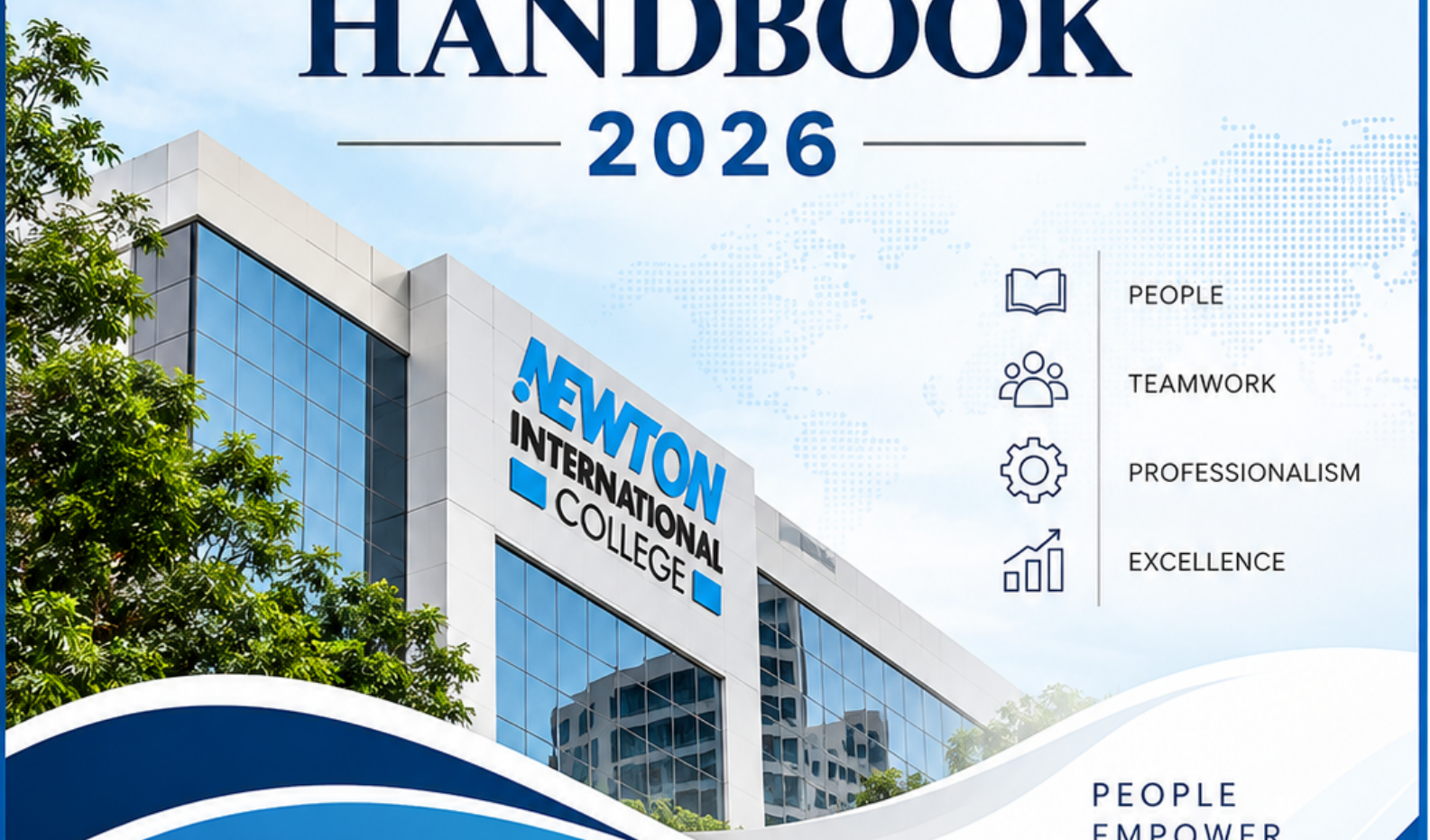
NEWTON INTERNATIONAL COLLEGE

STAFF HANDBOOK

2026



- PEOPLE
- TEAMWORK
- PROFESSIONALISM
- EXCELLENCE

PEOPLE
EMPOWER
PROGRESS

NEWTON INTERNATIONAL COLLEGE
CPE Reg. No: 201002080W
35 Selegie Road #09-14/15, Parklane Shopping Mall,
Singapore 188307.

