



# EMPLOYEE HANDBOOK

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## Welcome Message

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We are pleased to welcome you to MAN Energy. We hope that you will have a long, happy, and satisfying period of employment with us.

We have developed fair and generous working conditions for our staff and the objective of this Handbook is to ensure that you are always treated in a fair and consistent manner and that you are able to make best use of your career potential.

The information contained within the Handbook, together with your Letter of Appointment outline the main terms and conditions of your employment with us. Please read these documents carefully – if there is anything, which you do not fully understand, you can contact your Direct Line Manager for clarification or HR Department will be happy to assist you.

**Welcome on Board & We wish you every success in your role!!!**

## Introduction

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### PURPOSE

The purpose of these employment regulations is to specify terms and conditions relating to the work. All amendments to the Policies and Procedures will be informed to all our employees updating the same on our company website.

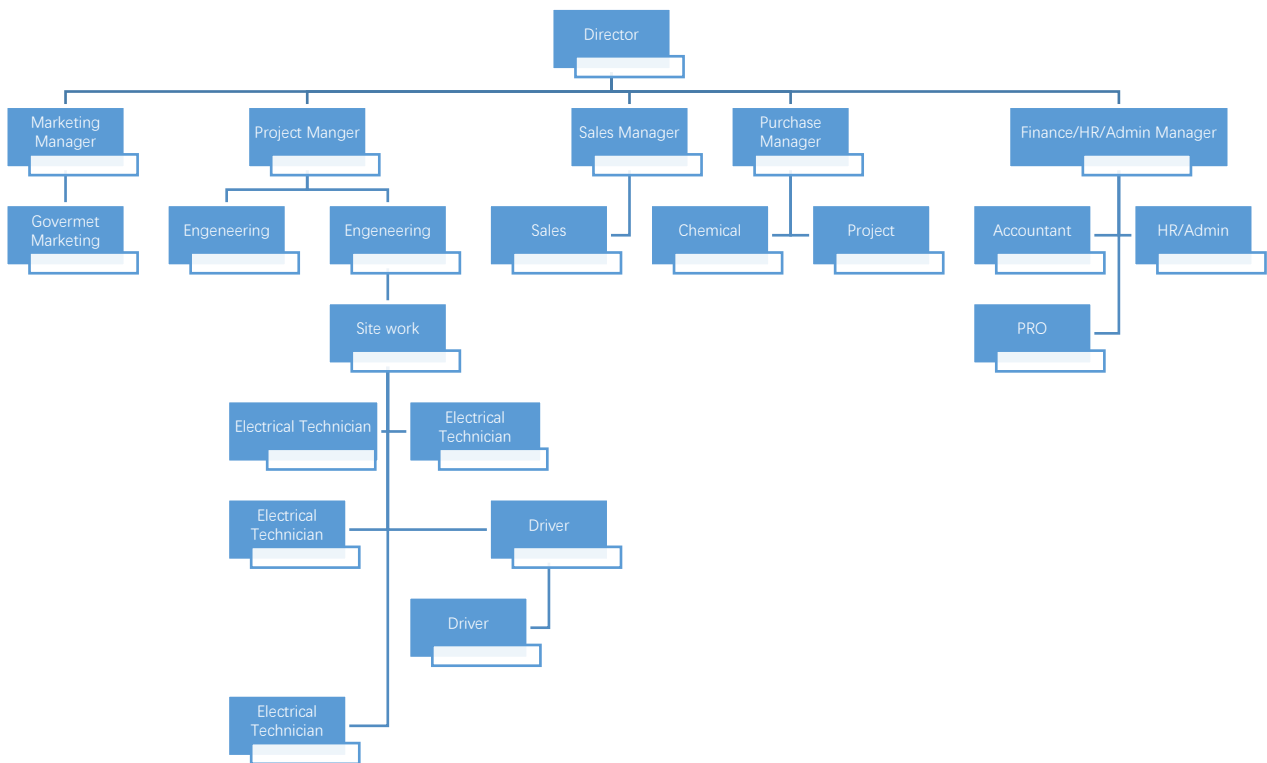
### DISCIPLINE

Employees shall endeavor to maintain order in the workplace, in accordance with instructions received from persons designated as their superiors under the personnel system and they must carry out the duties assigned to them.

### JOB LOCATION:

Your job location can be transferred to any other location within UAE in accordance with the labor laws.

## Organizational structure



## Employee Grade and Benefits

### **GRADE 1:**

#### ***Benefits:***

- Medical Insurance EMED Plan
- Birthday Gift
- 30 Days Paid Annual leave
- Non-monetary appreciation gift for family on Annual Leave
- Yearly ticket (Economy)
- UAE Holidays as per MOHRE (private sector)
- Sim with a fixed package plan limited for official use only

### **GRADE 2:**

#### ***Benefits:***

- Medical Insurance EMED Plan
- Birthday Gift
- 35 Days Paid Annual leave
- Non-monetary appreciation gift for family on Annual Leave
- Yearly ticket (Economy)
- UAE Holidays as per MOHRE (private sector)
- Sim with a fixed package plan limited for official use only
- Training
- Gift/ Support for Engagement/ Marriage/ Child Birth

### **GRADE 3:**

#### ***Benefits:***

- Medical Insurance EMED Plan
- Birthday Gift
- 40 Days Paid Annual leave
- Non-monetary appreciation gift for family on Annual Leave
- Yearly ticket (Economy)
- UAE Holidays as per MOHRE (private sector)
- Sim with a fixed package plan limited for official use only
- Training
- Vehicle for company use only
- Petrol subsidy for company work only
- Gift/ Support for Engagement/ Marriage/ Child Birth

