

HRM Policies And Procedures Manual



AMANA GROUP



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100 % EXPORT ORIENTED COMPOSITE KNIT GARMENTS

Masdair Grosthan, Gabtolir Mor, Fatullah, Narayanganj.

HR Policies and Procedures Manual

1.0 INTRODUCTION

AMANA GROUP is committed to providing a positive work environment in which employees feel that they are valued, treated fairly and given recognition for their contribution to the Company's success. We aim to provide an environment that fosters good working relationships at all levels and offers flexible and supportive work practices.

We are keen in providing flexible and supportive working arrangements to enable staff to best balance work with personal and family commitments.

A. HR Mission

Our mission is to support our employees in achieving their personal and strategic goals. We intend to achieve this by attracting, recruiting, training, developing and retaining high caliber staff and constantly revitalizing the employees through standard policies and practices.

B. HR Quality Objective

Our objective is to:

- Demonstrate a compelling modesty and act with quiet and calm determination to create an atmosphere of self-motivation across all levels.
- Facilitate people to build a friendly working environment.
- Promote a culture of teamwork amongst employees.
- Strive for continuous improvement in upgrading the competencies of employees through focused initiatives.
- Focus on defined values and principles.
- Facilitate people towards a multi skilled and multi-tasking approach.

C. Right to Modify Procedure and Policies

All policies and procedures outlined in this manual can be changed or modified at any time. The company reserves the right to deviate from the policy manual and policies or procedures at any time.



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This policy allows managers, within the confines of the law, to hire, transfer, promote, discipline, terminate, and otherwise manage their employees in a way that is appropriate to the circumstances of the situation.

AMANA GROUP reserves the right to modify, amend, suspend or terminate any plan at any time, and for any reason without prior notification. Questions concerning this policy should be addressed to Division of Human Resources, which shall have sole authority in interpreting such policies and procedures.

D. Equal Employment Opportunity Policy Statement

The purpose of this policy is to outline the responsibilities both **AMANA GROUP** management and its staff to promote a fair and equitable work environment. It is the responsibility of all employees to treat their colleagues and members of the public fairly without discrimination.

Equal Employment Opportunity is the right of all individuals to be fairly considered for and position within an organization for which they have the necessary skills and qualities, and to be treated fairly within their employment.

AMANA GROUP is committed in providing equal employment opportunities in employment to all its staffs regardless of race, color, religion, age, sex, marital status, national origin, physical attributes, personal circumstances or any other irrelevant features. Equal opportunity extends to all aspects of the employment relationship, including but not limited to recruiting, selection, transfers, promotions, training, terminations, working hours, discipline, compensation, benefits, and other terms and conditions of employment. This policy applies to all employees of Crony Group.

2.0 RECRUITMENT AND SELECTION

Recruitment and Selection aim to search and hire suitable candidate to fill vacancies in **AMANA GROUP** with the view to satisfying human resources needs. The search may be internal and/or external.



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Any position within **AMANA GROUP** that becomes vacant will be filled, on completion of a requisition by the Manager of the Concerned Department. Restructured or newly created positions will only be activated upon approval from the Board of Directors or their delegated Person.

1. Source of Recruitment

Generally, source of recruitment will be decided by the Top Management. Two types of source may for use to fulfill the vacant post. The two sources are:

1. **Outsourcing (Advertising the Post in the BD Jobs or News Paper, On Line Social Media)**
2. **Internal Sourcing (Employment on Relations/Job Change from one department to another department)**

2. Interview Panel

Interview panel of different compositions shall be constituted by the Board to shortlist and departmental head of the prospective candidates and/or senior management staff of HR Departments. The Selection Committee shall consist of a minimum of 2 members.