Foreword

This Staff Handbook is designed as a working guide for all personnel in the day-to-day administration of our company personnel program. The Handbook is not intended for public display but is designed for internal use by Newton International College Pte Ltd only.

Disclaimer

For anything related to clauses/acts, please refer to the relevant legislation online for the latest updates.

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A) SELECTION AND RECRUITMENT

Selection and recruitment are critical components of a Newton International College human resource management process. Effective selection and recruitment processes ensure that the right candidates with the appropriate skills, qualifications, and cultural fit are hired to contribute to the organization's success. Here's how our HR Management handles selection and recruitment while aligning with strategic goals and organizational values.

1 GENERAL

This manual sets out the human resource policies, and terms and conditions of employment governing the employees of Newton International College Pte Ltd, and related companies.

The policies, terms and conditions in this manual shall apply to all full-time employees, unless otherwise stated.

The company reserves the right to amend, delete or augment any policy, term or condition or part thereof as and when deemed necessary for any individual employee or group of employees. All changes to the policies, terms, and conditions shall be approved by the management of the company.

2 DEFINITION

The following definitions shall apply in this manual unless expressly stated otherwise:

The company refers to Newton International College Pte Ltd or its subsidiaries, and related companies.

Confirmed employees refer to full-time employees who have completed their probationary period and are confirmed in the company's employment.

In the event of any dispute regarding the interpretation of any provisions in this manual, the decision of the Managing Directors of the company shall be final.

The manual shall be read subject to the provisions of the Employment Act and its amendments. In the event of any conflict, the provisions of the Act shall prevail.

The terms and conditions in this manual shall come into force with immediate effect unless otherwise stated.

3 EMPLOYMENT LETTER

All appointments shall be made by issuing an employment letter on the company's letterhead signed by the HR Management/ Directors.

4 PROBATION AND CONFIRMATION

All new employees shall be required to serve a probationary period of three (3) months from the date of commencement of their employment contract, at the end of which their performance shall be formally reviewed for confirmation.

The company may at its discretion extend the probationary period for an additional three (3) months if performance is not fully satisfactory. If at the end of this period, the performance of the staff is considered unsatisfactory, the staff shall be terminated without assigning any reasons thereto.If the company considers it appropriate, an employee's probation period may be shortened or waived at its sole discretion.

Employees who have completed the probationary period satisfactorily shall be confirmed in their positions and shall be informed of their confirmation in writing.
Subject to confirmation under the circumstances prescribed above herein, the probationary period and any extension thereof shall form part of the employee's length of service.

5 TERMINATIONS OF EMPLOYMENT

5.1 General Terms

At the absolute discretion of the company, the period of notice to be served by the employee may be waived in whole or in part depending on the merit of the individual case. However, if the termination of employment is initiated by the company, the employee shall be paid full wages for the notice period due, although he may not be required to serve the full notice period.

Salary instead of notice shall be calculated as prescribed in the Employment Act for the ordinary rate of pay:

- Monthly Rate of Basic Salary
- Number of working days for that month

The number of days of annual leave accrued and still unused at the time of resignation of an employee may be accepted in part or in whole for setting off against the period of notice required from the employee at the absolute discretion of the company.

If an employee is not diligent in the performance of his duties to the satisfaction of the company or is guilty of any misconduct, willful breach of trust, continued neglect of any of the terms of employment or duties required of or assigned to him from time to time by the company or is guilty of disclosing confidential matters of the company or committing a criminal offense, the company shall be at liberty to terminate the services of the employee forthwith after issuing a due warning, without any compensation whatsoever.