#### **GRADE 4:**

##### ***Benefits:***

- Medical Insurance IMED Plan
- Birthday Gift
- 40 Days Paid Annual leave
- Non-monetary appreciation gift for family on Annual Leave
- Yearly ticket (Economy)
- UAE Holidays as per MOHRE (private sector)
- Sim with a fixed package plan limited for official use only
- Training
- Vehicle for company use only
- Petrol subsidy for company work only
- Medical Insurance DMED Plan (1 immediate family member)
- Gift/ Support for Engagement/ Marriage/ Child Birth

#### **GRADE 5:**

##### ***Benefits:***

- Medical Insurance IMED Plan
- Birthday Gift
- 40 Days Paid Annual leave
- Non-monetary appreciation gift for family on Annual Leave
- Yearly ticket (Economy)
- UAE Holidays as per MOHRE (private sector)
- Sim with a fixed package plan limited for official use only
- Training
- Vehicle for company and personal use only
- Petrol subsidy for company work and personal only
- Medical Insurance DMED Plan (2 immediate family member)
- Family ticket- Economy
- Gift/ Support for Engagement/ Marriage/ Child Birth

#### **GRADE 6:**

##### ***Benefits:***

- Medical Insurance IMED Plan
- Birthday Gift
- 40 Days Paid Annual leave
- Non-monetary appreciation gift for family on Annual Leave
- Yearly ticket (Economy)
- UAE Holidays as per MOHRE (private sector)
- Sim with a fixed package plan limited for official use only
- Training

- Vehicle for company and personal use only
- Petrol subsidy for company work and personal only
- Medical Insurance DMED Plan (3 immediate family member)
- Family ticket- Economy
- Housing allowance for family
- Gift/ Support for Engagement/ Marriage/ Child Birth



## Code of Conduct

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MAN ENERGY LLC / MAN CHEMICAL will comply with all applicable laws and expects all its employees to conduct business in accordance with relevant UAE laws and regulations and to refrain from any illegal, dishonest, or unethical conduct.

MAN ENERGY LLC / MAN CHEMICAL employees have to abide by the rules, policies and procedures prescribed in the HR policies Manual.

Employees who do not abide by the rules, policies and procedures shall be held responsible and may be subject to Disciplinary action (refer to Disciplinary Action policy).

MAN ENERGY LLC / MAN CHEMICAL will endeavor to provide a safe and healthy work environment that is free of hazards and offer support, wherever possible, for employee development growth.

In Code of Conduct, employee should follow company value:

### 1-RESPONSIBLE

We shall be individually RESPONSIBLE for understanding and complying with the Code.

- Refer to the Code often.
- Use good judgment and common sense.
- Always seek guidance if you need more help.

## 2-RESPECTFUL

### **2-1 TREATING EACH OTHER WITH RESPECT**

MAN ENERGY LLC / MAN CHEMICAL strives to provide a working environment that respects diversity and looks after its people. Everyone shares the responsibility for fostering an inclusive environment by:

- Treating each other respectfully and fairly.
- Being honest with each other and communicating effectively.
- Keeping to the commitments we make to each other.
- Not tolerating discrimination, harassment, or violence of any kind.

### **2-2 HEALTH, SAFETY & THE ENVIRONMENT**

Our commitment to 100% HSE underpins our Values.

We are each responsible for delivering the commitment to protecting the health and safety of its people and protecting the environment.

We are each responsible for helping to ensure that everyone goes home safe every day.

### **2-3 PREVENTING BRIBERY AND CORRUPTION**

MAN ENERGY LLC / MAN CHEMICAL has a zero tolerance approach to bribery, corruption and fraud.

You must never offer, solicit, give, or accept any form of improper payment including bribes or kickbacks.

A bribe or a kickback does not have to be cash, it can be anything of value that is offered in exchange for business favors, information, expedited or favorable treatment or similar.

You must report any suspicious activity regarding inappropriate payments immediately.

The risk of corruption by the third parties we work with should be effectively managed by the parts of our business who are responsible for the selection and oversight of those third parties.

Money laundering is the process of hiding illegal funds or making them look as though they are legitimate. You should ensure MAN ENERGY LLC / MAN CHEMICAL does not unknowingly facilitate this activity.

- Do not offer or accept any improper payment including facilitation payments.
- Keep accurate books and records so sources, and use, of company funds is clear.
- Know who you are doing business with through adequate due diligence.
- Report suspicious activity including suspected inappropriate payments immediately.

## 3-PROGRESSIVE

### **3-1 GIFTS AND ENTERTAINMENT**

Gifts and entertainment include anything of value that is provided or received in the context of a business (as opposed to personal) interaction.

Appropriate gifts and entertainment can build goodwill in business relationships. Inappropriate gifts and entertainment are unethical and risk your reputation and that of MAN ENERGY LLC / MAN CHEMICAL. Offering or accepting inappropriate gifts and entertainment is a breach of the Code.

### INAPPROPRIATE GIFTS & ENTERTAINMENT:

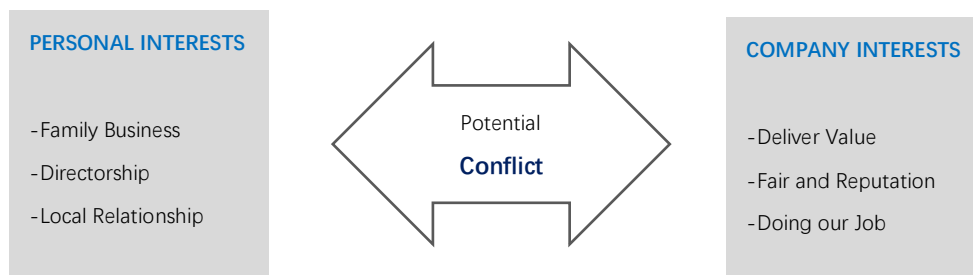
- ✗ No legitimate business reason to offer or accept.
- ✗ Disproportionately lavish.
- ✗ Inconsistent with ethical, cultural or professional norms.
- ✗ Cash or cash equivalents.
- ✗ Offered to improperly influence.
- ✗ Risk the appearance of impropriety.
- ✗ Could appear to compromise objectivity.