The Panel shall consist of the following persons:

- a) Board of Directors
(Only for Top Management Positions)
- b) General Manager
- c) Head of HR / Manager (HR)
- d) Industrial Engineer (IE) Manager
- e) The Department Manager concerned

3. Selection Criteria

The following types of selection criteria shall be considered in the recruitment process:

1. Short List of the Candidate

After having CV from website or from internal source HR department will make short list for written test considering below criteria:

- a. academic, professional and technical qualifications;



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- b. relevant work experience;
- c. leadership and management experience.

2. **Written Test**

Written test is conducted to check employees writing abilities. It is also helpful to determine potential employee's general knowledge, as well as English abilities. Written test is mandatory for all potential employees except Top Level Management (i.e. AGM to above).

3. **Proficiency Tests**

Depending on nature of work applicants may be required to take one or more test(s) in related areas of knowledge and skills in order that an accurate assessment of the proficiency level can be determined before final personal interaction.

4. **Interviewing Candidates**

The interview panel is decided at the level of competent authority. During interview the board members must try to understand or predict which applicants will be able to effectively oversee and manage the organization. The interviewer must ask specific questions to understand the candidates' presentation skills, English proficiency, communication skill, intelligence, ability, and adaptability.

4. **Final Approval of Candidate**

The final selection process and approval authority for the recruitment of all positions should involve at least two levels to ensure that a fair selection process has taken place.

Position	Approval Authority
Top Management	Chairman/Vice Chairmen/Managing Directors
Mid Level Managements	Chairman/Vice Chairmen/Managing Directors /Director
Others Departments	Director/GM/Head of HR



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5. Reference Check

Management reserves the right to go for Employment Reference Check with the former employer of the preliminarily selected candidate in the prescribed form of the organization or any other way set by the organization to get information on the mode of separation, performance and disciplinary records of the candidate.

6. Letter of Appointment

The formal letter of appointment will be provided to employees after joining the organization. The appointment letter will bear the signature of the Board of Directors or as delegated. The letter shall require the signature of the appointee before the appointment is considered effective.

7. Joining Formalities

Once the most deserving and best qualified candidate for the required job position is identified, the Division of HR must immediately inform him/her through telephone or Offer Letter.

The candidate(s) at the time of joining are required to show/submit the original documents of:

- Academic certificates and transcripts
- Clearance Certificates from the previous company
- 3 Copies of Recent Photographs
- National ID
- Blood Group
- Personal & Emergency Contact Number.

8. Orientation Program

At the start of employment, new staff members are expected to participate in Amana Group's New Employee Orientation Program. During this program the information provided to the new entrant shall be informed about:

- a. Introduced of the Company.



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- b. Vision and Mission & Values of the Company.
- c. Achievements & History of the Company.
- d. Organization Structure and Introduction with Key Role Executives.
- e. Policies and Procedure of the Company.
- f. The Challenges that are faced by the Company.
- g. New Initiatives.
- h. Organizational Culture.
- i. Individuals Roles & Responsibilities
- j. Health & Safety.
- k. Telephone Directory.

9. Probationary Period

The objective of probationary period is to encourage and facilitate the performance of the new entrant or probationer. The new entrants are kept on probation for a minimum period of 3 (three) to 6 (six) months from the date of hire. The Company has the right to extend probation period further on the basis of their performance. During the probation period if the probationer services are not found satisfactory then his/her service will be ceased without any further notice. His/her employment will be confirmed on satisfactory completion of probationary period. His/her service will be governed by the Company's rules, regulations and practices either expressed or implied as determined, modified and amended by the Management from time to time.

10. Job Evaluation

The newly recruited officers and staffs will be monitored by the department head for a period of six months. Four weeks toward the end of the probation period, department head shall make a Performance Appraisal Report recommending a confirmation or termination of the employee's services. The HR Department will take a written test to check the competency of the Probationer.



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11. Confirmation of Service

On recommendation from the department head, through the Personnel / HR Department, the Head of HR shall in writing, confirm the appointment if the employee provided his performance is satisfactory or may extend if not.

