



DAGON INTERNATIONAL LTD

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**TO “DAGON INTERNATIONAL LTD” EMPLOYEES:**

This Employee Handbook was developed to describe some of the expectations of our employees and to outline the do’s and don’ts, policies, programs, employee relations, business ethics and conducts, and benefits available to eligible employees.

Employees should familiarize themselves with the contents of the Handbook as soon as possible, for it will answer many questions about employment with **THE COMPANY**.

‘**THE COMPANY**’ is understood to be ‘**DAGON INTERNATIONAL LTD**’, ‘The Employer’ or ‘Company of Employment’.

A copy will always be available to you through the HR department.

**INTRODUCTORY STATEMENT**

- ✓ This Handbook is designed to acquaint you with **THE COMPANY** and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment.
- ✓ This Handbook is not a contract and is not intended to create any contractual or legal obligations.
- ✓ You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by **THE COMPANY**., to benefit employees.
- ✓ No Handbook can anticipate every circumstance or question about policy. As **THE COMPANY**, continues to grow, the need may arise and **THE COMPANY**., reserves the right to revise, supplement, or rescind any policies or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion.



### **Nature of Employment Policy**

Employment with **THE COMPANY**, is voluntarily entered into and that the employee is free to resign at will at any time.

On the other hand, **THE COMPANY** may terminate the employment relationship at any time with due notice so long as there is no violation of applicable laws of the Union of Myanmar.

Our employment policy permits employee or **THE COMPANY**, to end the relationship for any reason at any time in accordance with existing Labor Laws of Myanmar.

Employees will be notified of any changes to the employment policy and changes will be made to the Handbook as they occur.

### **Employee Relations**

When employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

In **THE COMPANY**, if employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

We believe that **THE COMPANY** amply demonstrates its commitment to employees by responding effectively to employee concerns.

### **Equal Employment Opportunity**

**THE COMPANY** provides equal employment and advancement opportunities to all individuals, and employment decisions are based on merit, qualifications, and the needs of the company.

- Further, **THE COMPANY** does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, ancestry, medical conditions, family care status, sexual orientation, or any other basis prohibited by law.
- Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
- This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
- Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department, and employees can raise concerns and make reports without fear of reprisal.

### **Disability Accommodation**

**THE COMPANY** is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the applicable laws of Union of Myanmar.

- **THE COMPANY** will make reasonable accommodations for individuals with known disabilities unless doing so would result in an undue hardship to the extent required by law.
- Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities.
- Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities.
- Pre-employment inquiries are made regarding only an applicant's ability to perform the
- duties of the position.
- All employment decisions are based on the merits of the situation and the needs of the company, not the disability of the individual.



- **THE COMPANY** is also committed to not unlawfully discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

### **Business Ethics and Conduct**

The successful business operation and reputation of **THE COMPANY** are built upon the principles of fair dealing and ethical conduct of our employees.

- Our reputation for integrity and excellence requires careful observance of the all applicable laws and regulations, as well as the highest standards of conduct and personal integrity.
- The continued success of **THE COMPANY** is dependent upon our customers' trust and we are dedicated to preserving that trust.
- Employees owe a duty to **THE COMPANY**, its customers, and its shareholders to act in a way that will merit the continued trust and confidence of the public.
- **THE COMPANY** will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, corrupt or unethical conduct.
- In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.
- ¶ If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation.
- Compliance with this policy of business ethics and conduct is the responsibility of every **THE COMPANY** employees.
- Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

### **Conflicts of Interest**

The purpose of these guidelines is to provide general direction and the framework within which **THE COMPANY** wishes the business to operate.

- Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
- An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of **THE COMPANY** ' business dealings.
- For purposes of this policy, relatives are any persons who are related to each other by blood or marriage or whose relationship is similar to that of persons who are related by blood or marriage.
- No "presumption of guilt" is created by the mere existence of a relationship with outside firms.
- However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of **THE COMPANY** as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
- Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which **THE COMPANY** does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving **THE COMPANY**.

The employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department for more information or questions about conflicts of interest.



## Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of **THE COMPANY**. Such confidential information includes, but is not limited to, the following examples:

- ❖ acquisitions
- ❖ compensation data
- ❖ computer processes
- ❖ computer programs and codes
- ❖ customer lists
- ❖ customer preferences
- ❖ financial information
- ❖ investments
- ❖ labor relations strategies
- ❖ marketing strategies
- ❖ new materials research
- ❖ partnerships
- ❖ pending projects and proposals
- ❖ proprietary production processes
- ❖ research and development strategies
- ❖ scientific data
- ❖ scientific formulae
- ❖ scientific prototypes
- ❖ technological data
- ❖ technological prototypes

1. All employees are required to sign a non-disclosure agreement as a condition of employment.
2. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

## Personal Relationships in the Workplace

For purposes of this policy, relatives are any persons who are related to each other by blood or marriage or whose relationship is similar to that of persons who are related by blood or marriage.

A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” or sexual relationship.

This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

- The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale.
- Relatives of current employees may not occupy a position that will be working directly for or supervising their relative except as required by law
- Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship.



- Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation
- **THE COMPANY** also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.
- If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management.
- In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.
- In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

### **Immigration Law Compliance**

**THE COMPANY** is committed to employing only Myanmar citizens and aliens who are authorized to work in the Myanmar and does not unlawfully discriminate on the basis of citizenship or national origin.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department.

### **Employment Categories**

It is the intent of **THE COMPANY** to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

These classifications do not guarantee employment for any specified period of time.

**REGULAR FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work **THE COMPANY**' full-time schedule.

- Generally, they are eligible for **THE COMPANY**' benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PROBATIONARY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with **THE COMPANY** is appropriate.

- Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project.

- Employment assignments in this category are of a limited duration.
- Employment beyond any initially stated period does not in any way imply a change in employment status.
- Temporary employees retain that status unless and until notified of a change.
- While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of **THE COMPANY**' other benefit programs.



## Work Hours

Work schedules for employees vary throughout our organization.

9:00 a.m. - 5:00 p.m. is a standard workday, from Monday to Saturday. Supervisors will advise employees of their individual work schedules.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

## Rest and Meal Periods

All employees are provided with one one-hour meal period each workday.

- Supervisors will schedule meal periods to accommodate operating requirements.
- Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.
- Brief rest periods will be allowed, as required by Myanmar Labor law.

## Paydays

All employees are paid monthly between the last day of the month and 5 working days after the end of the previous month. This policy is due to the cutoff calculation needed. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

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

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

## Pay Deductions and Setoffs

The law requires that **THE COMPANY** makes certain deductions from every employee's compensation. Among these are applicable income taxes.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Human Resources Department can assist in having your questions answered.

## Administrative Pay Corrections

**THE COMPANY** takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of 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.

## Job Descriptions

**THE COMPANY** maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

- The Human Resources Department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date.
- Job descriptions may also be rewritten periodically to reflect any changes in position duties and responsibilities.
- All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.



- Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary.

Contact the Human Resources Department if you have any questions or concerns about your job description.

### Employment Applications

**THE COMPANY** relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment.

- Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.
- In processing employment applications, **THE COMPANY** may obtain a background check for employment.

### Probationary Period

The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations.

- **THE COMPANY** uses this period to evaluate employee capabilities, work habits, and overall performance.
- Either the employee or **THE COMPANY** may end the employment relationship at will at any time during or after the probation period with advance notice.
- All new and rehired employees work on probation basis for the first 90 calendar days after their date of hire.
- Any significant absence will automatically extend a probation period by the length of the absence.
- If **THE COMPANY** determines that the designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specified period.

### Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

- A formal written performance evaluation will be conducted following an employee's probation period.
- Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
- Regular evaluations will be conducted quarterly or semi-annually.

### Access to Personnel Files

**THE COMPANY** maintains a personnel file on each employee.

The personnel file includes such information as the employee's job application, résumé, records of training, documentation of performance appraisals and salary increases, and other employment records.

- Personnel files are the property of **THE COMPANY** and access to the information they contain is restricted.
- Generally, only supervisors and management personnel of Max Myanmar Holding Company Ltd who have a legitimate reason to review information in a file are allowed to do so.
- Employees who wish to review their own file should contact the Human Resources Department.
- With reasonable advance notice, employees may review their own personnel files in **THE COMPANY'** offices and in the presence of an individual appointed by **THE COMPANY** to maintain the files.



