



Version 2018



## ***Welcome Message from MAN CHEMICAL LLC***

On behalf of MAN CHEMICAL LLC we would like to extend a warm welcome to you.

In order to ensure a smooth transition into the company we have prepared this manual to give you a brief overview of the company structure and outline our basic human resources and administrative policies. For existing employees, it provides ready access to our general terms and conditions.

If you have any questions about MAN CHEMICAL LLC, our policies or your terms of employment, please do not hesitate to speak with your immediate Supervisor/Manager or the Human Resources Department.

Once again, welcome on board!

Mr. Weigao Ji  
Managing Director  
MAN CHEMICAL LLC

## ***Introduction***

The purpose of this manual is to provide information about your employment, your employer and the policies & procedures and rules upon which Man Chemical LLC operates. For the most part it will provide general information on topics of concern to most employees – pay & benefits, attendance and leave usage, conduct and responsibilities and Human Resources practices. In most cases it will also provide a reference as to where to look for more detail on a subject that is of particular interest or concern to you.

Please note that policies & guidelines can change from time to time and you should receive final confirmation from the Human Resources Division before acting upon these guidelines





## **1. Organizational Code of Conduct**

Man Chemical LLC will comply with all applicable laws and regulations 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 Chemical LLC employees have to abide by the rules, policies and procedures prescribed in the HR Policies Manual as well as all relevant Code of Conduct guidelines. 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 Chemical LLC will endeavor to provide a safe and healthy work environment that is free of hazards and offer support, wherever possible, for employee development and growth.

## **2. Confidentiality**

- 1.) Confidential & privileged information obtained in the course of your training & employment must not be disclosed to persons outside the company or colleagues within. Nor should any information be used to ones gains or benefits of others.
- 2.) All staff agrees to keep confidential and not to use for any other purpose other than those indicated in their offer letters (or other supporting documentation) any knowledge, data, information obtained in connection with the performance of their duties.
- 3.) Any and all paper work including documentation, contact details, reports or lists generated during your tenure with Man Chemical LLC will remain the property of Man Chemical LLC at all times.
- 4.) Paperwork and documents should be kept at the office and details should not be discussed with any person unless they are employed by Man Chemical LLC & directly involved in the project.
- 5.) Information received from other establishments must be respected & not divulged to other members within the company or outside the company without their express permission.
- 6.) Any information provided on a confidential basis should be treated as such, until it becomes public knowledge or is publicly announced.
- 7.) All payroll information & employee records are locked and secured and accessible only to restricted number of people.

## **3. Conflict of Interest**

You shall not engage in any other business, trade or occupation directly or indirectly with or without compensation during or after work hours, during your term of employment, without prior written approval from the Managing Director.

## **4. Dress Code**

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 so.
2. Jeans and Polo shirt can be wear 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 wear if it requires to do so
3. Not to wear tight or revealing clothing, denim/jeans or clothing that has offensive text/images.

## **5. Working Hours and Ramadan**

### **Working Hours**

1. The official working hours for Man Chemical LLC is from Sunday to Thursday morning (8:00am to 12:00pm) and afternoon (2:00pm to 5:30pm) and Saturday (8:00am to 12:00pm), special request to shift timings will be approved by Managing Director only.
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. 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 UAE Law, during Ramadan, the working hours will be reduced by two hours. Working hours during the Holy month of Ramadan will be advised via email by the 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 have to 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.

## **5. 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 employee still will have to stay until the end of the official working time unless working in flexible time duty.
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 in a month without prior notice or valid reasons 1-day deduction will be accounted to his/her annual leave unless the employee informed the 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 and Absconded Employee 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 on Line Manager's approval, be permitted to attend to his personal matter for a maximum of 4 hours a month, to be taken at once or split it over the month.

## **6. Probationary Period**

1. All new hires and all re-hires must serve a probation period of three months which can be extended up to another three months only.
2. Leave (of any kind) taken during the probationary period is unpaid unless approved by Managing Director only.
3. During probationary period the agreement can be terminated by either party by giving two weeks' notice in writing.



