



Section 1



Employment Policies & Procedures

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Europe & Asia Commercial Co., Ltd

Human Resources Department

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CONTENTS

	Page
1. Purpose	2
2. Scope.....	2
3. References	2
4. Policies & Practices	3-9
4.1 Staff Requisition Process	
4.2 Recruitment	
4.3 Offer of Employment	
4.4 Induction	
4.5 Probation	
4.6 Confirmation	
4.7 Promotion	
4.8 Transfer	
4.9 Dress Code	
4.10 Separation	
5. Appendices	10

Employment

1. Purpose

The purpose of this section is to list down the main activities pertaining to an employee's service in the Company. Employment is based on the required headcount and capability to support the Company to achieve its objectives as approved during the manpower planning process at the annual planning or budgeting period, and adjusted on need basis as approved by the Chairman or CEO.

2. Scope

The policies and procedures stipulated herein shall be applicable to all staff at Europe and Asia Commercial Holding Company Limited (EAC Group), not based at factory sites.

The Company reserves the right to amend or delete any policy or procedure or part of thereof and when deemed necessary. There shall be no retrospective effect on any changes to all terms and conditions or service, policies and procedures.

Should there be a difference between the English and Burmese version, the Burmese version will be regarded as the version to comply with.

3. References

- 3.1 Myanmar Labour Laws and other related laws
- 3.2 Company Terms & Conditions of Employment
- 3.3 Company Non-Disclosure Agreement
- 3.4 Company Code of Conduct

4. Policies & Procedures

4.1 Staff Requisition

Manpower requisitions are based on the requirement of a department in line with the company's objectives to carry out its business as required from the approved budget.

- 4.1.1 The annual manpower planning is performed in line with the annual budget preparation on a yearly basis. All projected headcount as approved during the manpower planning process is to be followed up by a proposal to recruit by the respective Head of Department and/or Director.

4.1.2 The Staff Requisition Form (appendix ES 1-1) will need to be completed in full for each new or replacement position.

4.1.3 The Staff Requisition Form will be checked by HR and sent for approval as follows:

1	Headcount beyond approved budget	By CEO
2	All expatriate positions	By CEO
3	Headcount within approved budget	By Executive Director (HR)

4.1.4 During the course of the year, the manpower budget may be changed on need basis and approved by CEO and HR will adjust accordingly.

4.1.5 The details of the Staff Requisition Process are as follows:

- All approved Staff Requisition Forms must be attached with a Job Description (JD) as per (appendix ES 1-2). The classification of the position has to be clearly stated, whether permanent or on contract (temporary) with the duration required.
- The Reporting Manager and Head of Department will review the request in line with the approved annual manpower plans & budget and complete in full including the sign-offs.
- HR will record the date of the Staff Requisition Form received with the attached updated Job Description and check the details, and advise (if any) before commencement of the recruitment. Where the form is incomplete and/or without the appropriate sign-offs/JDs, HR will return to the Reporting Manager to complete, for a re-submission.
- All Staff Requisition Forms requesting for recruitment of replacement positions must be attached with the resignation letter (for resignation cases only). If the roles and responsibilities have been changed, the revised Job Description must be attached together with the Staff Requisition.

4.2 Recruitment

4.2.1 HR shall undertake the recruitment process for all approved Staff Requisition Forms based on the requirements, whether internal or external or both, in the most feasible manner.

4.2.2 From time to time, temporary or contract workers may be engaged on short-term basis. This will also require the recommendation from the respective Head of Department and Director, and approval from the CEO or Executive Director (HR) depending on the budget allocation – please refer to section 4.1.4.

4.2.3 Internal Recruitment

- On need basis, HR will advertise the vacancies via email and on the Company's notice boards throughout the country. Employees may apply

for a vacancy in writing through their Reporting Manager by completing the Internal Job Application Form (appendix ES 1-3) before sending to HR.

- HR will assist in coordinating and conducting the interviews for all candidates with the Reporting Manager/Head of Department.

4.2.4 External Recruitment

- Upon receiving the approval for recruitment, HR will explore all channels, including job advertisements, recruitment agencies, executive search and social media.

4.2.5 Selection & Interview Process

- The candidates are firstly interviewed by HR before being shortlisted to be interviewed by the Reporting Manager, respective Head of Department, Director and HR Manager (Talent Acquisition). Other managers may be involved depending on the level of seniority and nature of the position.
- The final interviews will be conducted accordingly as below:

Managerial positions	CEO
Assistant Manager positions	CEO
Supervisory & Executive positions	Executive Director (HR)
Below Supervisory positions	Respective Directors

- All external candidates are required to complete the External Job Application Form (appendix ES 1-4) and submit together with a copy of their resume and other educational achievements and certificates. As required, the candidates may have to perform specific tests as part of the assessment.
- The interviewers are to complete the Interview Assessment Form and submit to HR after the interview.
- With the consent of the candidates, HR will contact the references provided which are typically from previous employment and/or educational institutions by using the Reference Check Form.
- Candidates will need to pass the Company's medical check-up before the Offer Letter is issued.

4.3 Offer of Employment

An employee who is engaged on a permanent or contract (temporary) will be issued an Offer Letter to be signed once they accept the offer, prior to joining.

4.4 Onboarding

- 4.4.1 Prior to Day 1, HR will advise the respective Heads of Department and designated administrator where the new starter is based, to prepare for the onboarding, according to the Entry Checklist Form (appendix ES1-5) which will also be routed to IT, Admin, PCD and the Reporting Manager for the arrangement of the workstation, telephone & directory, ID card, PC/laptop,

visiting cards, stationary etc to be actioned on. Employee must take the approval of respective Head of Department for using visiting card and visiting card must be approved and acknowledged by the company. Using visiting card without being approved by own desire is banned.