## Personal Data Changes

It is the responsibility of each employee to promptly notify **THE COMPANY** of any changes in personal data.

- Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational, accomplishments, and other such status reports should be accurate and current at all times.
- If any personal data has changed, notify the Human Resources Department.

## Employee Benefits

- **THE COMPANY**, believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry.
- One of our objectives is to provide a work environment that is conducive to both personal and professional growth.
- Eligible employees at **THE COMPANY** are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.
- Benefits eligibility is dependent upon a variety of factors, including employee classification.
- Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Handbook.

The following benefit programs are available to eligible employees:

1. holidays
2. vacation benefits
3. bereavement leave

- Some benefit programs require contributions from the employee, but most are fully paid by **THE COMPANY**.
- Contact the Human Resources Department if you have any questions.

## Holidays

**THE COMPANY** will grant holiday time off to all employees on all Gazette and Public Holidays.

- **THE COMPANY** will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification.
- Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

### Eligible employee classification(s):

#### ***Regular full-time employees***

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), the employee will be ineligible for holiday pay.

- If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.
- In addition to the recognized holidays previously listed, eligible employees will receive two floating holidays in each anniversary year.



- To be eligible, employees must complete three calendar days of service in an eligible employment classification.
- These holidays must be scheduled with the prior approval of the employee's supervisor.
- Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

#### **Workers' Compensation Insurance**

- **THE COMPANY** provides a comprehensive workers' compensation
  - insurance program at no cost to employees, pursuant to law.
- This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.
- Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.
- Employees who sustain work-related injuries or illnesses should inform their supervisor immediately.
- No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

#### **Sick Leave Benefits**

**THE COMPANY** provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

##### *Regular full-time employees*

- Eligible employees will accrue sick leave benefits at the rate of 10 days per year (.83 of a day for every full month of service).
- Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.
- Paid sick leave can be used in minimum increments of one day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee
- Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.
- If an employee is absent for three or more consecutive days due to illness or injury, the company may require a physician's statement verifying the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.
- Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
- Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

#### **Medical Leave**

**THE COMPANY** provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability.

For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility and continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:



### ***Regular full-time employees***

- Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
- A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates.
- Any changes in this information should be promptly reported to **THE COMPANY**.
- Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.
- Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit.
- If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.
- Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of the disability, in accordance with all applicable laws covering occupational disabilities.
- Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.
- So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide **THE COMPANY** with at least two weeks' advance notice of the date the employee intends to return to work.
- When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
- If an employee fails to return to work on the agreed-upon return date, **THE COMPANY** will assume that the employee has resigned.

### **Family Leave**

**THE COMPANY** provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child or to care for a child, spouse, or parent with a serious health condition.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

#### ***Regular full-time employees***

- Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
- Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for family leave to provide care, its beginning and expected ending dates, and the estimated time required.
- Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period.
- Any combination of family leave and medical leave may not exceed this maximum.
- Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child or to care for a parent with a serious health condition.



- Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved family leave period.
- So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide **THE COMPANY** with at least two weeks' advance notice of the date the employee intends to return to work.
- When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to return to work on the agreed-upon return date, **THE COMPANY** will assume that the employee has resigned.

### **Pregnancy Disability Leave**

**THE COMPANY** provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions.

- Any employee is eligible to request pregnancy disability leave as described in this policy.
- Employees should make requests for pregnancy disability leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.
- A health care provider's statement must be submitted verifying the need for pregnancy disability leave and its beginning and expected ending dates.
- Any changes in this information should be promptly reported to **THE COMPANY** Company Ltd.
- Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.
- Employees are normally granted unpaid leave for the period of the disability, up to a maximum of four months.
- Employees may substitute any accrued paid leave time for unpaid leave as part of the pregnancy disability leave period. Subject to the terms, conditions, and limitations of the applicable plans, **THE COMPANY** will continue to provide health insurance benefits for the full period of the approved pregnancy disability leave.
- So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide **THE COMPANY** with at least two weeks' advance notice of the date she intends to return to work.
- When a pregnancy disability leave ends, the employee will be reinstated to the same position, unless either the employee would not otherwise have been employed for legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate **THE COMPANY** safely and efficiently.
- If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities.
- If an employee fails to report to work promptly at the end of the pregnancy disability leave, **THE COMPANY** will assume that the employee has resigned.