6 RETIREMENT AGE

https://www.mom.gov.sg/employment-practices/retirement#:~:text=In%20accordance%20with%20the%20Retirement,citizen%20or%20Singa pore%20permanent%20resident.

B) Manpower planning and deployment

Manpower planning and development are crucial aspects of human resource management that focus on ensuring an organization has the right number of skilled and motivated employees to achieve its strategic objectives. This involves anticipating future staffing needs, identifying skill gaps, and implementing training and development programs to enhance the capabilities of the workforce. Here's how our approach to manpower planning and

development aligns with strategic goals and organizational values.

7 WORKING DAYS AND HOURS

The company's normal working days and hours are as follows:

Monday to Sunday - 10:00 am to 10:00 pm

Notwithstanding the above, the company may vary the prescribed working days and hours of work at its sole discretion depending on operational requirements.

8 REST DAYS AND PUBLIC HOLIDAYS

8.1 Rest Days

Rest day Included in the respective Staff Contract.

9 LEAVE

9.1 Annual Leave

Unless otherwise stated in the employment letter, all employees shall be eligible for annual leave on confirmation of employment. Annual leave entitlement shall be calculated on a calendar year basis and eligibility for annual leave. All Employees are entitled to 14 days of Annual leave per year.

Any employee who has not completed a full year of service as of 31st December will be granted pro-rated annual leave to be calculated as follows:

$$\frac{\text{Number of days of service in the year}}{365} \times \text{Annual Leave Entitlement}$$

Adequate notice of intention to take annual leave must be given by the employee. Annual leave applications should be submitted to their respective/immediate supervisor or manager.

Annual leave application should be approved by the immediate manager of the applicant followed by the Director. The company shall consider an employee's application for annual leave considering the company's interest and reserves the right to arrange or rearrange leave programs for its employees by operational needs.

An employee who resigns from the company will be entitled to annual leave calculated on a pro-rata basis which may be utilized instead of notice or paid to the employee together with his termination monies, subject to the company's approval. If the employee has already utilized more than the proportionate amount of annual leave due at resignation time, the company shall deduct the difference owed to the company from the termination monies due to the employee. In the case of an employee whose employment is terminated by the company and has, at the

date of his leaving the service of the company, a balance of annual leave to which he is entitled and which he has not utilized, the company shall pay him the equivalent salary instead of annual leave, unless termination arises from instant dismissal due to gross misconduct.

Advance leave from the following year will be allowed under special circumstances.
Annual leave granted shall be in addition to rest days and gazette public holidays.
If a gazette public holiday falls during the period when the employee is on annual leave, an additional day's leave will be granted for each gazette public holiday falling during his annual leave. This additional day's leave shall not be automatically utilized to extend the approved leave period without the company's prior approval.

9.2 Accumulation of Annual Leave

There is to be no carry forward of annual leave to the next calendar year. Any remaining leave that has not been utilized during the current calendar year shall be forfeited.

9.3 Absence Without Leave

The company views employees who are absent seriously without prior approval. Employees will be liable for immediate disciplinary action if they are absent without prior approval and have not informed or attempted to inform the company of their absence within forty-eight (48) hours.

The company shall deduct from the employee's annual leave accrued the number of days he absents himself from work on a working day without prior consent from the company or without reasonable excuse, or if there is no annual leave accrued, the company shall reserve the absolute right to have the employee's pay deducted by his ordinary rate of pay for each day of absence.

C) STAFF CODE OF CONDUCT

1. All staff shall conduct themselves, personally and professionally, in an appropriate manner that will bring credit to the school. Each staff member should avoid inappropriate or questionable behavior that could discredit the school and mar its reputation.

2. Staff shall be proficient and competent in their professional work and in the performance of their duties.

3. Salaries notwithstanding, staff shall not exploit their work situation or relationships with colleagues or students for personal gain or profit. Teaching staff should not accept gifts in any form from students in return for good grades. Gifts from grateful students should be declared to the school management, who would then decide if the staff may be allowed to retain the gift.