### YOU SHOULD:

- ✓ You should not offer or accept gifts and entertainment if they might 'look' improper.
- ✓ You should make sure you know a recipient's own policy about gifts and entertainment before offering.
- ✓ You should never offer or provide any gifts or entertainment to any Government Official.
- ✓ You should report all inappropriate offers to your line manager

### 3-2 CONFLICTS OF INTERESTS

A conflict of interests is any outside personal interest that could potentially conflict - or looks like it conflicts - with the interests of MAN ENERGY LLC / MAN CHEMICAL. An outside interest that could influence the judgement you exercise on behalf of MAN ENERGY LLC / MAN CHEMICAL is also a conflict of interests.



It does not matter whether there is ACTUALLY a conflict or influence – the risk that it might LOOK THAT WAY to some people is enough. MAN ENERGY LLC / MAN CHEMICAL wants to manage potential conflicts and the appearance of conflicts, as otherwise they call our integrity into question.

Remember

- if it could look like a conflict of interests to someone else, it's a conflict of interests to the company.
- You need to be able to identify potential conflicts of interests.
- You need to disclose potential conflicts to the Company in line with applicable policies.
- You should make sure that your disclosure of potential conflicts is up to date.

**TRANSPARENCY IS KEY. WHEN IN DOUBT, ALWAYS DISCLOSE.**

## 4-COLLABORATIVE

### **4-1 WORKING WITH GOVERNMENTS**

Special rules apply when conducting business with governments and Government Officials. These rules can be very strict and vary from country to country.

- You should take steps to ascertain whether you are dealing with Government Officials.
- Line Manager should provide all the information about the law and contract condition to staff.
- You should never offer or provide any gifts or entertainment to any Government Official.
- You should immediately notify management of line manager of any external investigations, audits or unusual requests for data.

Make sure that all information and representations provided to Government Officials and agencies are accurate. Personal political activity by employees may be appropriate if strictly in compliance with all applicable laws – however, it must be carried out entirely in your own time, and must not involve (or be seen to involve) the company

### **4-2 WORKING WITH OUR SUPPLIERS AND PARTNERS**

We expect our suppliers and partners to share our commitment to safety, ethics and compliance according to the Code.

- Trading and Projects should be undertaken on a clear and transparent basis.
- Our suppliers should be selected fairly and on merit. Our suppliers should act ethically and with integrity.

### **4-3 WORKING WITH OUR CUSTOMERS**

Our commitment to comply with the Code in dealing with each other is the same commitment we make to our customers. We will treat them fairly, ethically and with integrity.

### **4-4 COMPLYING WITH INTERNATIONAL TRADE LAWS**

Doing business across international borders is subject to international trade laws.

It is fundamental that MAN ENERGY LLC / MAN CHEMICAL complies with international and domestic trade laws. If you do work relating to the conduct of the company business that might be governed by trade regulations, or that has touch points across international borders, you should ensure that you and your team understand and comply with all applicable laws, regulations, and restrictions. Reach out to your Legal representative if you are not sure what these are.

### **4-5 FOLLOWING APPLICABLE COMPETITION LAWS**

Many countries have laws concerning antitrust and unfair competition that are strict, complex and have international reach with severe penalties for both companies and individuals.

When working internationally or with competitors, you should ensure you understand any competition laws that apply to your business operations.

#### **4-6 AVOIDING MARKET MISCONDUCT**

Through your work for MAN ENERGY LLC / MAN CHEMICAL, you might have access to material, non-public information about a company in the company or a third party. This information is often known as “inside” information. Using inside information to influence a decision to purchase, hold or sell any products, services or other deal related (whether yourself or through others) is illegal.

If you have access to inside information, never share it with others – even other people inside the company – without appropriate permissions.

Never trade on inside information. Alert your line manager immediately if you become aware of suspicious activity that suggests misuse of inside information.

#### **5-EFFICIENT**

All employees required to provide and produce desired results without wasting Material, Time, Energy

#### **6-ROLES & RESPONSIBILITIES**

We shall be individually RESPONSIBLE for complying with the Code. We are also each individually responsible for seeking advice if we need it, raising concerns, and reporting potential violations.

Our managers are expected to make ethics and integrity a cornerstone of conduct. They are RESPONSIBLE for ensuring that the content of this Code is understood and complied with by everyone they manage.

The Company Ethics & Compliance is the custodian of the Code and RESPONSIBLE for ensuring it remains up to date, its amendments are approved, and the latest version is always available online.

The company CEO is all RESPONSIBLE for ensuring that there is an effective ethics and compliance program in place.

The Code touches on certain areas that do not fall within the remit of the Ethics & Compliance functions within the company, but which are fundamental to how we conduct our business. These matters remain within the remit of their designated owners – for example, health and safety, treating each other with respect and information security are overseen by HSE; Human Capital; and IT Security respectively.

