

DISCIPLINE POLICY



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AAA is committed to provide a harmonious working environment for all employees and will not tolerate misconduct at any level and is therefore eager to promote orderly employment relations as well as fairness and consistency in the treatment of individuals. This policy applies to all AAA employees.

It is a key responsibility of management to take ownership of behavioral/misconduct issues and to provide appropriate actions and accountability for necessary outcomes.

Addressing misconduct issues is also imperative to AAA achieving its key business objectives. The AAA Disciplinary Procedure provides instructions for taking disciplinary action in relation to repeated misconduct in such a way as to uphold the AAA values and ensure that employees are not treated harshly or unreasonably.

AAA has the right to expect employees:

- To carry out their duties to the best of their capabilities, and
- To abide by the terms and conditions of their conditions of employment and the rules and regulations established by AAA.

It is recognized that day-to-day issues relating to conduct and behavior will be resolved by management and employees through the normal means of communication.

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However, where normal communications fail to resolve matters, or matters are considered sufficiently serious and where the Disciplinary Policy and Disciplinary Procedure is deemed applicable, any resultant disciplinary action will seek to be corrective in nature, be justifiable and be aimed at achieving acceptable standards of behavior and effective employee relations.

A handwritten signature in blue ink, appearing to read "Faisal Al-Shaiban".

Faisal Al-Shaiban
Managing Director