



# EMPLOYEE HANDBOOK



# FNRCO GROUP

## WORKFORCE & PAYROLL MANGAMENT SERVICES COMPANY

Revision # 2 – January 15, 2022

# Table of Contents

Welcome Note	04
Who we Are	05
Employment Contract & Contract	10
Renewal Probationary Period	10
Work Schedule	12
Leave	13
Management	20
Processional and Personal	27
Conduct Disciplinary Actions	28
Grievance	31
Training & Development	32
Employment Separation	37

# Welcome Note

We are delighted to welcome you aboard FNRCO. Your joining marks the beginning of what we trust will be a valuable and enriching journey for both you and our organization. We look forward to your contributions and believe you will find your time with us both challenging and rewarding. Your dedication and hard work are key to our shared success.

This handbook is designed to answer common questions and address any concerns you may have. It is important that you familiarize yourself with its contents, as it contains essential information about FNRCO's practices and procedures. You are responsible for reading and understanding the manual to ensure you are well-informed about the company's operations.

Please note, the policies and procedures outlined in this handbook may be updated occasionally. These changes take effect immediately upon their publication. For your convenience, a table of contents is provided at the beginning of the handbook to help you navigate its sections. Should you have any questions or need further clarification on any points discussed within, please do not hesitate to reach out to the Human Resources Department.

Welcome to the team, and here's to a successful journey ahead with FNRCO.



# Overview of FNRCO:



Established in 2001, FNRCO is a licensed HR & Payroll Services company with a capital of 100 million Saudi Riyals. Holding public and private licenses in Saudi Arabia, FNRCO is ISO certified, specializing in providing skilled workforce. With 5000+ deployed employees, we serve 100+ clients, contributing to Vision 2030. We take pride in our ability to deliver top-quality services that align with international standards and best practices.

FNRCO is a dynamic organization committed to continuous improvement. We work collaboratively with our customers to provide innovative and optimal solutions across our diverse operations.



## Mission

To provide services that suit the distinctive needs of all its individual and corporate customers, and to provide the best manpower solutions that ensures the quality recruitment and mobilization of the required manpower around the world. To achieve the goal of our mission, FNRCO is committed on consolidating and strengthening our market position to ensure we are constantly driving industry innovation in key areas such as service, quality and reliability and most specially in health & safety.