**Note: the company means MAN ENERGY LLC or MAN CHEMICAL**

## 7-CRITERION OF CONDUCT

Section	Criterion
Sense of Duty	<ul style="list-style-type: none"> <li>• Maintain company reputation</li> <li>• Good attendance, no absence</li> <li>• Willing to take extra work</li> <li>• Positive and Optimism in work</li> <li>• Responsible for working result</li> </ul>
Service Awareness	<ul style="list-style-type: none"> <li>• Understand demand seriously</li> <li>• Satisfy the demand fully</li> <li>• Provide extra service to client &amp; colleague</li> <li>• Approach client with professionalism</li> <li>• Positive and friendly attitude to client &amp; colleague</li> </ul>
Personality	<ul style="list-style-type: none"> <li>• Comply with instruction from high level</li> <li>• Follow company policy and procedure</li> <li>• Create max convenience for follow-up work</li> <li>• Personal capacity to carry out job responsibilities</li> <li>• Maintain stable work quality without supervision</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>• Complete task on time</li> <li>• Speed up work initiatively as per demand</li> <li>• Improve efficiency under rules allowed</li> <li>• Produces high levels of outputs in a timely manner</li> <li>• Produce highest quality, error-free work</li> </ul>
Skill	<ul style="list-style-type: none"> <li>• Familiar with all working requirement of the position</li> <li>• Able to find and solve issue, provide solution</li> <li>• Apply current method to work and suggest better way</li> <li>• Able to complete work assigned independently</li> <li>• Able to plan and implement his/her task effectively</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Willing to share experience and opinion</li> <li>• Display different opinion through proper way</li> <li>• Have good cooperative relationship with colleague</li> <li>• Participate into and support teamwork towards target</li> <li>• Team work is always priority to the individual</li> </ul>
Personal development	<ul style="list-style-type: none"> <li>• Confident and willing to take challenging works</li> <li>• Willing to take more responsibility of higher target.</li> <li>• Have clear schedule of development and training</li> <li>• Have positive attitude in working training</li> <li>• Improve professional skill during off-duty time</li> </ul>
Decision and authorization	<ul style="list-style-type: none"> <li>• Encourage others to participate during decision</li> <li>• Responsible for decision independently within duty</li> <li>• Encourage and control underling to make decision</li> <li>• Provide reliable decision</li> <li>• Effectively implement resolution strategies</li> </ul>
Plan and manage	<ul style="list-style-type: none"> <li>• Make schedule as per target and instruction</li> <li>• Assign task to underling and achieve consensus</li> <li>• Make workable task and plan to demand</li> <li>• Make prompt adjustment to plan during any changing</li> <li>• Provide strategize and organize plans</li> </ul>
Command and monitor	<ul style="list-style-type: none"> <li>• Explain target, demand details when assigning task</li> <li>• Setup checking point, follow work process and quality</li> <li>• All works under working rule and requirement strictly</li> <li>• Point out issue and provide suggestion of solution</li> <li>• Monitor underling and giving focus on every task</li> </ul>
Staff and team management	<ul style="list-style-type: none"> <li>• Communicate and make underling supporting</li> <li>• Treat all underling in fairly manner</li> <li>• Accept other's suggestion and encourage other</li> <li>• Motivate employee once underling has contribution</li> <li>• Train and improve the work ability of underling</li> </ul>

## HR and Company Policies

### 1-DRESS CODE:

Employees are expected to demonstrate good judgement and professional taste. Our work environment sees frequent visits from customers and clients, so we have to dress appropriately which is one of the essentials to build company reputation. The appropriateness of our attire can make the client and customer trust our judgment and recommendations.

All employees should come to work dressed in line with their role requirements.

#### **Male Employees:**

1. Formal Dress that includes formal pants, long sleeves shirts, and Blazer if it requires to do.
2. Jeans and polo shirt can be wearing if it requires to do so.

#### **Female Employees:**

1. Formal Dress that includes formal pants, formal blouses, long sleeves, can wear skirts that cover below knee-length, sleeveless/short sleeved shirts are not acceptable.
2. Jeans and polo shirt can be wearing if it requires to do so.
3. Not to wear tight or revealing clothing, demi/jeans or clothing that has offensive text/images.

### 2-OFFICIAL TIMINGS:

#### **Working hours:**

1. Official working hours are from Saturday to Thursday.

#### **Monday to Saturday**

Morning : 8:00am to 12:00pm

Lunchbreak : 12:00pm to 1:00pm

Afternoon : 1:00pm to 5:00pm

Saturday : 8:00am to 12:00pm

**Employees who are located or working on site will have at least maximum of 8 working hours (excluding the travel from home to site or vice versa) and must comply to the scheduled timings from Line Manager.**

- **Note: Saturday is flexible. It depends on requirement as per Line manager.**

2. Prayer times are a defined right to all Muslims employees. However, Muslim employees who pray must commence back to their duties soon as the prayer is finished.
3. Nursing mothers should take an hour from the working day for up to 18 months from the date of delivery to breastfeed their child. Breastfeeding hours may be taken any time during the duty hours as per the agreement with the manager. Breastfeeding hour is applicable in Ramadan too.

#### **Ramadan:**

1. As per the UAE Law, during Ramadan, the working hours will be reduced by two hours. Working hours during the holy month of Ramadan will be readvised via email by Human Resources.
2. Prayer times are a defined right to all Muslims employees. However, Muslim employees who pray must commence back to their duties soon as the prayers is finished.
3. All Non-Muslim/Non-Fasting employees must respect the month of Ramadan and their fellow colleagues who are fasting during Ramadan. They are advised that eating, drinking and smoking in any public space is not allowed according to the UAE law. Special rooms shall be assigned for employees who are not fasting if they wish to take their meals/coffee break.

### **3-TIME AND ATTENDANCE:**

1. All employees must adhere to their committed schedules and to come to work on time as scheduled. If the employee commences to work prior the official working time, the employees still will have to stay until the end of the official working time.
2. Company is giving 5 to 10 mins grace period with prior notice to Line Manager, but if the employee is late for 15 minutes to 30 minutes more than 3 times without valid reason will be subjected to disciplinary actions. in a month without prior notice or valid reasons, a 1-day deduction will be accounted to his/her annual leave unless the employee informed that Line Manager in advance about his need to be late for an urgent issue or personal need.
3. For repeated instances of absence without authorized leave or with no explanation for such absence from duty or missing from assigned station without explanation, refer to Disciplinary Action policy.
4. Should an employee need to attend to a personal matter during working hours, he can request this from line manager, provided their Line manager approves this request beforehand. The employee may, subject online Manager' s approval, be permitted to attend to his personal matter for maximum of 4 hours a month, to be taken at once or split it over the month.
5. Early out/ Undertime- Leaving the office or place or work before the official end of duty time without approval and information to line managers will be subject to disciplinary action and possibly salary deduction.