4. Staff will do their best to avoid potential or actual conflict of interest situations. Should a potential conflict of interest situation arise, staff will inform their supervisor, who will then bring this situation to the attention of the school's management.

5. Staff will not practice unfair discrimination against their colleagues or students on the basis of race, sex, age, religion, etc.

6. Staff will deal with all complaints objectively, in accordance with the school's policies and procedures. Any student making a complaint will be given a fair hearing and will not be treated unjustly.

7. Staff will respect the confidentiality of personal data and privacy of information of other persons.

8. In the conduct of lessons, teaching staff will do their best to achieve the desired learning outcomes. Staff must be punctual to school and at the start of classes, and classes must not be cancelled without the approval of the school management.

9. Teaching staff should be in proper attire that is becoming of a teacher.

10. Teaching staff should correct children in their care politely and with respect. Using of foul language is not tolerated. Any student behavior that requires corporal punishment should be reported to the Principal.

11. Where it is necessary to use copyrighted material, staff will use them in a legal and ethical manner.

12. Where staff need to attend to emergencies at home, they must notify the school to have their duties covered.

D) APPRAISAL AND PERFORMANCE MONITORING

Appraisal and performance monitoring are 6 months once and its essential components of effective human resource management. These processes provide a structured framework for evaluating employees' job performance, providing feedback, and aligning their efforts with the organization's goals. Here's how we approach appraisal and performance monitoring in a way that aligns with strategic goals and organizational values.

10) BASIC SALARY, INCREMENTS AND PROMOTIONS

10.1 Basic Salary

All employees shall be paid a monthly in accordance with the salary in accordance with the salary offered to them by the company on the 7th of each month or the preceding day should the 7th fall on a non-working day or a public holiday. Employees are expected to keep the information about their salaries private and confidential.

10.2 Salary Increments and Performance Evaluation

Salary increments are not entitlements nor are they automatic. In considering increments, the company shall consider the performance and conduct of a permanent employee and the performance of the company.

No employee shall be eligible for an increment until he is confirmed in his employment.

10.3 Promotions

Promotions shall be awarded at the absolute discretion of the company and shall depend upon:

- the performance and ability of the employee; and
- the vacancy available for the new higher position.

10.4 Annual Bonus

The company may, subject to the continued profitability and viability of the company and the performance of the individual employee, award a non-contractual bonus, the amount of this shall be determined by the company. The bonus paid, if any, shall be based on the calendar year period from January to December each year.

Only full-time employees who are confirmed in service as of 31st December shall be eligible to receive such payments.

Confirmed employees with less than one (1) years' service shall be paid such bonus, if any, on a pro-rata basis, calculated proportionately on the number of calendar months served inclusive of their probationary period over twelve (12) months.

An employee is not eligible for bonus payment if his service is terminated on the grounds of any form of misconduct or other conduct inconsistent with the fulfilment of the expressed or implied conditions of his employment and who resigns without giving adequate notice of resignation unless such notice has been formally waived by the company.

11) EMPLOYEES' ALLOWANCES AND REIMBURSEMENTS

11.1 General allowance

- Employees who are required to travel overseas or outstation on official company business beyond a 100km radius from the office and/or are required to stay overnight shall be reimbursed for the following.
- Hotel Accommodation; and
- Return Airfare (economy class).

Additional allowance per night shall be given for the following on a reimbursement basis:

- Taxi transfer charges
- Telephone calls and faxes
- Dining (maximum claim of SGD$50 per day per person unless with customers, which must be specified.)

11.2 Reimbursements

Reimbursement will only be made by the company on submission of original receipts for the above items.

All expense claims for reimbursement will require prior approval from the Operations Director before submitting to the Finance Director.

Reimbursement forms shall be submitted on or before the 20th of each month.

12 MEDICAL BENEFITS

12.1 Eligibility

The company provides medical benefits to confirmed employees only.

12.2 Outpatient Medical Benefits (Excluding Hospitalization)

All confirmed employees are provided with medical consultation, treatment, and prescribed medicines from the company's panel doctor of up to a maximum of S$200 per year.