### **Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

**THE COMPANY** defines "immediate family" as the employee's spouse, parent, child, or sibling.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

#### ***Regular full-time employees***

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.



Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

### **Vacation Benefits**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

#### ***Regular full-time employees***

- The amount of paid vacation time employees receive each year increases with the length of their employment, as shown in the following schedule:
- Upon initial eligibility, the employee is entitled to 10 vacation days each year, accrued monthly at the rate of 0.833 days.
- After four years of eligible service, the employee is entitled to 15 vacation days each year, accrued monthly at the rate of 1.250 days.
- The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time.
- An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.
- Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.
- Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.
- Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.
- As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year.
- If the total amount of unused vacation time reaches a "cap" equal to two times the annual
- vacation amount, further vacation accrual will stop.
- When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.
- Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

#### **Time Off to Vote**

- **THE COMPANY** encourages employees to fulfill their civic responsibilities by participating in elections.
- Employees should request time off to vote from their supervisor at least two working days prior to the Election Day.
- Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever causes less disruption to the normal work schedule.
- Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, **THE COMPANY** will grant up to two hours of paid time off to vote.
- Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

#### **Business Travel Expenses**

**THE COMPANY** will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location.



- All business travel must be approved in advance by the CEO/designated officer.
- Employees whose travel plans have been approved should make all travel arrangements through **THE COMPANY'** designated travel agency.
- When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by **THE COMPANY**.
- Employees are expected to limit expenses to reasonable amounts.
- Expenses that generally will be reimbursed include the following:
  - airfare or train fare for travel in coach or economy class or the lowest available fare
  - fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
  - taxi fares, only when there is no less expensive alternative
  - mileage costs for use of personal cars, only when less expensive transportation is not available
  - cost of standard accommodations in low- to mid-priced hotels, motels, or similar lodgings
  - cost of meals, *no more than Ks 5000.00 a day*
  - tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare
  - charges for telephone calls, fax, and similar services required for business purposes
- Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.
- Vehicles owned, leased, or rented by **THE COMPANY** may not be used for personal use without prior approval.
- When travel is completed, employees should submit completed travel expense reports within 30 days.
- Reports should be accompanied by receipts for all individual expenses.
- Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.
- Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, will be grounds for disciplinary action, up to and including termination of employment.

### **Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, **THE COMPANY** expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer- owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace



- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

### **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that **THE COMPANY** presents to the community.

- During business hours or when representing **THE COMPANY**, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.
- Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels that your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work.

Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

### **Attendance and Punctuality**

To maintain a safe and productive work environment, **THE COMPANY** expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on **THE COMPANY**.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor or the Human Resources Department as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive, and either may lead to disciplinary action, up to and including termination of employment.

### **Safety**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, **THE COMPANY** has established a workplace safety program. This program is a top priority for **THE COMPANY**.

- The Human Resources Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.
- **THE COMPANY** provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, e-mail, memos, or other written communications.
- Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Human Resources Department.
- Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.
- Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.



- Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **Drug and Alcohol Use**

It is **THE COMPANY**'s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

- While on **THE COMPANY** premises and while conducting business-related activities off Max Myanmar, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.
- The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
- Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.
- Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.
- Employees with problems with alcohol and certain drugs that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through **THE COMPANY** health insurance benefit coverage.
- Leave may be granted if the employee agrees to abstain from use of the problem substance and abides by all **THE COMPANY** policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause **THE COMPANY** any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

### **Sexual and Other Unlawful Harassment**

**THE COMPANY** is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

- Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.
- Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature.
- This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:
- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions



- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment

### Customers

Customers are among our organization's most valuable assets. Every employee represents **THE COMPANY** to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact.