### **4-PROBATIONARY PERIOD**

1. All new hires are required to serve 3 to 6 months of probationary period as per the Law and the probationary terms mentioned in your offer letter.
2. Leave (of any kind) taken during the probationary period is unpaid unless approved by managing Director only.
3. Employer may terminate an employee' s contract during the probationary period by providing 14 days' written notice to the employee.
4. Employee may terminate its contract during the probationary period by providing at least 1 months' written notice to the employer should the employee want to move to another employer based in the UAE.



Where the employee wishes to leave the UAE during the probationary period, the employee may terminate their employment by providing at least 14 days' written notice.

## **5-LEAVE POLICY**

**Employees are not allowed to contact the Managing Director directly to request for any kind of leaves. Leave approvers will be Line Managers only.**

### **5-1 Annual leave:**

1. The employee is eligible for Paid Annual Leave upon completion of 12 months service
  - A minimum of 30 days

Depending on employee Grade (*refer to pg.7-8*)

2. Annual leave plans should be prepared through coordination between the employee and his line manager. All employees shall apply for their annual leave in advance in Company Internal System. The Line Manager should respond to the application within 10 working days.
3. Employees are allowed to carry forward one-year leave entitlement. (Subject for approval-case to case)
4. Annual leave application must be submitted at least 2 months before the start of the leave. Employee can apply this application through (ERP)
5. Minimum of annual leave/local leave is 15 days (Higher positions are subject for approval)
6. Key, documents, passwords, files, and other company belongings must be handed over to the individual covering your role 2 days prior to your departure.
7. Staff must provide the company with leave contact details if an emergency arises & you need to be contacted.

### **5-2 Sick Leave:**

1. During the probationary period, the employee is not entitled to any paid sick leave.
2. If the employee falls sick for reasons other than labor injury he must report to his/her Line manager within a period of 48hours at most.
3. If the employee has completed the probationary period, he/she is entitled to a sick leave not more than 90 days either continuous or intermittent per each year or service, computed as follows:
  - The first fifteen days, with full pay.
  - The next thirty days, with half pay.
  - The subsequent period, without pay.
4. The employee is required, upon return from sick leave, to fill and apply sick leave from the company' s internal system, along with medical certificate.

### **5-3 Maternity Leave:**

1. Female employee's are eligible for maternity leave unto 60 days,45days will be fully paid, and 15 days will be half paid. Employees are also entitled to a further 45 days of unpaid maternity leave. further, the new

labor law carves out additional maternity leave entitlements for still birth and children born with disabilities.

2. A leave application form should be completed & signed off by her supervisor & then forwarded to the HR Division, allowing adequate time for the selection & training of replacement.

#### **5-4 Paternity Leave:**

Married male employees are eligible for paternity leave for 5 working day.

#### **5-5 Other Leaves Entitlement:**

1. Application for compassionate leave will be considered, but these are not automatically approved. Each application will be considered on a case-to-case basis.
2. Compassionate leave will be considered for demise of immediate family members only- spouse, mother, father, kids, & siblings. Compassionate leave up to 7 days will be considered.
3. Note that days of absence from work without pay will not be included in calculating the period of service for gratuity purposes (in accordance with the Labor Law).
4. Any emergency leaves or personal leave, pre-approval must at least 4 hours before the duty schedule to one day to delegate the task and to avoid shortage of manpower in the area.
5. Due to extreme cases of operational requirements, annual leaves may be rejected and scheduled on the next quarter. The company can send and decide when to avail the annual leave after completion of 12 months
6. Staff may request to divide their annual leave in two sections (subject for approval by the management).
7. Leave without pay can be availed after probationary period as per Approval of Line Manager depending on the allowed number of days on each employee grade.
  - Grade 1: 10 days
  - Grade 2: 15 days
  - Grade 3: 20 days
  - Grade 4: 25 days
  - Grade 5: 25 days
  - Grade 6: 25 days

#### **8. Leave Balance**

In every renewal of contract, an employee shall have a maximum of 45 days earned leaves only, any exceeding leaves will be forfeited remaining days will be forfeited too. (For the position who required by the company due to Job demand are excluded)

#### **5-6 Rejoining**

1. Rejoining from vacation /travel leave return form must be submitted duly signed and filled
2. Early rejoining from vacation or leaves are subject for approval from management, If the staff rejoined without approval.
3. Late rejoining without proper approval is subject for disciplinary action up to dismissal (Late rejoining days is unpaid leave)

Line supervisor must inform HR- department for the rejoining date of his/her staff

## **6.MONTHLY CYCLE**

All female staff is entitled for 1 day paid leave each month, however work must still properly handled and arranged accordingly.

## **7-HOLIDAYS**

Employee of MAN ENERGY LLC / MAN CHEMICAL are entitled for all national of religious holidays declared by Federal Authority for Government Human Resources (FAHR).

The actual days on which the official holiday fall are subject to confirmation from the UAE Government.

### **The Private sector holidays are:**

- Al Hijra New Year
- Eid AlFitr
- Arafa day
- Eid AlAdha
- Prophet Birthday
- National Day
- New Year Holiday
- Isra and Miraj
- Martyr' s Day

**Notice:** The Confirmation of the dates will be sent out to the employees by HR Department once they are confirmed.

## **7-CONFIDENTIALITY:**

### **7-1 Employee Data:**

1. All employee' s personal data is considered confidential and will be treated as such MAN ENERGY LLC / MAN CHEMICAL.
2. Personal data include, but are not limited to, all data submitted at the time of joining such as:
  - Name.
  - Nationality.
  - Date of birth.
  - Marital status.
  - Details about dependents
  - Educational qualification(s)
  - Work experience

- Previous employers
- Photograph(s).