3.0 CONDITION OF EMPLOYMENT

A. Age

AMANA GROUP shall, in terms of the Labor Code-2006, not employ any person under the age of 18 years.

A candidate shall not be less than 18 years and more than 30 years of age at the time of appointment by direct recruitment for the entry level positions like an Executive or Junior Executive and not less than 30 years and more than 50 years of age at the time of appointment by direct recruitment in a position senior than Executive in the service of the Company.

Provided that applicants who is more than 50 (fifty) years older can only will be appointed on approval by the Managing Director/Director.

In case of drivers, the maximum age limit is 35 years with suitable experience and physical fitness.

B. Employee Personal Record

Basic information of employees shall have to be collected and maintained by the HR Department in separate file. Following documents has to be maintained in personal files of each employee:

- Application form for appointment filled by the concerned employee.
- Copy of certificates of academic qualification.
- Proof of date of birth.
- Personal data form to be filled by the concerned employee as and when changes occur in his/her personal data.



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- Leave Records.
- Copy of National ID.
- Copy reports on training programs attended by the employee.
- Emergency contact number.
- Blood group.

C. Access to Personal Record

AMANA GROUP will maintain personnel file on each officer and staff. The personnel file includes such information as the employee's job application, resume, job description, and record of training (if any), documentation of performance appraisal and increments, promotion, transfer, disciplinary action and other employment record.

Personnel files are the property of **AMANA GROUP** and access to the information is restricted. Generally, only Admin, Compliance and Human Resources personnel will have access to these files.

Employees who wish to review to their own file should contact to the Human Resources Department with reasonable advance notice; employee may review their own personnel files in the office and in the presence of Admin Officer.

D. Attendance

Recording of attendance is compulsory every time any employee enters or leaves the relevant premises. For security purpose, the Company has introduced and implemented a Punching Card attendance recording device known as the Access Control/Time Attendance. All employees are expected to come on time for work. In order to maintain satisfactory attendance and report to work on time every day employees must come within 15 minutes from commencing time. If an employee arrives after 8:30 a.m. he/she will be marked as late. If an employee is habitually late to work, for 3 (three) working days in a month, the employee has to be charge sheeted for his habituated late coming.



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Unscheduled absences, late arrival, and early departures are perceived as unsatisfactory work behavior and may lead to disciplinary action up to termination.

E. Absence in the Workplace

Employees must strictly observe their attendance and should not be absent from work, even for a short while, without the prior approval of departmental head. Employees who cannot attend office for any reason without prior approval should notify their departmental head over mobile communication or SMS. Employees should submit a Leave Application Form upon return to work. Absence not approved or without justifiable reasons will be considered unauthorized absence for which salary may be deduct or employees may be subject to disciplinary action.

F. Leave Facility

Every employees of the Office will be entitled to the following leave with immediate effect.

Casual Leave: 10 days per year

Every employee shall be entitled to 10 days casual leave in a calendar year but it will not be granted more than three days at a time. Casual leave shall not be carried forward beyond calendar years.

If casual leave is taken between Thursday and Saturday then Friday will be treated as Casual Leave automatically. Casual leave will only be granted in case of unavoidable circumstances.

Sick Leave: 14 Days

Every employee will be entitled to 14 days sick Leave in a year. Employees who are sick must inform their concerned Department/Human Resources Department of their inability to attend duty within 24 hours. If sick leave is taken between Thursday and Saturday then Friday will be treated as Sick Leave automatically. If Sick leave is required



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more than 2 (Two) days must be submitted necessary documents. Without proper documents no sick leave will be granted and this leave shall not be carried forward beyond calendar years.

Annual Leave: 17 days per year

After completion of 12 months continuous service in the organization any employee is entitled to 17 days of Annual Leave to be enjoyed during the subsequent 12 months. However maximum accumulation of annual leave shall never exceeds 40-days. Beside this after completing of every year all employees will be entitled to get 50% stock earn leaves encashment.