- **THE COMPANY** will provide customer relations and services training to all employees with extensive customer contact.
- Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of **THE COMPANY**.
- Positive customer relations not only enhance the public's perception or image of **THE COMPANY**, but also pay off in greater customer loyalty and increased sales and profit.
- Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

### Workplace Violence Prevention

**THE COMPANY** is committed to preventing workplace violence and to maintaining a safe work environment.

**THE COMPANY** has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

- All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times.
- Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of **THE COMPANY** without proper authorization.
- Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated.
- This prohibition includes all acts of harassment, including harassment that is based on an
  - individual's sex, race, age, or any characteristic protected by federal, state, or local law.
- All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management.
- This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.
- All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril.
- If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.
- **THE COMPANY** will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.
- The identity of the individual making a report will be protected as much as is practical.



- Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.
- **THE COMPANY** encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence.
- **THE COMPANY** is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

### Security Inspections

**THE COMPANY** wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials.

- **THE COMPANY** prohibits the possession, transfer, sale, or use of such materials on its premises.
- **THE COMPANY** requires the cooperation of all employees in administering this policy.
- Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of **THE COMPANY**.
- Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of **THE COMPANY** at any time, either with or without prior notice.

### Life-Threatening Illnesses in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition.

- **THE COMPANY** supports these endeavors as long as the employees are able to meet acceptable performance standards.
- As in the case of other disabilities, **THE COMPANY** will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.
- Medical information on individual employees is treated confidentially. **THE COMPANY** will take reasonable precautions to protect such information from inappropriate disclosure.
- Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information.
- Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Department for information and referral to appropriate services and resources.

### Visitors in the Workplace

To provide for the safety and security of employees and the facilities at **THE COMPANY**, only authorized visitors are allowed in the workplace.

Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

- All visitors should enter **THE COMPANY** at the main entrance.
- Authorized visitors will receive directions or be escorted to their destination.
- Employees are responsible for the conduct and safety of their visitors.
- If an unauthorized individual is observed on **THE COMPANY**'s premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.



### Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse **THE COMPANY** for any charges resulting from their personal use of the telephone.

- To ensure effective telephone communications, employees should always use the approved greeting (“Good Morning, **THE COMPANY**” or “Good Afternoon, **THE COMPANY**” as applicable) and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.
- The mail system is reserved for business purposes only.
- Employees should refrain from sending or receiving personal mail at the workplace. The e-mail system is the property of **THE COMPANY**. Occasional use of the e-mail system for personal messages is permitted, within reasonable limits.
- **THE COMPANY** will not guarantee the privacy of the e-mail system except to the extent required by law.

### Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are **THE COMPANY** property intended for business use.

- Employees cannot use a password, access a file, or retrieve any stored communication without authorization.
- **THE COMPANY** strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees.
- Therefore, **THE COMPANY** prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.
- For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed.
- Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
- Employees should notify their immediate supervisor, the Human Resources Department, or any member of management upon learning of violations of this policy.
- Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by **THE COMPANY** to assist employees in obtaining work-related data and technology.

The following guidelines have been established to help ensure responsible and productive Internet usage.

- While Internet usage is intended for job-related activities, incidental and occasional brief personal use of e-mail and the Internet is permitted within reasonable limits.
- All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of **THE COMPANY**, as such, is subject to disclosure to law enforcement or other third parties.
- Employees should expect only the level of privacy that is warranted by existing law and no more.
- Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. Any questions regarding the legal effect of a message or transmission should be brought to our General Counsel.



- Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.
- Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.
- The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.
- As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet.
- Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.
- Any questions regarding the use of such information should be brought to our General Counsel.
- Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet.
- All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.
- Abuse of the Internet access provided by **THE COMPANY** in violation of the law or **THE COMPANY** policies will result in disciplinary action, up to and including termination of employment.
- Employees may also be held personally liable for any violations of this policy.

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action, or lead to dismissal if 3 times reprimanded:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain, by means any social application (Facebook, Twitter, Skype, Messenger, Line, Viber, ...)
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

#### Solicitation



In an effort to ensure a productive and harmonious work environment, persons not employed by **THE COMPANY** may not solicit or distribute literature in the workplace at any time for any purpose.

**THE COMPANY** recognizes that employees may have interests in events, organizations, and politics outside the workplace.

However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for community groups
- The collection of money, goods, or gifts for religious groups
- The collection of money, goods, or gifts for political groups
- The collection of money, goods, or gifts for charitable groups
- The sale of goods, services, or subscriptions outside the scope of official organization business
- The circulation of petitions
- The distribution of literature in working areas at any time
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on company bulletin boards and solicitations by e-mail are restricted.

