



# HUMAN RESOURCES POLICY





## Policy Approval

**This policy was approved by Board of Directors decision issued on 07/31/2023**



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### **Purpose**

This policy outlines Al-Andalus property Company commitment to its employees and sets forth the company's expectations for employee behavior and performance. This policy is intended to provide employees with a clear understanding of the company's rules and regulations, as well as the rights and responsibilities of employees as it relates to human resources matters.

### **Scope**

This policy applies to all employees and stakeholders of Al-Andalus property Company Company, including suppliers, customers, and partners.

### **Policy Statement:**

Al-Andalus property Company Company believes in the importance of the staff and their central role in its development and took into account the importance of human resources and the need to support them. The human cadre is considered the most important element of the production process in the organization.

### **Procedures and elements**

#### **1. Work Schedules and Time off:**

The company will comply with all applicable laws and regulations regarding the maximum number of hours that employees may work in a given period. The company will not require its employees to work excessive overtime or hours that could be deemed harmful to their health or well-being. The company will make every effort to accommodate employees' schedules and provide adequate time off for employees to recharge and attend to personal and family matters.

#### **2. Performance Management:**

The company is committed to supporting employees' professional growth and development. The company conducts regular performance evaluations and provides feedback and coaching to employees to help them achieve their full potential. Employees are also encouraged to provide feedback to their managers and to seek out training and development opportunities.

#### **3. Pay Equity:**

The company is committed to providing equal pay for equal work. All employees will be compensated based on their qualifications, experience, job responsibilities, and performance, regardless of gender, race, religion, age, or any other protected characteristic. The company will regularly review its pay scales to ensure that all employees are being paid equitably and that disparities are addressed in a timely manner.

#### **4. Compensation:**

The company offers a competitive salary package that includes a base salary, performance-based bonuses, and other benefits such as health insurance, paid time off, and retirement benefits. The company will periodically conduct salary surveys to ensure that its compensation packages are competitive within the industry and the local market.



**5. Retirement Policy:**

Retirement Contributions: Eligible employees are enrolled in our company's retirement plan. (Based on KSA Retirement Policy)

**6. Gratuity: (bonces)**

The company provides a gratuity benefit to eligible employees who have completed at least five years of service. The amount of gratuity is calculated based on the employee's length of service and salary at the time of separation.

**7. Maternity and Paternity Leave:**

The company provides eligible employees with paid maternity leave and paid paternity leave. The length of leave will be determined based on local laws and the employee's individual circumstances. The company will also provide support and resources to employees during their leave to help them transition back to work smoothly and will ensure employee's roles are available upon their return.

**8. Leaves:**

The company provides its employees with paid time off for vacation, personal leave, and sick leave. Employees are entitled to a specified number of days off per year, and the company may grant additional leave as needed. The company will also provide leave for certain family events such as the birth of a child, a family member's illness, and more.

**9. Hiring Procedures:**

The company is committed to diversity and inclusion in its hiring practices. The company will recruit, select, and appoint employees based on their qualifications, experience, and skills. The company may use a combination of local hiring, internal selection, and external recruitment to find the best candidates. The company will provide training and support to ensure that all employees are able to perform their duties effectively.

a. **Local Hiring:** The company recognizes the importance of hiring locally and supports the employment and economic development of the communities in which it operates. The company will give preference to local candidates when filling open positions, provided that they meet the required qualifications and skills. (1)

b. **Internal Selection:** The company supports career growth and development of its employees and provides opportunities for employees to advance within the company. The company encourages internal candidates to apply for open positions and will give consideration to internal candidates in its hiring process, provided that they meet the required qualifications and skills.

**10. Non-Discrimination Policy**

The company prohibits discrimination in any form and will not tolerate any form of harassment or unequal treatment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other legally protected characteristic.



**11. Equal Employment Opportunity:**

We provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination on the basis of any personal characteristics or status.

**12. Workplace Violence:**

We maintain a zero-tolerance policy for any form of workplace violence, including threats or acts of violence or any other harassment of employees, customers, or visitors.

**13. Health and Safety:**

We committed to providing a safe and healthy work environment for all of its employees. And will comply with all applicable laws and regulations regarding occupational health and safety and will provide its employees with training and resources to help them work safely.

**Employment Procedures**

- Employment Eligibility: Employees must be eligible to work legally in [country..
- New Hire Paperwork: Employees must fill out all necessary forms that are required from the company based on local laws.
- Background Checks: We may conduct background checks on prospective employees and may also conduct periodic background checks on current employees.
- Work Schedules: Schedules for full-time and part-time employees are created by your manager and may change as needed to meet company requirements.
- Overtime: Non-exempt employees are eligible for overtime pay if they work more than 40 hours per week.
- Timekeeping: Employees must accurately report their hours worked, including all time worked, during lunch, and any overtime.
- Breaks: Employees are entitled to periodic rest and meal breaks, which vary based on international and local laws.
- Dress Code: Employees are required to follow our company's dress code policy at all times.
- Business Conduct: Employees are expected to act professionally and ethically in all business interactions, including communications, decisions, and actions.
- Use of Company Property and Equipment: All employees are expected to use company property and equipment for work-related purposes only.
- Confidentiality: Employees must maintain the confidentiality of all company-related information and materials.
- Social Media Usage: Employees must use social media in a responsible manner that does not reflect negatively on the company.
- Quitting: Employees can resign voluntarily by submitting a letter of resignation to their manager. The resignation will be subject to the company's internal regulations and laws.



### Final provisions

- 1- This policy will enter into force as of the date of its approval by the Board of Directors.
2. This policy is reviewed periodically - when needed - or when changes are introduced in the policies of higher applications or legislative requirements, or after any important event that may require a change in this policy, and any proposed amendments from the Human Resource Management presented to the Governance Department, which studies and reviews the proposed amendments and recommends them. To the CEO for approval.
3. The Human Resources Department works to share with other departments any amendments or proposals to this policy and seek their views and comments in order to achieve the goal behind it.