It also includes all records of employments, such as:

- Salary information
- Initial job offer
- Performance appraisals
- Increment notifications
- Disciplinary action notices or warnings
- Leave tracker
- Training log and results of any assessments

Employee names and information in the system should be exactly as per official passport/documents submitted by the employee.

3. The HR department is responsible for ensuring the safe and secure storage of all employee data and limiting access to that information to authorized personnel only.

#### **7-2 Employee Grade:**

All positions within the Company are given a grade allocated to a particular job by a process of Job Evaluation, which assesses and ranks jobs according to several criteria.

#### **7-3 Employee Salary:**

The Company reviews its current levels of pay each year. Any changes to your employment compensations will be communicated to you by an official communication.

#### **8-PAYMENT OF SALARY:**

1. Salaries are paid monthly. All employees are paid on every 10<sup>th</sup> day of every month.
2. Salary will be transferred directly to staff members personal accounts through WPS.
3. For those new to the company or with pending visa or labor card processing. Salary will be paid in cash on the next day.

#### **9-SALARY ADVANCE PAY/LOANS AND DEDUCTIONS:**

1. Salary advance pay or Loan can be granted to employees after completion of probationary period. Each application will be considered on a case-to-case basis.
2. New hires cannot avail a salary advance pay or any kind of loan during their probation period unless request has been approved by managing director.
3. The amount of the salary advance should not exceed on employee total salary and can avail

maximum twice a year, repayment will be on a maximum of six installments.

### **10-APPRAISALS:**

All Man Energy Staff are appraised depending on employee grade in conjunction with the HR Department.

- Grade 1 to Grade 2: after 6 months
- Grade 3 to Grade 4: after 1 year
- Grade 5 to Grade 6: after 1.5 year

### **11-PROTECTING OUR ASSETS**

MAN ENERGY LLC / MAN CHEMICAL has an overarching duty of care towards the resources and assets it holds or has been entrusted to manage. Assets mentioned here are including physical assets and intelligent assets, branding, proposal, designing, datasheet, formulation and all related. It is the responsibility of each employee and those with whom it works to take care of these assets, avoid damage or waste, manage them effectively, use good judgment with how they are utilized, and use them only for appropriate purposes.

- We are all responsible for PROTECTING THE REPUTATION OF MAN ENERGY LLC / MAN CHEMICAL. That' s why it' s important that you refrain from speaking on our company' s behalf unless you' re authorized to do so. Any enquiries you receive should be referred to your Communications, Legal or Ethics & Compliance representative.
- Think carefully about your use of social media, what you say to others outside work, and when and how you reference your connection to the company.
- We are each personally responsible for what we publish on social media, and using social media in a way that could be damaging to the company will be treated very seriously.

#### **YOU MUST PROTECT OUR CONFIDENTIAL INFORMATION BY:**

- Only sharing on a strictly need to know basis.
- Only sharing externally (including verbally) with the necessary permissions and an appropriate confidentiality agreement in place.
- Only using for legitimate business purposes.
- Taking care when discussing confidential information where you might be overheard.
- Not using or sharing for personal gain.
- You should immediately report the loss, unauthorized use or disclosure of confidential information to your line manager. Your obligation to maintain the confidentiality of the company information remains even after you have finished working for us.

- **INFORMATION** obtained from or relating to MAN ENERGY LLC / MAN CHEMICAL should be considered confidential if it is not officially available in the public domain. We are all responsible for keeping

confidential information safe and secure. That includes not sharing internal emails externally.

- Maintaining privacy of PERSONAL DATA, it holds about individuals is important to MAN ENERGY LLC / MAN CHEMICAL. Accessing and sharing of Personal Data will be limited to those who are appropriately authorized, in accordance with applicable laws, and for legitimate business purposes.
- **INTELLECTUAL PROPERTY** is one of the company core assets. We are all responsible for protecting the Intellectual Property of MAN ENERGY LLC / MAN CHEMICAL.
- All Intellectual Property you create while working for the company as an employee is the property of MAN ENERGY LLC / MAN CHEMICAL. We do not use a third party' s Intellectual Property without proper authorization, and we only use it in accordance with the terms of that authorization. Anyone working for or on behalf of MAN ENERGY LLC / MAN CHEMICAL is required to respect the Intellectual Property rights of others.
- **BUSINESS CRITICAL DATA** is an important cornerstone of MAN ENERGY LLC / MAN CHEMICAL' s operations. It can include information relating to products, business plans, technical data, financial modeling or similar. The confidentiality, accuracy and integrity of this data is fundamental to our business. Special care should be taken to ensure that this data is accurate. It should be verified and secured in a safe environment. Any suspected tampering or attempts to access such data should be reported.
- Personal use of COMPANY RESOURCES such as computers, telephones and information technology infrastructure should be kept to an appropriate minimum. Using work time to carry out activities for personal gain is a misuse of the company' s resources.
- Using company information technology infrastructure and hardware is monitored and records are kept and may be used by the company as necessary. Our INFORMATION TECHNOLOGY SECURITY is fundamental to our operations. Cyber-attacks are always a risk. That is why it is fundamental that we all follow IT security policies and procedures.
- MAN ENERGY LLC / MAN CHEMICAL operates in part through a framework of approved policies and procedures. **INTERNAL CONTROLS** are in place to ensure that it is clear what individuals are authorized to do in the fulfillment of their role within MAN ENERGY LLC / MAN CHEMICAL. You must always comply with these.

### **12-NO OBJECTION LETTER & SALARY CERTIFICATE:**

NOC & Salary Certificate for employees can be applied and requested through company internal Systems or via email. You will be notified by HR Department once the letter is ready.