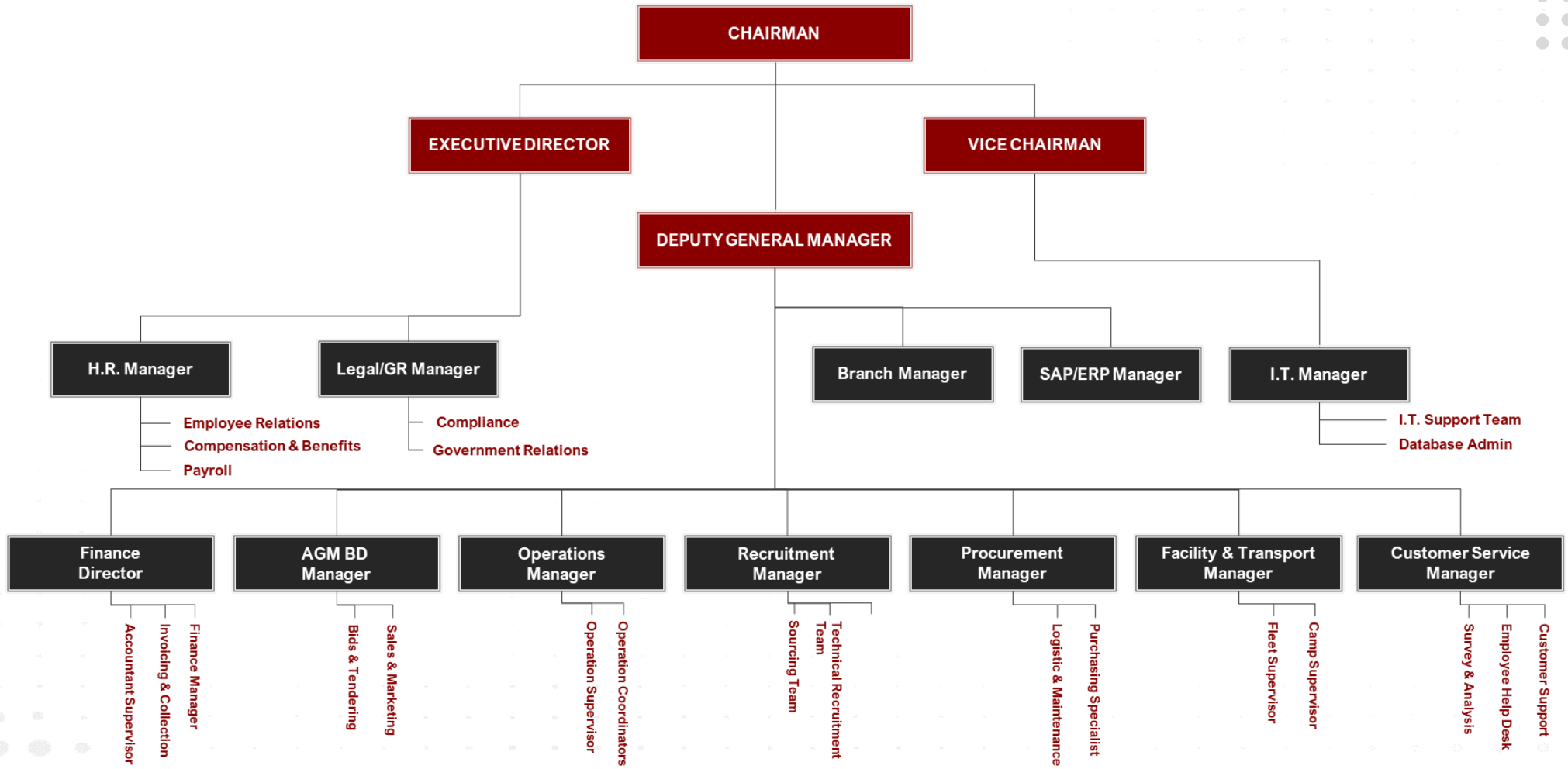
## Vision

To be the world leader and to be the most trusted source in delivering Manpower Solutions and Services; and to be the best partner to provide inspection services, auditing, accredited training, certification and international licensing to all major industries and companies.

## Commitment to Environment Health & Safety

We are committed to delivering a sustainable world class performance through prevention of injury & ill-health, preservation of environment and safeguarding health, safety & welfare of those who work at or visit our sites in a manner that is compliant with local laws, customs and culture.

# FNRCO Management Organization Chart





# Who we Are

Welcome to the FNRCO Human Resources team. Our dedicated professionals are here to support you through every stage of your employment journey with FNRCO, from the moment you start your career with us and throughout your time as a valued member of our team.

