

# **Authentic Group of Companies Human Resource Policies**

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# Human Resource Policies

The objective of the human resource policy is to encourage all the employees of Authentic Group of Companies as always to become competent, motivated staff at its disposal, who can ensure that the necessary initiative will be shown in their work, and provide the best service to all the co-workers, partners and customers of the Authentic Group of Companies.

The human resource policy is intended to ensure all the employees' certain working conditions, as well as the potential to grow and develop in their work. Efforts shall be made to create conditions which enable staff to coordinate their work with their future.

## 1. Principle

- Respect for the individual
- Collaboration and flexibility
- Equality
- Knowledge and initiative
- Service mentality

### For the Institutions and Companies

This entails that the institutions and companies must:

- Respect their staff and their views.
- Motivate staff in order to develop and improve their work.
- Work in the spirit of fairness and equal rights.
- Offer tasks which suit the talents of each individual.
- Provide conditions for staff to add to their knowledge and professional skills.
- Prioritise a high standard of quality and service.
- Keep staff informed of their role and responsibilities.

### For all the staffs

This entails that all the staffs must:

- Respect their co-workers.
- Be prepared for development and change, and participate in them.
- Maintain and increase their knowledge.
- Carry out their work conscientiously and in accord with high standards.
- Show responsibility.

## 2. Recruitment Policy

### Vacancies

Company shall advertise vacancies in accord with the principal rules of Authentic Group Of Companies. The principle of fairness shall be maintained during the hiring process. The choice of candidate should be based upon the competence of the applicant to perform the work of the advertised post. In making the appointment, accounts shall be taken of the Company Equal Rights

Policy and cultural diversity policy. Fairness shall be maintained at the job interview and the appointment shall be made in a formal manner. New staff shall receive information from the company system as applicable in each case.

## **Equality**

Authentic Group of Companies comply with cultural diversity policy and equality programmes. It shall be ensured that no discrimination in terms of employment is made between members of staff on grounds of gender, race, political views or religious conviction or for other subjective reasons.

## **3. Probation & Confirmation Policy**

All new employees will serve a minimum probationary period of (3) months, after which the Employee may be considered for Confirmation. The period of probation may be increased to additional (1) month and a further (1) month as the discretion of the respective Head of Department, together with the Head, Human Resource, in individual cases, if it is considered that more time is needed to determine the suitability of the employee.

An Employee is deemed as a Permanent Employee upon completion of the Probationary Period and getting a Confirmation Letter.

## **4. Attendance Policy**

**Working Days:** Monday to Saturday

**Working Hours:** 9:00 am to 5:00 pm

**Break Time:** Forty-Five Minutes Lunch Time (between 11:30 am to 2:30 pm) is accorded.

Based on the respective department's requirements, working hours may be staggered.

1. All employees have to log in upon arrival at work and log off upon leaving work is done using the Fingerprint device.
2. All employees on leave / on duty outside of the work area should submit Leave or On-Duty Report Form within (3) days from date of Leave / On - Duty. Failure to do so will result in the staff being regarded as Absent without Leave for work on that particular day.
3. At the end of every month, the Human Resource Department will review all employee Attendance and carry out appropriate actions when drawing monthly payroll. Salary shall be paid for ALL public holidays declared by the Government.

## 5. Leave Policy

All the employees of Authentic Group of Companies, either Permanent or during Probationary Period will be entitled to (30) days Medical Leave per Calendar year on a pro-rated basis on the remaining service months of Calendar Year (if service is less than a year). All Medical Leave Applications must be accompanied by a Medical Certificate by a Certified Practicing Physician/ Doctor.

Permanent Employees are further entitled to Leave Benefits as follows outlined by the Ministry of Employment, Labour and Welfare.

No	Leave Type	Total Days	Description
1	Annual Leave	10 Days	- Valid for each Calendar year of Service - Entitlement will be prorated on the remaining service months of Calendar Year if service is less than a year
2	Casual Leave	6 Days	- Valid for each Calendar Year (Emergency Purposes Only) - Entitlement will be prorated on the remaining service months of Calendar Year if service is less than a year
3	Medical Leave	30 Days	- Employees with 6 months of service are entitled to full pay up to 30 calendar days per calendar year. If you are an employee with less than 6 months experience, you are entitled to 30 days of unpaid medical leave per year. You can only get benefits if you have a medical certificate from the relevant doctor and social security clinic. If not taken in the relevant year, it is void.
4	Maternity Leave	90 Days	- Valid before and after child-bearing with Authorized Medical Recommendation - Miscarriage / abortive measures will not be considered as Maternity Leave and it will be substituted with Medical Leave
5	Paternity Leave	15 Days	- Valid to take within (4) weeks period before or after spouse's deliver (registered spouse)
6	Compassionate Leave	5 Days	- Valid for Funeral affairs and 1 Day for Weekly Funeral Affair for the demise / death of Employee' Parents, Siblings, Children, Spouse.
7	Marriage Leave	3 Days	- A special leave provided by the Company for those who are getting marriage
8	Unpaid Leave	-	Unpaid leave is discouraged and in exceptional circumstances should be submitted to the Human Resources Department, with the recommendation from the Head of Department/Region.