### **13-JOINING DOCUMENTATION:**

- Prior to or up on joining, you will be asked to provide photocopies of your:
  - Passport
  - Driver' s license
  - Passport size photograph (with white background)

- Certificate copies
- These documents are required to open your personal file, relevant departments & commence the processing of your employment visa or labor card.
- If you have already commenced work with MAN ENERGY LLC / MAN CHEMICAL & have not received a request for these documents, please contact the HR Department directly.

#### **14-VISA PROCESS:**

1. The company PRO will prepare all the necessary document and will advise you signatures that are required for visa & labor card processing. Your visa requirements should be discussed with the HR Department prior to you starting with MAN ENERGY LLC / MAN CHEMICAL.
2. Employees required to be in coordination with HR to following up on the status of his/her visa. Your Visit Visa / Visa Cancellation must be minimum one month valid during the submission of visa process.
3. MAN ENERGY LLC / MAN CHEMICAL will only pay for all normal costs associated with the employment visa/labor card paper work process. Any fines, penalty charges, overstay payments and the like will be recovered from the employee.
4. The company will monitor the renewal dates for visas and/or labor cards it is the individual staff member' s responsibility to ensure documentation is valid.
5. The cost of authenticating, attesting and or verifying documents such as educational certificates, professional qualifications & passport size photographs will be borne by the employee.

#### **15-RESIGNATION AND TERMINATION:**

##### **16-1 Notice Period**

- Either party may terminate the agreement & provide the notice period as specified by the law per until and unless it is specified in your labour contract signed by the MOL or with Man Energy.
- MAN ENERGY LLC / MAN CHEMICAL may terminate the agreement without notice if you commit any serious breach of any terms in this agreement.

##### **16-2 Procedure:**

- All resignations & terminations must be made in writing.
- In the case of resignations, you will receive a confirmation of receipt of your resignation letter from the HR Department within 2 days.

##### **16-3 Handover:**

- The employee is responsible for the full hand over of the current post held at MAN ENERGY LLC / MAN CHEMICAL.

- The employee is required to return to the company all records, files, keys documents, lists, reports & any other items which are under the property of MAN ENERGY LLC / MAN CHEMICAL, within the timeframe stipulated by the company.

#### 16-4 Repatriation Tickets:

If you are on Employment Visa with MAN ENERGY LLC / MAN CHEMICAL:

- on contract termination by employer, MAN ENERGY LLC / MAN CHEMICAL will provide repatriation ticket to your home country if employee desires to exit the country.
- Economical air ticket (one way) will be issued on a date determined by the company.

#### 16-5 Ticket Entitlement

A. Bracket

Point of Origin/Passport	Amount
America	3,500
South Asia	1,500
Southeast Asia	2,500
East Asia	2,500
Africa	2,000
Middle East	1,200
Europe	2,500

B. Period of Entitlement

1. If the employee leaves the company, ticket entitlement will be one-way economic rate. (Company will book the ticket)
2. No cash equivalent will be given.
3. In case if the employee change and choose to go on seasonal, excess cost will be paid by the employee.
4. If the management reschedule the vacation due Job demands and requirements, the company will pay the full ticket in economy rate only.

#### **17 - END OF SERVICE BENEFITS:**

1. Final Payments are subject to performing a complete handover within the specified notice period.
2. Current month salary will be held back & released with your final settlement.
3. Any amounts due to the employee will be deducted from the EOSB.
4. Employee having spent one year or more in continuous service shall be entitled to an end of service gratuity upon the termination of his service. The day of absence from work without pay shall not be included in the calculation of the period of service, and the gratuity shall be calculated as follows, or per UAE Law.



- 1 to 5 years : 21 days per year (as per basic salary)
- 5 years & above : 30 days per year (as per basic salary)

### **18 - OFFICE CLEANLINESS:**

1. Always keep your workspace tidy.
2. Remove clutter from your workspace and common areas.
3. Clean as you see the need.
4. Wash any dish you use.
5. Printed documents should be immediately removed from printer machines

### **19 - DRUNKENNESS & SMOKING ON DUTY:**

#### **Drunkenness:**

The abuse of alcohol or drugs on during working hours is prohibited. Drunkenness or any form of Drug Usage will be subject to immediate termination.

#### **Smoking:**

MAN ENERGY LLC / MAN CHEMICAL Offices are NON-SMOKING offices. Designated smoking area located outside the office building.

### **20 - DISCIPLINARY ACTION:**

1. Any employee who violates any of MAN ENERGY LLC / MAN CHEMICAL policies and or applicable UAE Law is liable to face appropriate Disciplinary Action. No Action shall be taken against an employee unless the issue has been studied thoroughly and documented by HR the Department. Any guidance and advices from the line manager to an employee is not considered a disciplinary action or verbal warning.
2. Employee receipt signature is required on the Disciplinary Action. If employee refuses to sign the receipt, HR Department can still file the disciplinary action on a note that employee has refused to sign the disciplinary action receipt letter. Any Disciplinary Action should be recorded in the employee' s file.

Disciplinary Actions may consist of the following steps:

- Verbal Waring (should be documented in the employee' s file)
- First Written Warning
- Second Written Warning
- Final Warning
- Termination of Service

### **21 - USAGE OF COMPANY BELONGINGS AND PROPERTY:**

#### **21-1 Vehicle:**

All employees are only allowed to drive a company car if they:

- Must have a valid UAE driver's license
- The employee should complete the probationary period
- A clean driving records. (a clean driving record means that the employee has not been held responsible for a car accident or arrested for a violation of the vehicle and traffic laws.)
- All employees are given access to and responsibility for company vehicles as it related to their duties/work.
- Company vehicle should be driven, always by MAN ENERGY LLC / MAN CHEMICAL employee only.
- Fines if any are charged to the respective employee.