Company bulletin boards display important information for employees such as:

- Employee announcements
- Workers' compensation insurance information
- Disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Human Resources Director for approval. All approved messages will be posted by the Human Resources Director.

### **Emergency Closings**

- At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.
- In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off.

### **Problem Resolution**

- **THE COMPANY** is committed to providing the best possible working conditions for its employees.
- Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from **THE COMPANY** supervisors and management.
- **THE COMPANY** strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with respect. Employees are encouraged to offer positive and constructive criticism.
- If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.
- No employee will be penalized, formally or informally, for voicing a complaint with **THE COMPANY** in a reasonable, business-like manner, or for using the problem resolution procedure.
- If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps.

The employee may discontinue the procedure at any step.



1. The employee presents the problem to his or her immediate supervisor after the incident occurs. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to the Human Resources Department or the CEO.

2. The supervisor responds to the problem during discussion or after consulting with appropriate management, when necessary. The supervisor documents this discussion.

3. The employee presents the problem to the Human Resources Department if the problem is unresolved.

4. The Human Resources Department counsels and advises the employee, assists in putting the problem in writing, and visits with the employee's manager(s).

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussing mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

### Progressive Discipline

The purpose of this policy is to state Max Myanmar Holding Company Ltd' position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace.

- The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.
- **THE COMPANY'** own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial.
- The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.
- Although employment with **THE COMPANY** is based on mutual consent and both the employee and **THE COMPANY** has the right to terminate employment with advance notice, **THE COMPANY** may use progressive discipline at its discretion.
- **THE COMPANY** recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.
- Progressive discipline means that, with respect to many disciplinary problems, these four steps will normally be followed. However, there may be circumstances when one or more steps are bypassed.
- Disciplinary action may call for any of four step:
  1. verbal warning,
  2. written warning,
  3. suspension with or without pay, or
  4. termination of employment;

depending on the severity of the problem and the number of occurrences.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment.

However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and **THE COMPANY**.

### Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with **THE COMPANY**.



**THE COMPANY** requests at least One Month' written notice of resignation from non-exempt employees and one month written notice of resignation from exempt employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

### **Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- resignation—voluntary employment termination initiated by an employee.
- discharge—involuntary employment termination initiated by the organization.
- layoff—involuntary employment termination initiated by the organization because of an organizational change.
- retirement—voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
- **THE COMPANY** will generally schedule exit interviews at the time of employment termination.
- The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to **THE COMPANY**, or return of **THE COMPANY** -owned property, and suggestions, complaints, and questions can also be voiced.
- Since employment with **THE COMPANY** is based on mutual consent, both the employee and **THE COMPANY** have the right to terminate employment at will, with or without cause, at any time.
- Employees will receive their final pay in accordance with applicable state law.
- Employee benefits will be affected by employment termination in the following manner.
- All accrued, vested benefits that are due and payable at termination will be paid.
- Some benefits may be continued at the employee's expense if the employee so chooses.
- The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### **Return of Property**

- Employees are responsible for all **THE COMPANY** property, materials, or written information issued to them or in their possession or control.
- Employees must return all **THE COMPANY** property immediately upon request or upon termination of employment.
- Where permitted by applicable laws, **THE COMPANY** may withhold from the employee's check or final paycheck the cost of any items that are not returned when required.
- **THE COMPANY** may also take all action deemed appropriate to recover or protect its property.

### **Suggestions**

As employees of **THE COMPANY**, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

- All regular employees are eligible to participate in the suggestion program.
- A suggestion is an idea that will benefit **THE COMPANY** by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making **THE COMPANY** a better or safer place to work.
- All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented.



- Statements of problems without accompanying solutions or recommendations concerning co-workers and management are not appropriate suggestions. If you have questions or need advice about your idea, contact your supervisor for help.
- Submit suggestions to the Human Resources Department and, after review, they will be forwarded to the Suggestion Committee. As soon as possible, you will be notified of the adoption or rejection of your suggestion.
- Special recognition and, optionally, a cash award will be given to employees who submit a suggestion that is implemented.
- All suggestions can be made without fear of reprisal.

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