12.3 Medical Exclusions

The company will not bear the cost of the following:

- medical check-ups not specifically required by the company.
- any expenses incurred in respect of illness, injury, or disablement self-inflicted or otherwise, arising from any proven fault, including attempted suicide, participation in or attending any hazardous sport, pursuit or past time, the performance of any unlawful act, exposure to any unjustifiable hazards (except when endeavoring to save or protect his property or the property of the company, or save human conduct. evoked assault, the use of drugs not prescribed by a registered medical practitioner, any illness or disease caused

by misconduct or any breach of peace or disorderly conduct.

- artificial devices, spectacles, contact lenses, optical treatment, optician's charges.
- psychiatric care.
- any expenses in respect of pregnancy, confinement, or abortion including all pre-natal/post-natal check-ups and consultation.
- plastic surgery, treatment, or consultation for beautification purposes.
- all preventive medicines such as vaccination and vitamins; and
- any expenses in respect of dental consultation and treatment.

13 CENTRAL PROVIDENT FUND CONTRIBUTION

Both the Employee and the company shall make contributions to the Central Provident Fund at the prevailing statutory rates as follows and shall comply with the requirements of the Central Provident Fund Act.

E) REWARDS AND RECOGNITION

14 CONFLICTS OF INTEREST

On occasions, employees meet situations where their personal interests would conflict with the company's interests. To avoid these circumstances the company's policy on conflicts of interest is as follows:

- No employees should have any personal interest outside the company which could in any way conflict with the interest of the company or put him in a position where he could use his company connection for personal gain for himself or his family to the possible detriment of the company.

- It is not possible to enumerate all the situations in which possible conflicts might arise, but a non-exhaustive list of some examples where the company considers there would be a conflict of interest are given below:

- Lending or borrowing from individuals or concerns that do business or compete with the company or its associates, except banks or other financial institutions.

- Obtaining benefit personally or for an immediate family member from any purchase of goods or services for the company or its associates, or other action taken in the capacity of an employee of the company.

- An employee or a member of his immediate family having any direct or indirect interest in any enterprise doing business with or competing with the company or any of its associates, except where such interest comprises securities listed on a stock exchange and is not more than one per cent of the securities of any company, or except where the interest has been fully disclosed and has been approved by Management.

- Serving as an officer, director, employee, or consultant of, or receiving income from any

enterprise doing business with, or competing with the company or any of its associates, or seeking to do so, unless the relationship has been fully disclosed and has been approved by the company's Management.

- Using or revealing (without prior authorization) confidential information concerning the company or its related companies.

- Using or permitting others to use other employees, materials, or equipment improperly for personal purposes.

- Accepting any reward from any third party for services at any time when he is being paid by the company or its related companies or when he is otherwise engaged in company business. If a gift or reward cannot be refused (for example, a sign of disrespect to the giver), such receipts must be brought to the attention of the Director expeditiously.

In these cases, the conflict is clear. Other situations may arise to create less obvious conflicts. Anyone who has any doubts as to the propriety of any action they may wish to take should first obtain the consent of the Director.

15 CONFIDENTIAL INFORMATION

During, or for the purposes of employment, an employee will acquire or must access to and be entrusted with information which is confidential to the company. Confidential information includes but is not limited to trade secrets, customer information, pricing, sales and marketing plans, production methods and plans, research and development information, secret formulae, product specifications and corporate plans. To protect the confidentiality of that information, it is a fundamental term of an employee's Contract of Employment, that during the term of employment or at any time after the termination thereof:

An employee will not disclose to any individual, firm or company any such confidential information.

An employee will not personally make use of any such confidential information.

An employee will not give any lecture or publish any material related to his work, insofar as it contains any reference, direct or indirect to such confidential information without the prior consent of the company's Management.

An employee will deliver to the company before the end of the term of employment all documents, or copies thereof, belonging to the company or relating to its business which are in his possession, including documents made by him in the course of his employment.