Festival Holiday: 11 days per year

Holidays commemorating events of national, social and religious significance are offered to employees. Apart from scheduled weekend/ earned & casual leaves there are 11 days declared as paid holidays every year.

Holidays list will be put up every year in January and accordingly applicable.

Leave without pay:

An employee having no due leave may be granted leave without pay for a reasonable period, if the Management is in the impression that there are sufficient causes to sanction leave in the interest of the employees as extraordinary cases.

Emergency Leave:

Emergency leave will be allowed when an emergency arises suddenly making it impossible for an employee to obtain prior permission for leave but the employee must inform the Management before leaving the office premises or within 10 AM of office being started. However, such emergency leave may not exceed a total of **seven days** in a year.

Leave for Short period

Short leave may be required to do outside job or personal work. In such cases employee must take approval from his superior filling short leave form. Short leave form shall be



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deposited to Admin & HR Department before leave the office. For emergency cases short leave may be approved after come to the office.

PROCEDURE OF APPROVING LEAVE

Following procedure will be followed regarding enjoyment of leave:

1. In case of general casual leave must be approved by concerned authority minimum 3 (Three) days before of leave day. Otherwise authority may reject any leave without any notice.
2. Casual leave more than 3 days will not be accepted, if more than 3 days leave is required will be calculated from earn leave.
3. If any leave is required for any emergency purpose may be granted if leave is approved within 1 day from enjoying leave.
4. For sick leave must be applied within 3 (Three) days from enjoying leave.
5. For earn leave same procedure as casual leave shall be followed.
6. If any leave is taken in between festival holiday and general holiday, then general holiday and festival holiday will be considered either casual leave, sick leave or earn leave depending on the leave balance.
7. Leave Form shall be collected from the Admin/HR department before taking recommendation from departmental head. Departmental head will not be signed if leave status is not filled properly.
8. No Verbal leave will be accepted.

LEAVE RECORD

- All leaves to be applied for in the prescribed leave application form. Leave forms will be available in the HR/Admin department.
- All leave applications entertained and granted by the departmental Heads shall be submitted to the HR/Admin department immediately.
- Leave records shall be preserved in a file and at the end of the year a leave record of the employee will be preserved in the personal file to avoid weigh.



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- All kinds of legal and technical clarification on leave administration shall be issued from the HR/Admin department from time to time through memo/notice.

G. Personal Identity Card

Identification cards (ID) are issued to all Employees. Employees will receive ID cards after all legal requirements regarding the hiring of a member of staff have been fulfilled. Identification cards permit holders to enter/leave the office premises. Every employee shall carry ID Cards all the time during working hours. In case any employee loses or misplaces his or her Personal Identity Card, he must immediately inform to the HR Department. When a card is reported lost it is the HR Department responsibility to instantly deactivate the lost card and issue a new card to the employee.

H. Uniform and Dress Code

All staff members are expected to be in business casual dress during work hour from Saturday to Thursday. Security guards are to be worn uniforms during working hours on office premises.

I. Transfer

Transfer is a condition of employment. The management may transfer any executives/officers from one place to another in the greater interest of the company. Management may any time withdraw an Executive/Officer from one factory/office with or without any reason.

Employees may apply, through their managers/departmental head to the Human Resources Department, for a transfer to another department or office. The discretion to allow such a transfer shall depend on the decision made by the top Management of the company.

J. Promotion

Promotion shall not be claimed as matter of right. It depends absolutely on the potentiality of employees. All promotion shall be made on the basis of merit and



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seniority. Promotion maybe considered at any time as deemed necessary by the Management at the requirement of the organization set-up and in the interest of the organization.