## **7. LEAVE POLICY**

### **7.1 Annual Leave**

1. 30 days annual leave can be availed on completion of 12 months of service with pay and Economical Ticket is provided.
2. Annual Leave plans should be prepared through coordination between the employee and his Line Manager. All employees shall apply for their annual leaves 30 days in advance. If the line manager does not respond to the annual leave request within 5 working days, it will be automatically considered approved.
3. Employees are not allowed to carry forward one year leave entitlement. Any leaves not availed will be forfeited. But if the employee wishes to encash his/her leaves and ticket, only half of remaining leaves can be encash and a fixed amount of AED 1500 will be paid against his/her ticket.
4. Keys, documents, passwords, files etc must be handed over to the individual covering your role prior to your departure.
5. Staff must provide the company with leave contact details in the event that an emergency arises & you need to be contacted.
6. If your original passport is held, it is your responsibility to collect it prior to leave travel.

### **7.2 Sick Leave**

1. The worker shall not be entitled to any paid sick leave during the probation period.
2. If an employee falls sick and requires sick leave, he should notify his Line Manager within 48 hours of becoming sick, if not preventive by a forced situation, and give an estimation of how long he will be absent from work due to his sickness. Failure to do so without forced situation will lead to deducting the same days from the employee annual leave.
3. The sick employee is required, upon return from Sick Leave, to fill and apply Sick Leave from the Company's Internal System, along with medical certificate for more that 1-day sick leave.

### **7.3 Maternity Leave**

1. Female staffs that have been in continuous employment for more than one year are entitled to 45 paid days maternity leave as per the UAE Labour Law. This will include the period preceding & the period following her confinement.
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.

### **7.4 Paternity Leave**

1. Married male employees are eligible for Paternity Leave of 1 working day, within the first three days from the date of birth of the child and were born in the UAE.

### **7.5 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-by-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. Unpaid leave requests will be considered under extenuating circumstances only, & on a case-by-case basis.
4. 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 Labour Law)

## **7.Holidays**

Employees of Man Chemical LLC are entitled for all national or religious holidays declared by the UAE Government. The actual days on which the Official Holidays fall are subject to confirmation from the UAE Government. Confirmation of the dates will be sent out to the employees by HR Department once they are confirmed.

## **8.Privacy Confidential Employee Data**

1. All Employee/ Personnel data is considered confidential and will be treated as such at Man Chemical LLC
2. Personnel 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) and work experience, previous employers and photograph(s). It also includes all records of employment, such as salary information and 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 (Nick names in the system are not allowed).
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.

## **9.No Objection Letter & Salary Certificate**

1. NOC & Salary Certificate for employees can be applied and requested through Company Internal Systems or via email. You will be notified once the letter is ready.
2. Staff must complete their probationary period & must have completed their visa stamping formalities in order to request for such letters.

## **10.Joining Documentation**

Prior to or upon 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 personnel file, relevant departments & commence the processing of your employment visa or labour card. If you have already commenced work with Man Chemical LLC & have not received a request for these documents please contact the Human Resources directly.

## **11.Appraisals**

All Man Chemical Staff are appraised on a yearly basis by their respective managers in conjunction with the HR Department.

## **12.Payment of salary**

1. Salaries are paid on a monthly basis. All employees are paid on every 10<sup>th</sup> day of the 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 labour card processing, salary will be paid in cash.
4. If you are proceeding on leave during the month, your salary will be prepared at the usual time & transferred through to your account at the end of the month and not anytime earlier as this interferes with accounting process and documentation. However, leave salary will be paid in advance of your intended days of travel, provided the duly filled in leave form is submitted to the HR within the stipulated time.



### **13. Salary Advance Pay/Loans and Deductions**

1. Salary advance pay or Loan can be granted to employees. 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 employee's total salary and can avail maximum twice a year; repayment will be on a maximum of six instalments.