## HR Vision

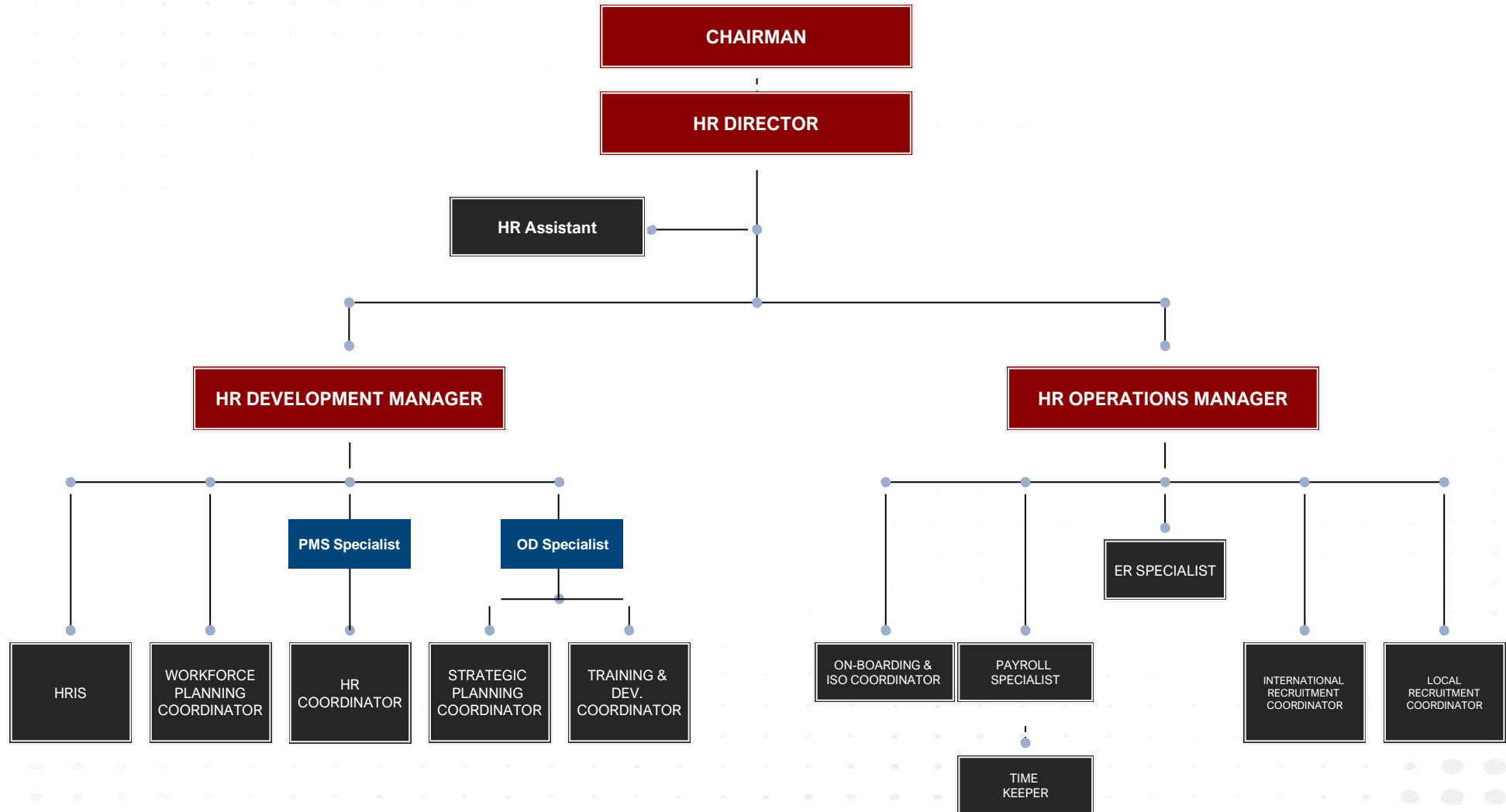
Our goal is to be acknowledged as an employer of choice, delivering impactful and outcome-focused Human Resources services at FNRCO.

## HR Mission

By fostering strategic partnerships and collaborative efforts, the Human Resources team at FNRCO is committed to attracting, nurturing, and retaining a high-caliber and diverse workforce. We aim to cultivate a supportive, secure, and efficient work setting for our employees, their families, and the various departments. Our goal is to unlock the full potential of each individual and the organization as a whole, establishing FNRCO as a premier employer..



# Human Resources Department Organization Chart



# A. Employment Contract & Contract Renewal

## 1. Employment Contracts

Effective Date of employment:

for locally hired employees, the effective date of employment is the date upon which the employee commences work after completing the sponsorship transfer formalities. In the case of internationally hired employees, the effective date of employment is the date the employee arrives in Kingdom.

## B. Probationary Period

- 1. Initiation of Probationary Period:** All employees will be subject to probationary period as specified in the employment contract that begins with his/her first day of employment.
- 2. The length of probationary period** varies with employee type and class and is stated in the employment contract and should not exceed one eighty (180) days commencing with the effective date of employment.
- 3. Notice Period:** During this period of probation, only FNRCO may terminate the contract with seven (7) calendar days' notice.
- 4. Probation Extension:** The Department Head may recommend the extension of probation period for a maximum of 90 days. However, the extension period should not exceed 180 days.