### **21-2 Other Equipment for Company:**

1. All the employees are given varying levels of access to and/or responsibility for equipment in order to perform their duties. Equipment may include computer, telecommunication devices, scanners, printers, and access to the internet, amongst others.
2. All employees are required to use company property for work related matters only and shall not use them for personal use unless specifically authorized by line Managers/Managing Director.
3. Employee will be liable for any costs or damages incurred while using company property for personal use.

## **22-CONDITIONS OF EMPLOYMENT:**

### **22-1 Extra Shift (Overtime Pay)**

The company limits the number of daily work hours to the regular work week. However, the employee may be required to render extra shifts due to operational demands.

Article 67 (If the employee works more than the normal working hours, the extra time will be considered as overtime, for which the employee shall receive a remuneration equal to that corresponding to his normal working hours plus an extra of at least 25 percent of such numeration.)

#### Example:

1. Basic Salary X 12/365= per day salary
2. Per day Salary/8=Per hour salary
3. Overtime amount is =Number of overtime hours X Per hour salary X 1.25

Article 68 (If the employee works overtime between 9:00 pm and 4:00am, the employee is entitled to normal working hours pay plus an increase of at least 50 percent of such pay.

#### Example:

1. Basic Salary X 12/365= per day salary
2. Per day Salary/8=Per hour salary
3. Overtime amount is =Number of overtime hours X Per hour salary X 1.5

Article 69 (Actual overtime may not exceed 2 hours per day unless the work is necessary to prevent substantial loss or serious accident).

Article 70 (If the employee is required to work on Sunday, the employee shall be granted one day off or be paid the basic wage for the ordinary working hours in addition to 50 percent at least of the said wage.

1. Basic Salary X 12/365= per day salary
2. Per day Salary/8 = per hour Salary
3. Basic Salary
4. Number of days X Per day Salary plus 50% of the basic rate per day

### **22-2 Pending Off**

Consumption of the lieu days

- A. If due to operational reasons and requirements, the line manager cannot grant the employee' s pending off days within 7 days and it may extend to 1 month.
- B. A prior approval from the line manager is to secure prior to utilizing any pending off days to avoid shortage of manpower.

### **22-3 Change in Work Schedule**

If required by the company employees regular working hours may change. This will only be allowed in case of operational demands specially attendance for training sessions.

### **22-4 Call in Assignment**

If the employee is off duty or on approved leave, the company may require the employee to return to work to perform urgent or emergency work due to operational requirements. Upon return, the employee will gain pending off or number of hours rendered.

### **22-5 Transfer**

A transfer occurs when the employees are moved from one position to another within the same positions and clarification level. This is lateral transfer.

#### **Lateral Transfer maybe**

- A. Management initiated – If the management believes that employees are better suited to a posted position, employees superior will inform him/her of the proposed transfer.

In case of operational requirements of the project, the company might need the service outside Dubai in a short period and upon implementation on a project, the company will shoulder the transportation, food, and accommodation.

- B. Employee initiated -if the employee feels he/she is suite to a posted position (After company evaluation/subject for approval)

### **23-MEDICAL GROUP INSURANCE**

The company shall provide medical cover for the Employee under private medical scheme to be effective from the date after visa stamping. This insurance policy will generally cover the cost of medical expenses, subject to exclusions defined in the policy.

Present your original Emirates ID as the replacement of medical card for outpatient and In-patient consultation.

### **24-SALARY CUT OFF**

The company pays regular employees every 10<sup>th</sup> for the full duration of the month (1<sup>st</sup> day till the 30<sup>th</sup> or 31<sup>st</sup>) If 10<sup>th</sup> falls on a non-working day, the employee's salary will be paid immediately on the preceding banking day.

A. Submission of our attendance will be every 1<sup>st</sup> of the month with the verification of the line manager.

### **25-SIGNATURE /RECEIVING OF DOCUMENTS**

The objective of this Policy is to ensure the proper internal control and procedure in signing Man Energy LLC documents, correspondences, forms, invoices, journal and to remain the confidentiality of internal information.

A. Employees are strictly not authorized to receive, sign /acknowledge any courier, registered /unregistered letters, posts or any envelope/document address to Company name /Individual Name. It should be handed through concern and authorized person only. In instances that the authorized employee is not around to receive, the employee should call the authorized person and inspect the documents/ items received as advice.

B. Company stamp should properly keep and use by the authorize person only

C. Employee Signature is a manner of committing company resources that signify knowledge, approval, acceptance, and legal obligation to provide assurance that:

- \* Company transactions are properly authorized and legally approved or disapproved.
- \* Company property or interest are safeguarded against unauthorized or Improper use;
- \* Company transactions are properly recorded and reported

D. All authorize employees are required to sign all Company documents, correspondences, forms, invoices and journals over the complete name (in capital letters) and date; Initial signature are also not allowed to avoid confusion.

E.HR Department must have and collect the specimen signature of all employees

Note : All Employees under unlimited contracts will be changed to Limited Contracts to Comply with amended law within 1 year time (1<sup>st</sup> Feb 2023). All New Employment Contracts shall be Limited as per New labour Rules effective from 2<sup>nd</sup> Feb 2022.

## Acknowledgement of Receipt for Employee Handbook

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(Employee Copy – Keep with handbook)

I acknowledge that I have received a copy of the Employee Handbook.

I understand that I am responsible for reading the information contained in the Handbook.

I understand that the handbook is intended to provide me with a general overview of the company' s policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate

my employment at any time with or without cause or notice, subject to applicable laws.

I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and [enter authorized person' s name].

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company' s sole discretion.

Name of Employee : \_\_\_\_\_

Signature of Employee : \_\_\_\_\_

Date of sign : \_\_\_\_\_

Company HR Representative : \_\_\_\_\_