Eligibility criteria for Promotion will be as under:

Designation	Requirement
Executive Director	Depends on Board of Directors
GM	Minimum 05 years satisfactory and continuous services as DGM in the company.
DGM	Minimum 05 years satisfactory and continuous services as AGM in the company.
AGM	Minimum 03 years satisfactory and continuous services as Senior Manager in the company.
Senior Manager	Minimum 02 years satisfactory and continuous services as Manager in the company.
Manager	Minimum 02 years satisfactory and continuous services as Asst. Manager in the company.
Asst. Manager	Minimum 02 years satisfactory and continuous services as Executive/ Sr. Officer in the company
Senior Executive/Officer	Minimum 03 years satisfactory and continuous services as Executive/ Sr. Officer in the company.
Executive/Officer/Merchandiser	Minimum 03 years satisfactory and continuous services as Junior Executive/Officer/Merchandiser in the company.

K. Demotion

Employees may be moved to a position in a lower classification based on performance and integrity issues, as a result of disciplinary action, or because of business necessity. Reductions in pay may also occur as a result of a demotion. Demotions are a permanent change in employment status.



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An employee may decline a demotion and elect to resign from employment at Crony Group. This resignation will be considered a voluntary resignation.

L. End of Employment

An employment contract may come to an end due to unsatisfactory performance during the probation period, resignation of the employee, dismissal, death, retirement or health impairment.

- i. Dismissal during Probationary Period:** The contract may be cancelled due to the unsuitability or inability of an employee for the position within the 6 (six) month probation period with no prior notice, bonus or compensation.
- ii. Suspension:** Any employee, who violates the rules and regulations of the Company, is irresponsible towards his job, involved in misconduct/theft/fraud or subjected to disciplinary action shall be suspended temporarily for one week or more without duties. But suspension period shall not be over 60 days from the date of suspension notice issue. Notice of suspension must be given to the respondent in writing, clearly setting out the reasons for the suspension. The suspended employee shall be allowed an opportunity to make representation concerning his suspension. After taking into consideration employee's answer, the totality of the investigation, and other factors, the Management will take a final decision.
- iii. Dismissal due to Continuous Absent:** An employee may be dismissed if absent for more than 10 consecutive days within a period of one year without prior authorized notice or an acceptable reason, provided that 2 written warnings has to be send to employees present and permanent address through the period of absenteeism.
- iv. Termination:** Terminating a member of staff is a serious charge and should be considered thoroughly before being applied. Termination can take place when certain very serious violations of the Company rules and regulations are committed by the employee or due to poor performance. An employee can be



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terminated immediately without prior notice if giving 120 days salary as compensation to him.

- v. **Resignation:** When an employee voluntarily resigns, the resigning employee must notify the Management in writing 2 (Two) Months in advance notice prior to his/her leaving the organization which is lawfully bounded. In case of their inability to serve prior advance notice, they have to surrender full salary to the company for the advance notice period or part thereof.

All employees who are leaving their jobs with **AMANA GROUP** for any reason are required to return all the properties to their Supervisor or Administration Department. **The resigning employees may be asked to participate in an Exit Interview process.**

- vi. **Retirement:** The average age of retirement is 60 years. An extension of appointment beyond this age requires authority form the Board of Directors.
- vii. **Death:** A work contract automatically ends with the death of an employee.

M. Re-Employment

Only those employees who left the company in good standing are eligible for re-employment. Past performance shall be considered when a former employee applies for rehire.

N. Certificate of Service:

Every employee (except termination) shall be entitled to a certificate of services in the prescribed manner at the time of loss of lien, discharge, retrenchment, dismissal, retirement and resignation if so desired by the employee.

O. Disciplinary Rules & Regulation

To run the operation smoothly on a day to day basis - it may necessary sometimes to take disciplinary action against an employee. To ensure that this is done in all fairness to the employee, the procedure to be followed is given in the succeeding paragraphs.



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Reason for Misconduct

It is not practicable to specify all disciplinary rules or offences, which may result in disciplinary action, as circumstances may vary depending on the nature of the work.

