. Reimbursement request forms should be turned in to **Payroll Department/Accounts Payable**.

Supervisors must give prior approval of expenses.

3.21 Visitors in the workplace.

To protect the safety and security of employees, visitors, and facilities only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, guards confidential information, decreases insurance liability, protects employee welfare, and limits distractions.

3.22 Parking.

Employees must park their cars in parking lots or other areas indicated and provided by the Company.

4. Wage and Salary Policies:

4.1 Wage or salary increases.

Employee wages are reviewed yearly. The employee's review date is typically on or about the anniversary date of employment or the date of the previous compensation review, although reviews may be conducted more often, depending on the circumstances.

4.2 Timekeeping.

The following is for employees using a time clock. Temporary/Manpower supplier's employees are responsible for recording their time worked correctly. Time worked is time actually spent performing assigned duties. **Employees are responsible for recording time spent on individual jobs.**

ARAM Group does not pay for time spent on personal business or extended breaks.

The time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another employee's time record will result in disciplinary action, including termination of employment.

Time records are reviewed weekly. Time record changes must be approved **by a supervisor/manager**. **The appropriate person** can handle questions about timekeeping.

4.3 Overtime.

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions.

Man power supplier's employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive authorization. Overtime worked without authorization from the **supervisor** may result in disciplinary action.

4.4 Paydays.

All employees are paid **weekly, monthly, etc..** In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay **on the next day of operation**.

ARAM Group provides an automated direct deposit service for employees, which automatically deposits a pay stub in an employee's bank or credit union account(s). To use this service, complete a direct deposit authorization form, which is available from **a supervisor, the payroll department**.

5. Code of ethics and code of conduct.

Standards of ethics and conduct for **ARAM Group** are important, and the Company takes them seriously.

Employees are expected to follow codes and standards in conducting the Company's business and doing their jobs.

Deviating from company rules and standards can lead to disciplinary action, including termination of employment (see Section 3.12, Corrective Action).

6. Benefits and Services:

ARAM Group offers a benefits program for its **regular full-time** and **regular part-time** employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

6.1 Insurance.

ARAM Group offers the following health and life insurance programs for regular full-time employees (as determined by the carrier of the policies).

- Health insurance. Shall be provided as per the company's insurance policy agreement for further details shall be asked to HR provide the covered insurance for different class as per the Grade or Positions.
- Life insurance or **GOSI**. This handbook does not contain the complete terms and/or conditions of any of the Company's current insurance benefit plans. It is intended only to provide general explanations.

If there is ever any conflict between the handbook and any documents issued by one of the Company's insurance carriers, the carrier's guideline regulations will be regarded as authoritative.

6.2 Vacation.

Paid vacation is available to regular part-time employees and regular full-time following their first year anniversary with Company Name.

Paid vacation hours are based on the following:

- Vacation time accrues at the rate of **X** hours per hour worked during the first **X** years of employment.
- Earned vacation can be used after **X months/1 year** of continuous employment.

Unused earned vacation is paid added to the employee's final paycheck upon termination. One week paid vacation may be carried over from one calendar year to the next.

The vacation policy applies to all regular full-time **and part-time** employees.

Earned vacation leave cannot be taken before it is accrued and approved. Vacation may be taken in half-day increments of time.

For vacations longer than 1 week, requests should be received in writing at least **60** days before the proposed vacation period.

6.3 Record keeping for vacation hours.

The **Human Resources Department** maintains vacation day records.

6.4 Holidays.

ARAM Group observes the following paid holidays per year for all employees: ID UL FITR & EID AL ADHA & SAUDI NATIONAL DAY

7 Employee Communications:

7.1 Procedure for handling complaints

Under normal working conditions, employees who have a job-related problem, question or complaint should go to their immediate supervisor first to get the fastest and best solution. If the employee and supervisor do not solve the problem, **ARAM Group** encourages employees to contact the **Human Resources Representative**.

7.2 Bulletin boards.

Employees are responsible for reading important announcements and information posted on the bulletin boards in **locations**.

7.3 Suggestion box.

ARAM Group encourages employees with suggestions that they do not want give verbally or in person to write them down and leave them in the suggestion box **located in X**. If this is done anonymously, care will be taken to protect employee privacy. **A member of upper management** checks the box on a regular basis. Even Employees can login to their account on website title shows complaints & grievances.

7.4 Staff meetings.

Staff meetings will be held **Weekly, Monthly, and Quarterly**. These meetings allow employees to be informed about company activities and important news. It's also a chance to recognize employee performance.



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