An employee will at no time make any copy or summary of any document belonging to the company, except when required to do so in the course of his employment, in which event the copy or summary will belong to the company.

These restrictions will cease to apply to information which becomes available to the public generally, safe where that disclosure arises from your default.

16 INTELLECTUAL PROPERTY

Any discovery or invention or secret process or modification, development or improvement whatsoever made or discovered by an employee (whether alone or with others) during his employment in connection with or in any way affecting or relating to the business of the company or of any other Group company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the company and shall belong to and be the absolute property of the company or such other Group company as the company may nominate for this purpose.

If at any time during the term of employment an employee (whether alone or with others) creates any design or copyright work, whether capable of registration, he shall treat such design or copyright work and all information relating thereto as confidential to the company and shall promptly disclose to the company full details including drawings and models (if any) of such design or copyright work. The property, including all intellectual property rights in such design or copyright work, shall vest in the company absolutely.

If and whenever required to do so (whether during the term of employment or after the termination thereof howsoever caused) an employee shall at the expense of the company or its said nominee, apply or join in applying for letters patent or other protection in Singapore or any other part of the World for any such discovery, invention, secret process, modification, development or improvement as aforesaid and execute all instruments and do all things necessary for vesting the said letters patent or other protection when obtained and all right and title to and interest in the same in the company or its said nominee absolutely and as sole beneficial owner or in such other person as the company may require and for this purpose, defend any opposition proceedings in respect of any such application and any petitions or applications for or revocations of such letters patent or other protection.

17 SUGGESTIONS

The company welcomes any constructive suggestions employees may wish to make regarding its operation in any area. Suggestions should be made by HR Manager.

18 SECURITY

18.1 Searches

To protect the company property and employees alike, the company reserves the right to stop and search employees on entering or leaving the premises and to inspect the contents of bags and motor vehicles. Refusal to allow the right to search may result in dismissal.

No explosive items or firearms or items of a similar nature which could be a hazard to fellow employees, or the property may be brought into or stored on the premises.

18.2 Visitors

No personal visitors may enter the premises, apart from the reception area, without the consent of a manager.

18.3 Removal of Company Property from the Premises

If an employee has company property removed from the premises for any reason an official pass, signed by the Department Head responsible for the property, must first be obtained and handed to an authorized security officer when leaving the site.

18.4 Personal Property

The company cannot accept liability for any damage to, or loss, or theft of personal property including vehicles whilst on company premises, and employees are strongly advised not to leave valuables unattended at any time.

19 DISCIPLINARY PROCEDURE

The company is concerned with ensuring that there are fair and effective arrangements for dealing with disciplinary matters, thereby ensuring consistency and justice. To meet this requirement the disciplinary code set out below will apply. The point at which the procedure is entered, and the severity of the penalty imposed will depend entirely on the seriousness of the offence. Progression through the procedure may result from the accumulation of differing offences as well as the repetition of one offence.

Verbal Warning

When an employee's performance or conduct is in question the Supervisor/Manager will investigate the facts and discuss them with the individual concerned. If the Manager considers that it is appropriate, the employee will be given a formal verbal warning. A note of the date and reason for the warning will be kept on the employee's file.

Written Warning

In the event of insufficient improvement or the offences being repeated, the Supervisor/Manager will interview the employee and indicate the precise nature of the offence and in what way conduct/performance should be improved. Details of the warning will be recorded in writing and a copy given to the employee.

Dismissal

In the event of insufficient improvement in conduct/performance or an offence being committed again, following an investigation of the facts the employee will be dismissed with appropriate notice by an authorized Manager in the presence of the appropriate Personnel representative.

The following principles will apply at each stage of the procedure:

- At all stages in the procedure an employee may be accompanied or represented by a colleague if he wishes.
- The Manager will notify the employees in advance of the time and place of the meeting and the complaints made.
- At any disciplinary meeting the employee will be given every opportunity to explain his position.
- The company will arrange for a written record of the meeting to be kept. A copy of this record will be provided to the employee upon request.