Some of the reasons (under normal circumstance) why disciplinary action has been taken against an employee's: -

1. Willful disobedience alone or in combination with others to any lawful or reasonable order of a superior.
2. Theft, fraud or dishonesty in connection with the employers business or property.
3. Taking or giving bribes or any illegal gratification in connection with his or any other worker's employment under the employer.
4. Habitual late attendance, habitual leaving early.
5. Absence without leave for more than ten days.
6. Habitual breach of law or rule or regulation applicable to an establishment.
7. Riotous behavior in the establishment or any performs which is subversive of discipline.
8. Habitual negligence of duty.
9. Habitual insubordination to any of the rules relating to conditions of service.
10. Falsifying, tampering with, damaging or causing loss of employer's official record.
11. Unauthorized use of company property.
12. Breach of company's rules, any orders of instructions.
13. Threatening or frightening to any official within factory premises or outside of factory.
14. On duty time nonuse of uniforms which supplied by company.
15. Damage or loss any company's good or property.



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P. Formal Disciplinary Procedure

Depending on the outcome of the procedure some form of disciplinary action may be taken as follows:

1. WARNING

i) Oral Warning

In the case of minor violation the employee will be given formal oral warning. Employees will be advised of the reason for the warning, that it constitutes the first step of the disciplinary procedure and of their right of appeal.

ii) Written Warning

If the violation is regarded as more serious the employee will be given a formal written warning giving details of the complaint, the improvement or change in behavior required, the timescale allowed for this and the right of appeal. This warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change.

iii) Final Written Warning

Where there is a failure to improve or change the behavior during the currency of prior warning, or where the infringement is sufficiently serious, the employee will normally be given a final written warning.

2. ISSUANCE OF CHARGE SHEET

If an employee has to be charge sheeted, it can be done by the Executive Directors, Manager- HR & Manager - Admin.

3. SUSPENSION FROM DUTY PENDING ENQUIRY

An employee who has been charge sheeted may be suspended immediately from work and is not required to report for work. Suspension shall be depended on the nature of occurrence or violation. An enquiry is to be constituted with the earliest possible to decide the fate of the enquiry after which the employee's



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services can be terminated without termination benefits as this would be dismissal on disciplinary grounds.

While the enquiry is being conducted, the employee would be entitled to 50% of his/her basic pay and all other allowances in full.

4. DISMISSAL

If the employee's conduct or performance still fails to improve, the final step will be dismissal. If, after a final written warning, there is no improvement or a further offence is committed an employee may be dismissed, transferred or be subject to any other appropriate action within the framework of local laws, determined by the Top Management. Dismissal must be confirmed in writing immediately and will include the required period of notice. Dismissal without notice will only occur under the circumstances that wrong information has been supplied by the employee or disclosed any sensitive business information to an unauthorized person or he/she has broken any law or has committed a criminal offence under the local law or has violated the norms of integrity or if his/her continuance in the premises is harmful to the normal activities of the company.

5. SETTLEMENT AFTER ENQUIRY:

Once the enquiry is over and a decision is there, the settlement is to be made in the following manner:

- a) In case the employee is not found guilty, then the employee would be entitled to the deducted amount of 50% of basic pay from the date of suspension.
- b) In case the employee is found guilty and dismissed from the services, the following would be paid to the employee: -
 - Complete wages till the date of suspension.
 - 14 days Basic as per year after 5 or above year & 30 days Basic as per year after 10 or above year.



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- 50% basic pay and other allowances in full from the date of suspension to the date of dismissal.

6. PROCESS OF SETTLEMENT OF DUES DUE TO DISMISSAL

In case of dismissal, the full and final of the related employee is to be settled as under:

- a) The dismissal notice has to be sent to Managing Director/Executive Director for approval.
- b) Once approved by Chairman/Managing Director/ Director, HD Department will make a final settlement sheet and handover to the Accounts Department for reimbursement.
- c) Accounts Officer will hand over the payment to the dismissed employee and obtain the employee's signature and left hand thumb impression on the receipt (received from payroll department along with the payment). This will serve as payment of Full & Final.
- d) It will be ensured by the Human Resource/Administration Department that Identity Cards, uniforms and all other items that may have been issued to the employee are taken back at the same time.