### **14. Business Travel -Locally or Internationally**

1. All employees travelling on official business missions will be paid a Business Travel allowance (per diem) for all assignments outside and inside the UAE to cover the expenses incurred in carrying out the official assignment.
2. Business Travel Per Diem will be paid as an advance cash amount to the delegated employee in order to cover total costs of accommodation and meals, transportation from/to airports and inside the destination cities of the mission, and any other petty expenses required to accomplish trip tasks.
3. The employee is not supposed to claim any petrol expenses if he/she is using company car for personal work.
4. Meals allowance for Local Business Travel will be AED 15/per meal.

### **15. USAGE of Company Property**

#### **Equipment, Technology, Vehicles and other Facility**

1. All employees are given varying levels of access to and/or responsibility for equipment in order to perform their duties. Equipment may include computers, telecommunications devices, scanners, printers, and access to the internet, amongst others.
2. All employees are also given access to and responsibility for company vehicles as it related to their duties/work.
3. 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.
4. Employee will be liable for any costs or damages incurred while using company property for personal use.

### **16. Absconded Employee**

1. All employees must adhere to their committed schedules and to come to work on time as scheduled.
2. In case of any unforeseen circumstances that require an employee to be absent from duty, the employee must let his Line/Department Manager know within 2 working days.
3. Should an employee fail to alert his Line Manager of the reason for his being Absent from Duty, it could form grounds for Disciplinary Action.
4. An Employee who is absent from his work duties for more than 2 working days without having applied for leave or notifying his Line Manager/HR Department for purpose of leave, will be declared as absent from duty. The Manager should notify HR Department to hold his salary and all his benefits and allowances.
5. When the employee resumes his work duties, he must submit a justification for his absence. If justification is approved, days will be deducted from Annual Leave and salary and allowances will be released. In case justification is not approved, employee will be subject to Disciplinary Action.
6. Should an employee fail to come to work for more than 15 days without prior notice, his/her employment will be terminated on grounds of "Absconded Employee". The line manager should coordinate and inform HR department about the employee's continuity of absence until the necessary action is taken by HR Department.

### **17. Resignation and Termination**

1. Either party may terminate the agreement & provide the notice period as specified in your appointment letter.
2. Man Chemical LLC may terminate the agreement without notice if you commit a breach of any terms in your agreement
3. All resignations & terminations must be made in writing
4. In the case of resignations, you will receive a confirmation of receipt of your resignation letter from the HR Department. Notice period should be served 30 days from the confirmation date of HR
5. In case of terminations, Higher Management will confirm last day of service.
6. The employee is responsible for the full hand over of the current post held at Man Chemical LLC.
7. The employee is required to return to the company all records, files, keys, documents, lists, reports & any other items which are the property of Man Chemical LLC, within the timeframe stipulated by the company

### **18. End of Service Benefits**

1. Final payments are subject to performing a complete handover within the specified notice period
2. Last 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 days 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 as per UAE Law.
  - A. The wage of twenty-one days for each of the first five years of service.
  - B. The wage of thirty days for every additional year.
5. On contract termination, Man Chemical LLC will provide Repatriation Tickets to your home country.
6. Economical air ticket (one way) will be issued on a date determined by the company.

### **19. Disciplinary Action**

1. Any employee who violates any of Man Chemical LLC policies and/or applicable UAE laws 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.
2. The guidance and advices from the line manager to an employee is not considered a disciplinary action or a verbal warning.
3. Employee should be informed in writing of any Disciplinary Action taken against him, including the reasons for such action. Employee receipt signature is required on the Disciplinary Action letter before the HR Department can insert in the employee file. If employee refuses to sign the receipt, HR department can still file the disciplinary action noting that employee has refused to sign the disciplinary action receipt letter. Any Disciplinary Action should be recorded in the employee's file.
4. Disciplinary Actions may consist of the following steps:
  - ✚ Verbal Warning (Should be documented in the employee's file)
  - ✚ First Written Warning
  - ✚ Salary Deduction: All salary deductions stated in this policy and in the disciplinary table indicate deduction from basic salary only.
  - ✚ Suspension without pay for a period not exceeding 2 months. However, Housing benefit shall be maintained during cases of suspension without pay.
  - ✚ Final Warning
  - ✚ Termination of Service