- 4.4.2 On Day 1, the new starter will be given the Employment Contract, Code of Conduct and Non-Disclosure Agreement to read and sign. Additionally, the new starter will be briefed on the general HR policies & procedures.
- 4.4.3 The first week of the month HR and respective department manager will brief the company policy and procedure, rules and regulation and introduce.. Orientation record form (Appendix ES 1-8) have to be filled up completely and attached to employee personal file.
- 4.4.4 The Reporting Manager will provide the department induction, job description and KRAs for the probation period. Where required, the Reporting Manager will need to also arrange for the new starter to meet specific contacts (internal/external) to assist the new starter to ease into the role.
- 4.4.5 The new starter will be assigned a buddy (on need basis) to assist in the familiarization of the organization and people.

4.5 Probation

- 4.5.1 All new starters have to undergo a probationary period as follows:
 - Supervisory positions & above – 6 months
 - Below Supervisory positions – 3 months

4.6 Confirmation

- 4.6.1 The Probation Evaluation Form (Probation) (Appendix ES 1-8) will be issued to the Reporting Manager for completion, one **month** week before the end of the probation period. The respective department manager have responsibility to evaluate the performance of employee in the probationary period and revert to HR. The result of Performance Evaluation Form is
 - 70 and above () confirm
 - 69 to 50 () extended 2 month
 - 49 and under 49 () termination

4.7 Promotion

- 4.7.1 The promotion process will be carried out in the salary review due on once a year.
- 4.7.2 The criteria for the promotion process is as below –
 - Replacement (or) the higher promotion
 - The Performance Evaluation of employee will be referred whether the employee can perform or be potential in the higher position due to restructure process.

- 4.7.3 The promotion process must be presented to respective director and department head must consult with HR to get CEO's approval.
- 4.7.4 If the employee fails to meet the new job expectations, the employee will revert back to the former position, with previous terms and conditions of employment including salary and benefits.
- 4.7.5 HR will issue a promotion letter to the employee.

4.8 Changes in Position, Department and Location

4.8.1 Change of Work Location - Transfer

- The Company reserves the right to transfer an employee to any state/town in Myanmar or overseas within the EAC Group, in line with its business strategy and/or as part of the employee's career development. Such transfer could be requested by management or employee.
- All transfers would require the recommendation from the Reporting Manager and approval by the respective Head of Department, Director, Executive Director (HR) and CEO, prior to the transfer. The Change of Position, Reporting Manager, Department & Location Form (appendix ES 1-6) will need to be completed by the Head of Department, approved by the respective Director and submitted to HR.
- The employee selected is given reasonable notice to relocate. Please refer to the Rewards Section 5.7 (appendix RS 2-5) for details of the Relocation Allowance.

4.8.2 Change Position, Reporting Manager and Department

- For any changes in position (including promotions), Reporting Manager and department, the Head of Department will need to complete the Change of Position, Reporting Manager, Department & Location Form (appendix ES 1-6) and submit to HR.

4.9 Dress Code

4.9.1 Uniforms will be provided for every employees **below Assistant Manager level.**

4.9.2 Assistant Managers and above do not need to wear uniform in the office. However, on need basis if they are outside the office business purposes, there will be required to wear clothing with Company logo.

4.10 Separation

Detachment from employment is undertaken in few ways and either by the employee or the Company. The most common forms of separation are:

4.10.1 Resignation

- An employee may cease his employment voluntarily with the company. The notice required for submission of his resignation depends on the term stated on the Employment Contract.
- All resigned employees will need to meet the authorized staff from designated department and HR, according to the Exit Checklist Form (appendix ES 1-7) to return all Company owned items (if any) and obtain their sign-off on the checklist and return the form to HR.
- HR will conduct exit interview to determine the reason(s) for the resignation. If there are any areas for improvements, the respective Head of Department will work on the corrective actions, in consultation with HR.
- The contract of employment for temporary contract staff on fixed term contract will cease upon expiry of the contract period.
- The Company will register all employees who absconded under the non-rehiring list for future reference.

4.10.2 Retirement

- Retirement age for all permanent employees is upon attainment of 60 years.

4.10.3 Retrenchment

- During the process of reorganization, the Company may identify positions, which shall no longer exist. Statutory related payments will be provided to the affected employees. Alternatively, the Company may deploy/ transfer/relocate the affected employees to available positions within the organisation. Retrenchment is the last choice undertaken by the Company.
- Severance payment will be given according to the Labour Laws.

4.10.4 Dismissal

- An employee who has committed a major misconduct or a series of minor misconduct will be dismissed if found guilty in accord with Employment Contract. Similarly, an employee with consistent poor performance will also have their employment terminated.
- The employee shall be dismissed if the performance is descending constantly without being given the severance payment.
- Please refer to the Discipline Management Section of the HR Manual.

5.0 Appendices

1	Appendix ES 1-1	Staff Requisition Form
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2	Appendix ES 1-2	Job Description Form
3	Appendix ES 1-3	Internal Job Application Form
4	Appendix ES 1-4	External Job Application Form
5	Appendix ES 1-5	Entry Checklist Form
6	Appendix ES 1-6	Change of Position, Reporting Manager, Department and Location Form
7	Appendix ES 1-7	Exit Checklist Form