Q. Grievance Procedure

The Company has established a grievance policy to ensure fairness and consistency in employee relations and to resolve certain specified contested actions as quickly as possible.

Only employees who have completed their probationary period are covered by this policy. Issues considered appropriate for the grievance process include matters such as:

- Disciplinary actions against the aggrieved employee, such as written warnings or termination.
- A violation, misinterpretation, or inequitable application of policy or procedure affecting the employee.



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- Discrimination against an employee because of race, color, religion, national origin, sex, sexual orientation, age, or disability. Discrimination complaints will be investigated by the HR Department.

R. Anti-Discrimination Policy

We aim to create and maintain an environment that values diversity, respects human dignity, is equitable and tolerant, and in which all staff and visitors are free from all forms of discrimination, harassment or victimization. It is unlawful to discriminate on the grounds of:

- Race
- Color
- Nationality
- National origin
- Marital Status
- Disability
- Sex
- Age

S. Work Days

AMANA GROUP Follow the work days as follows:

Saturday to Thursday --- Full day working

Friday --- Weekly day off

During emergencies such as weather, fires or power failures can disrupt company operations. The decision to close the office will be made by the top Management. When the decision is made to close the office, employees will receive official notification from their functional heads.

T. Lunch Allowance

In case an employee is not able to avail lunch due to official work outside the office, the rules provide for payment at the rate of BDT 100/= per day to partially settle the payment.



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4.0 EMPLOYEE PERFORMANCE MANAGEMENT AND EVALUATION PROGRAM

A. Reason for Performance Appraisal

The performance appraisal process is based on the belief that employees are the Company's most critical resource and individual performance and development are the prime considerations in determining the value and contribution toward fulfilling the Company's mission.

B. Change in Rank or Salary

Change in rank or salary will not be automatic. All increments and promotions will be the result of the annual performance appraisal process, the individual contribution, the rating of the employee and the recommendations of the supervisors. Salary increments for various categories are recommended on a yearly basis by the Managing Director/Executive Director of the Company.

C. Poor Performance

Where poor performance persists over a year, the case will be handed over the Head of the Departments to take the appropriate action.

D. Evaluation and Report

Performance Appraisal Sheet shall be sent to Departmental Head minimum 4 weeks before of increment. Each Departmental Head must honestly/fairly and carefully complete the evaluation sheet. The evaluation however, has to be approved by the Executive Director and then by the Chairman/Managing Director. The completed evaluation sheets must be collected by the HR Manager on time and carefully kept.

E. Method of Evaluation

AMANA GROUP will use a Checklist with rating scale for Performance Appraisal Process. The form typically contains the following:



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5.0 EMPLOYEE TRAINING AND DEVELOPMENT PROGRAM

A. The Need for Training and Development

Management of AMANA GROUP believes that training is necessary for the individual development and progress of the employee, which motivates him/her to work for a organization apart from just money.

B. Method of Training

Methods of training are basically two types-

❖ On the job training

The initial stages in the planning and design of an on the job training are:

- a) Refer to the agreed objectives for the training as produced in the TNA or the initial planning stages.
- b) Consider the identified target learning population and how they might affect the training design.
- c) List the ways in which each objective might best be met.
- d) Decide whether the learning might be best achieved by an on the job or off the job training.