Any warning given at the end of a meeting will inform the employee of the following:

- His shortcomings or misdemeanors.
- The improvement required.
- The period during which the improvement is to be achieved and obtained.
- The consequences of failing to improve.
- Details of any training or assistance to be given.

19.1 Gross Misconduct

Some offences are so serious that the first violation will normally result in summary dismissal (i.e., dismissal without notice or money in lieu of notice).

Such action will only be taken after full investigation of the incident and the employee has had the opportunity of explaining his conduct.

Examples of offences that would result in summary dismissal are:

- Theft or unauthorized possession of property belonging to the company, another employee, contractor's employee, or authorized visitor or any third party.
- Drinking, taking drugs or incapacity through drink or drugs while on duty.
- Carrying weapons.
- Malicious, verbal, or physical attack on fellow employees, customers or third party, or fighting on company premises during work hours.
- Deliberate abuse or destruction of company property.
- Falsifying employment application, medical records, work records, expense claims or other reports.
- Falsifying a time record, or deliberately falsifying a time record for another employee or any other type of fraud.
- Refusal to carry out specific work assignments.
- Gross neglect of work duties or of laid-down or accepted safety precautions.

- Violation of policies on conflicts of interest and/or confidentiality.
- Conduct which is liable to bring you or the company into disrepute.
- Continually neglect or omit any duties.
- The above examples are not exhaustive but are intended as a guide only.

19.2 Suspension

The company reserves the right to suspend an employee pending investigation into alleged misconduct. Employees suspended in this manner will continue to be paid their basic salary (including shift pay where appropriate) during the investigation.

20 RIGHT OF APPEAL

Employees wishing to appeal against a disciplinary decision must do so within 48 hours of the imposition of the penalty by notifying the Director in writing.
The Appeal will be heard by the next of the company's Management as soon as is reasonably practicable.
The employee will be entitled to be accompanied or represented by a fellow employee at the Appeal hearing.
Prior to the Appeal hearing, the Manager concerned will review all previous evidence and carry out any further investigation necessary.
The decision following the Appeal will be sent to the employee within five working days.
If the Appeal decision is unsatisfactory the employee may appeal in writing to the Board of Directors who will consider the grounds of appeal and the previous evidence at the next Board Meeting. The decision of the Directors will be given in writing as soon as possible and will be final.

F) TALENT MANAGEMENT AND RETENTION

21 EQUAL OPPORTUNITIES

The company wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of color, race, nationality, ethnic or national origin, sex, being married or disability. It is in the company's best interests, and in the interests of all those who work in it, to ensure that the human resources, talents, and skills available throughout the community are considered when employment opportunities arise.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that the decisions on recruitment, selection, training, promotion, and career management are based solely on objective and job-related criteria.

22 TRAINING AND PERSONNEL POLICIES

22.1 Ethos

The company, in its pursuit of excellence, is committed to the development of its employees,

whether technically or on a personal growth/skills basis.