Leave taken by Employees during the Probationary Period will be regarded as Unpaid Leave but must still seek approval by the Head of Department/ Branch Manager. If any employee is absent for (5) consecutive working days, the employee may be terminated automatically without any notice period.

## **6. Wages and Compensation Policy**

Wages are very important to meet the basic needs of the employee. Company is to pay its employees at least the minimum wage required by Myanmar industry law and provide legally mandated benefits, including gazette Myanmar holidays and leaves, and statutory severance if employment is terminated by the employer. Maternity and paternity leave are granted in accordance with Myanmar Labour Law. There are no disciplinary deductions from pay and all compensation will be provided in a timely manner.

Authentic Employees will be paid on the last day of every month. Pay day fall on a Public Holiday; the salaries will be paid on the Friday before the last day of the month. Salaries shall be credited on a monthly basis into staff's accounts and will not be paid by cash. This shall be done after Authorized Deduction (if any) and credited of any additional sums (if any) have been made.

## **7. Promotion, Resignation & Termination Policies**

### **Promotion**

Company practices annual Promotion Exercise and fills up vacancies prior to using external recruitment.

### **Resignation & Termination**

1. Approved employees will be notified one month in advance with the approval of the relevant department head and the probationary staff will be notified in advance with the approval of the relevant department head one week in advance.
2. Employees will be informed in advance of any reason for resigning from the Company for any reason.
3. If the company does not retire in accordance with the rules, the company will send an official notification to the area where the employee is staying.

### **Termination of employment**

Dismissal must be based upon objective grounds. An employee has a right to receive a written explanation of the reasons for the decision to dismiss him/her. In the case of alleged dereliction of duty, the supervisor must issue a reprimand, first giving the employee a chance to express his/her views on the matter, unless the offence is so serious as to warrant immediate dismissal. The employee shall have the opportunity for an interview with a member of management on termination of employment.

## **8. Responsibilities and duties of managers and other staff**

Management and staff of individual institutions and companies are jointly responsible for providing the best possible service and ensuring that long-term objectives are attained. Managers must apply good, up-to-date management methods. These entail, for instance, a positive attitude to staff, active

information flow, and decentralisation of power and responsibility. A manager shall normally seek to confer with co-workers on matters concerning the workplace, and seek to achieve a broad consensus. Managers are responsible for the work of their staff. Managers are to work towards the objectives which have been set.

## **9. Institutions' and companies' action plans**

Every other year, municipal agencies and companies must make an action plan for the implementation of the human resource policy, in connection with the drawing up of work and financial plans; this plan must be presented to staff and submitted to the Human Resources Department. This shall include details of how the human resource policy is to be applied, and the measures envisaged for this purpose. At the end of each year institutions and companies shall evaluate the success of the plan.

## **10. Disciplinary Measures**

Employees who broke the code of conduct of Company will be faced with disciplinary measures based on the seriousness of the case and as per the step by step procedures as per the Policies and Procedures set forth by the Disciplinary Committee.

A staff who commits a breach of any of the regulation, directions, orders, instructions or requirements of the Company, or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interests of Company or in conflict with its instructions shall be liable to the following disciplinary actions:

- Warning (verbal/ written)
- Delay or stoppage of increment or promotion; Reduction to a lower post, grade or pay;
- Dismissal

In cases whereby the employee is convicted of a criminal act by a Court of Law, or whereby the employee is absent from work for (5) consecutive working days, the employee will be subject to automatic dismissal without notice.

## **11. Contributions**

### **(i) Income Tax Contribution**

All personal income tax on salaries, allowances and service benefits associated with the staff's employment and any other taxes in connection with the staff's employment will be borne by the staff. The company may deduct salary tax from the staff's emoluments and arrange for payment to the Tax Department in accordance with the prevailing Laws and regulations.

### **(ii) Social Security Contributions**

Social Security Contributions are made both by the Employer and the Employees monthly. Authentic Group of Companies will make for all staff in accordance with the prevailing Social Security Laws and regulations.

The company may deduct salary tax from the staff's emoluments and arrange for payment to the Social Security Board.