❖ Off the job training

Off the job training is conducted in a location specifically designated for training. It may be near the work place or away from work, at a special training center or a resort. Conducting the training away from the work place minimizes distractions and allows trainees to devote their full attention to the material being thought

D. Awareness & Training Program

- i. **Fire and Earthquake Safety and Emergency Evacuation** - Systematic training for fire drill and emergency evacuation must be practiced every six months. Management and staff members must take responsibilities to maintain a sturdy program. Inspection of tools and equipment needed during fire/earthquake should be maintained regularly. Employees must always be



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informed about their roles and responsibilities in advance. Basic safety policies and remedies shall be provided.

- ii. **Precautions during Emergencies** - A total of 21 staff members from the Head Office have been selected by the Management to be a part of the firefighting committee. All the members must be trained and informed about their roles and responsibilities and must be able to carry out their duties during any emergency situation. It is our responsibility to provide and maintain all the necessary equipment needed during training and emergency situations. All employees must be trained and informed in advance.
- iii. **Medical Awareness** - Staffs shall be informed about all medical information whenever possible. Such as first-aid, bruised or cuts and etc.

F. Training & Development Responsibilities

The responsibility for training and development lies with individual employees and their supervisor/manager. MG's responsibility is to ensure the effective implementation, co-ordination and monitoring of this Policy.

i. Management Responsibilities:

- Ensure the Training and Development Policy reflects the goals and directions of the Company
- Ensure fairness and equity in Training and Development
- Ensure allocation of sufficient funds
- Provide direction and learning opportunities to ensure staff members achieve their objectives

ii. Individual Responsibilities:

- Actively participating in the Training Plan process.
- Identifying and communicating their training and development needs.
- Providing feedback to their team leaders/HOD on learning outcomes from training and development activities.



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- Applying new learning to the workplace.
- Evaluating their learning.

6.0 COMPENSATION & BENEFITE

The employees of **AMANA GROUP** will be paid salary on a monthly basis. There will be salary cut where there is shortage in attendance hours or if the absence is without paid leave.

Pay Day

All employees are paid within 1st to 7th working days of every month. Each pay (Cash/Bank) will include earnings for all worked perform through the end of previous pay roll period.

In the event that a regularly scheduled pay day falls on a day off such as a weekend or holiday, employees will receive pay before the regularly scheduled pay day.

Mode of Payment

Currently all employees will get the pay in cash.

Administrative Pay Correction

AMANA GROUP will take all responsible steps to ensure that employees receive the correct amount of pay in each pay Cash and that employees are paid promptly.

In unlikely event that there is an error for pay, the employee should promptly bring the discrepancy to the attention of the Human Resources Department so that corrections can be made as quickly as possible.

Advance against Salary

Employees may take advance against their salary. But total advance should not be more than 70% of gross salary and the loan amount to be recovered in equal monthly Installment. The EMI will be deducted from the salary of the employee in every month.

Advance Procedure:

- IOU has to be made and to be forwarded to Admin/HR department for process.



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- Admin/HR Dept. Process the application and send it to higher authority for necessary approvals.
- After getting the approval admin/HR dept will send it to Finance dept for payment.
- In the event of the employee's separation from the Company the due amount will be adjusted with his full & final settlement.

7.0 Bonus

All full time employees of the company who have at least one year of continuous employment with the company are eligible for two regular Festival bonuses on two Eid occasions. The bonus amount would be 50% of gross salary for one Eid occasion. Whose service is not completed one full year may consider for granting this bonus if Board decides but not obligated.

8.0 Tax Compliance

Tax will be deducted at source for all employees at the designated rates every month and a copy of the income tax returns that have been filed will be kept in employees' personal file of the employee concerned.

9.0 Conclusion

A thorough human resource's policy manual outlining sexual harassment, dual employment and overtime regulations, employee promotion and transfer guidelines, and special employment circumstances will provide new employees with the necessary information to assist them with learning about the company and it will also protect the organization. Organizations typically implement these policies to communicate and inform employees of how the company will handle these scenarios if presented. Also, this policy will create a common set of guidelines for all of the employees and managers of the company, aligning the efforts from top to bottom.





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