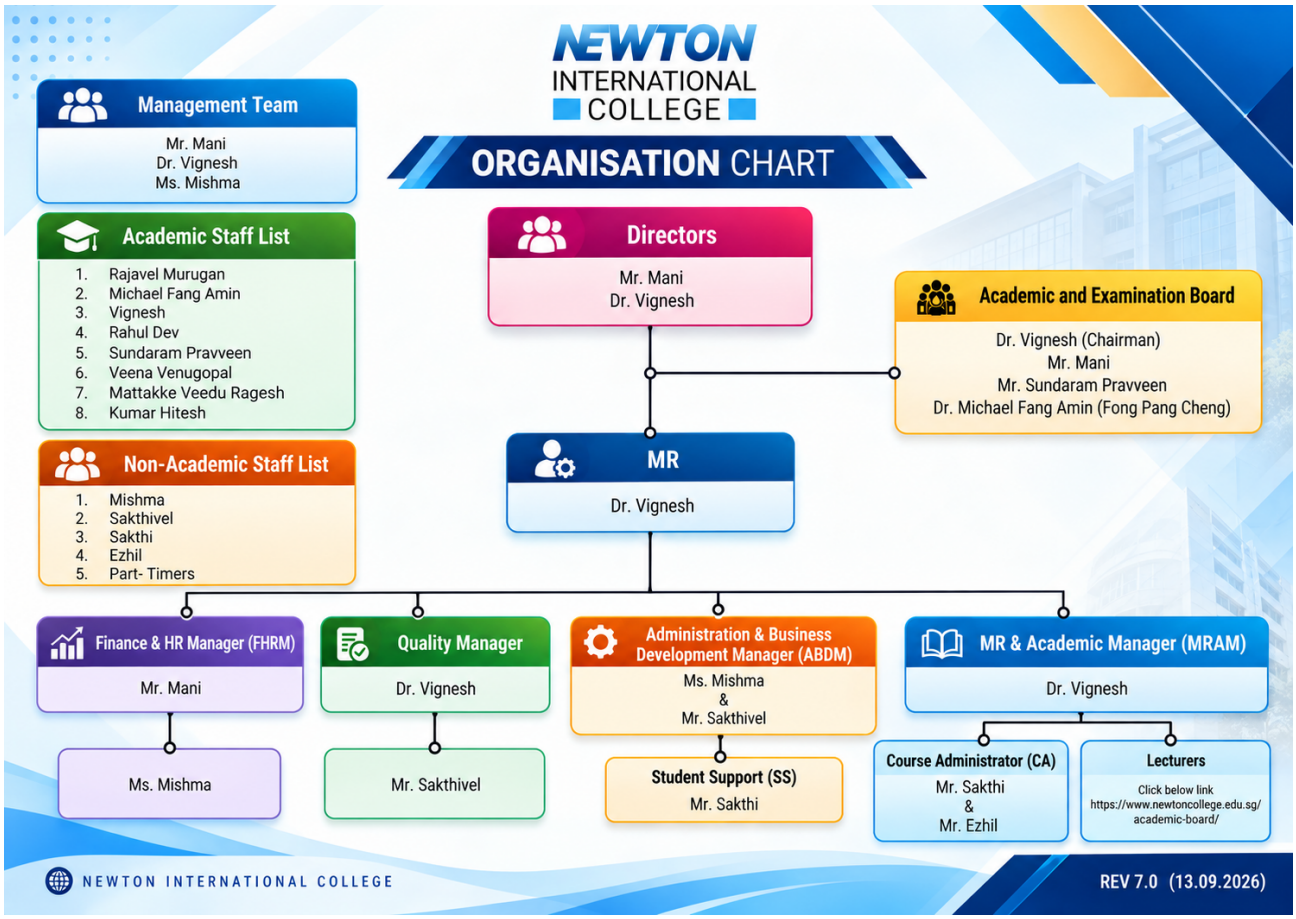
22.2 Training and Development

Each employee will be set annual objectives by his manager, which will be the basis for measurement in that year. The work and the effort demonstrated by the employee will give rise to a grade. This grade will be directly linked to the pay grade.

To assist in the pursuit of excellence, the company will offer training courses, internal and external, to ensure the employees achieve personal growth. The responsibility of the training plans and the implementation of the personnel policies will remain with the report Manager. There will be no appointment at a personnel function, but we offer an 'open door policy' to all our employees who do not obtain satisfaction with their direct line report.

The company has adopted a Team Action Management system, which allows all employees the opportunity to inform senior management of any recurring work problems and/or ideas to help run the company more effectively. All input is received and assessed by management and the changes are implemented by a selected team of employees.

22.3 Company Personnel Policy

The people we employ are fundamental to the successful running of the company. We employ winners who are committed to service excellence and quality standards and have an ability to develop and manage change. We reward our staff by acknowledging the standard of their performance which is directly reflected in the annual salary increment, and promotion prospects. Our commitment to our staff and respect for the individual goes further. The company offers personal training and awards in recognition of accomplishments performed, and as a single-minded team, we move forward together and reach out for a common goal.

Annex 1 Organization Chart