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## C. Work Schedule

- 1. FNRCO** will establish work schedules which will permit it to carry out its operations effectively and which conform with appropriate laws and regulations prevailing in Saudi Arabia. Development of these schedules and keeping them consistent with FNRCO Policy is the responsibility of each department heads.
- 2. Normal Work Schedule:** for employees will be maximum forty-eight (48) hours per week. The FNRCO core working hours are 08:00 to 17:30, Sunday through Thursday where the prayer and lunch break is from 12:00 to 13:00.
- 3. Working hours** will be regulated in schedules announced in prominent places, specifying the start and finish of the Working day and shifts times. No employee shall work for more than five (5) consecutive hours without a break, pray time, or mealtime for at least an hour.
- 4. Ramadan Work Schedule:** during the Holy Month of Ramadan, hours of work for Muslim employees will not exceed six (6) hours daily. For non-Muslims, work schedules will be subject to FNRCO operational requirements and will be determined through an administrative decision each year by the FNRCO CEO.



# D. Leave Management

## 1. General Provision:

- An employee will be entitled to different types of leaves or unpaid as prescribed in this policy upon completion of probationary period except sick leave and emergency leave which will be processed with high priority at all the time.
- Public holidays and all leaves will be paid according to the employee basic salary and fixed allowances.
- Employee will not be entitled for encashment of any type of leave during the employment. However, unused accrued annual leaves will be paid as cash in lieu of accrued annual leave to the employee upon separation from employment.

## 2. Public Holidays:

- All employees will be entitled to have leave with full pay for the following holidays. These holidays will be scheduled by the FNRCOCEO or his authorized designee.
  - Four (4) days for Eid Al Fitr commencing on the day following the 29th of Ramadan in accordance with Um Al Qura Calendar.
  - Four (4) days for Eid Al Adha commencing on the day of Arafat Stand (the day preceding the feast of Immolation on the 10th of Dulhijja) accordance with Um Al Qura Calendar.
  - One (1) day for Saudi National Day on 23 September each year.

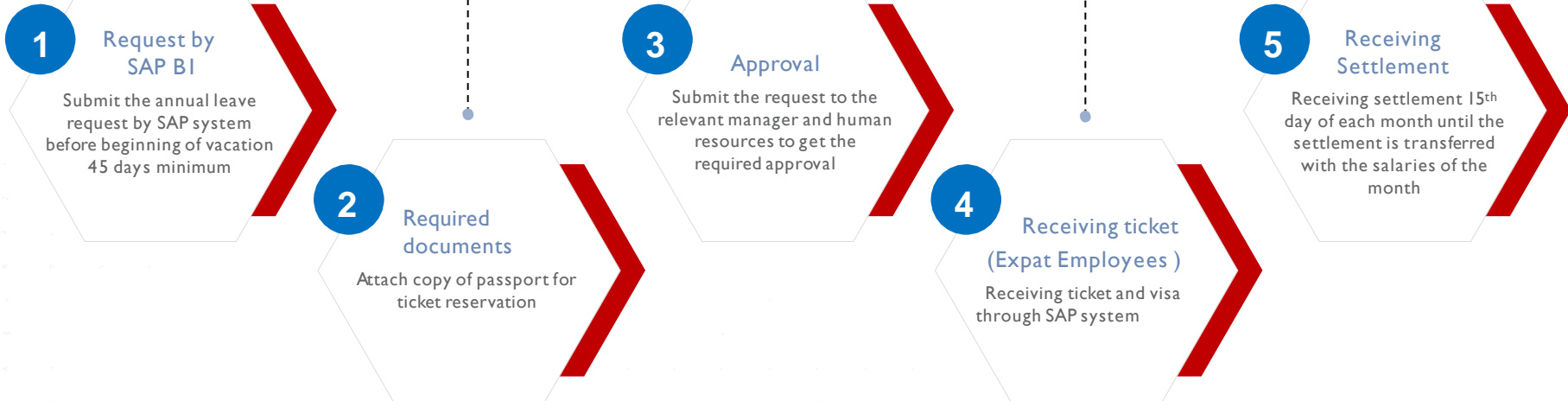
## 3. Annual Leave:

- **Entitlement:** Annual Leave is an employee right which is specified by a number of days as stated in the table below. However, the length of the leave is limited to the amount of time accrued at the time that the leave is to be taken
- Annual Leave is set on calendar days for long leave, and working days for short leave (one week Sunday to Thursday)



- Employee who has less than thirty (30) days of annual leave entitlement as per contract; upon completion of five (5) years of continuous services, will be entitled to thirty (30) days annual leave.
- The annual leave request should not be less than fifteen (15) days for each request. However, employee may use available annual leaves up to maximum five (5) days as a short leave on random basis throughout the year for personal use.
- Annual leaves will include workdays and weekend(s) falling between the availed leaves. However, weekends prefix and suffix to annual vacations days will not be counted within the annual vacation leaves.
- **Carryover Limitations:** The accrued and unused annual leave balance for any given year (1st of October of one year to the 30th of September in the following year) may be carried forward to maximum Ten (10) days. If not utilized by employee, the system will automatically forfeit any excess annual accrued leaves days.
- **Notice of Return to Work:** All employees who availed their vacation for ten (10) days or more inside or outside Kingdom will apply through system to initiate “Notice of Return to Work” upon return from vacation. Failure to Submit the “Notice of Return to Work” will cause delay on the processing of the employee's salary, and corresponding disciplinary action will be imposed.

## Annual Leave:



#### 4. Sick Leave:

- **Entitlement:** An employee may be granted sick leave after presenting proof of illness with a medical certificate issued or endorsed by authorized medical physician with full pay for a maximum period of thirty (30) calendar days; an additional sixty (60) calendar days at seventy-five per cent (75%) salary; and an additional thirty (30) calendar days at no salary.
- **Medical Certificate:** A medical certificate must be attached to the employee's leave application form with required authentication. However, employee's manager may waive the requirement for a medical certificate where the absence is for one (1) day. It is the employee's responsibility to provide appropriate official documentation from the attending physician, clinic or hospital to support their claim for sick leave.
- **Implication of Excessive Sick Leave (Over limit):** FNRCO has the right to terminate an employee contract after completing the period designated for sick leave due to unfitness of health. Work related injuries will be covered as per GOSI guidelines.

#### 5. Examination Leave:

- **Entitlement:** A Saudi employee enrolling in an educational institute will be entitled to have a full paid leave during his/her final examinations. The examination leave is determined by the actual dates of examination and the employee will provide his/her academic record once he/she returns from his/her leave. However, for the examinations of a repeated year or disapproval from management, the employee will Submit an annual leave or LWOP (no leave balance) request to sit for the examinations.

#### 6. Maternity Leave:

- **Entitlement:** An expectant female employee will be entitled to a Maternity Leave, consisting of Ten (10) weeks, according to the flexibility of expectant employee; however, it will start with a maximum of four (4) weeks before the EDD which is determined by the Employee Health physician.



## 7. Marriage Leave:

- **Entitlement:** An employee will be entitled to have a leave of Five (5) fully paid days in the event of marriage to be taken from the date of marriage or thereafter as feasible and will be granted only once during the employment with FNRCO.

## 8. Paternity Leave:

- **Entitlement:** A male employee will be entitled to paternity leave of Three (3) fully paid days to be taken within two (2) weeks from the date of the birth event only once per contract year.

## 9. Bereavement Leave:

- **Entitlement:** An employee will be entitled to have a leave fully paid of five (5) days in the event of death of wife, or immediate family member (Father, Mother, Sister, Brother, Daughter or Son) to be taken from the date of the death even.

## 10. Hajj Leave:

- **Entitlement:** Muslim employees who have spent at least two (2) years with FNRCO and wish to perform Hajj will be entitled to a leave for twelve (12) days with full pay in addition to Eid Al Adha Holiday to perform Hajj once throughout their period of service.

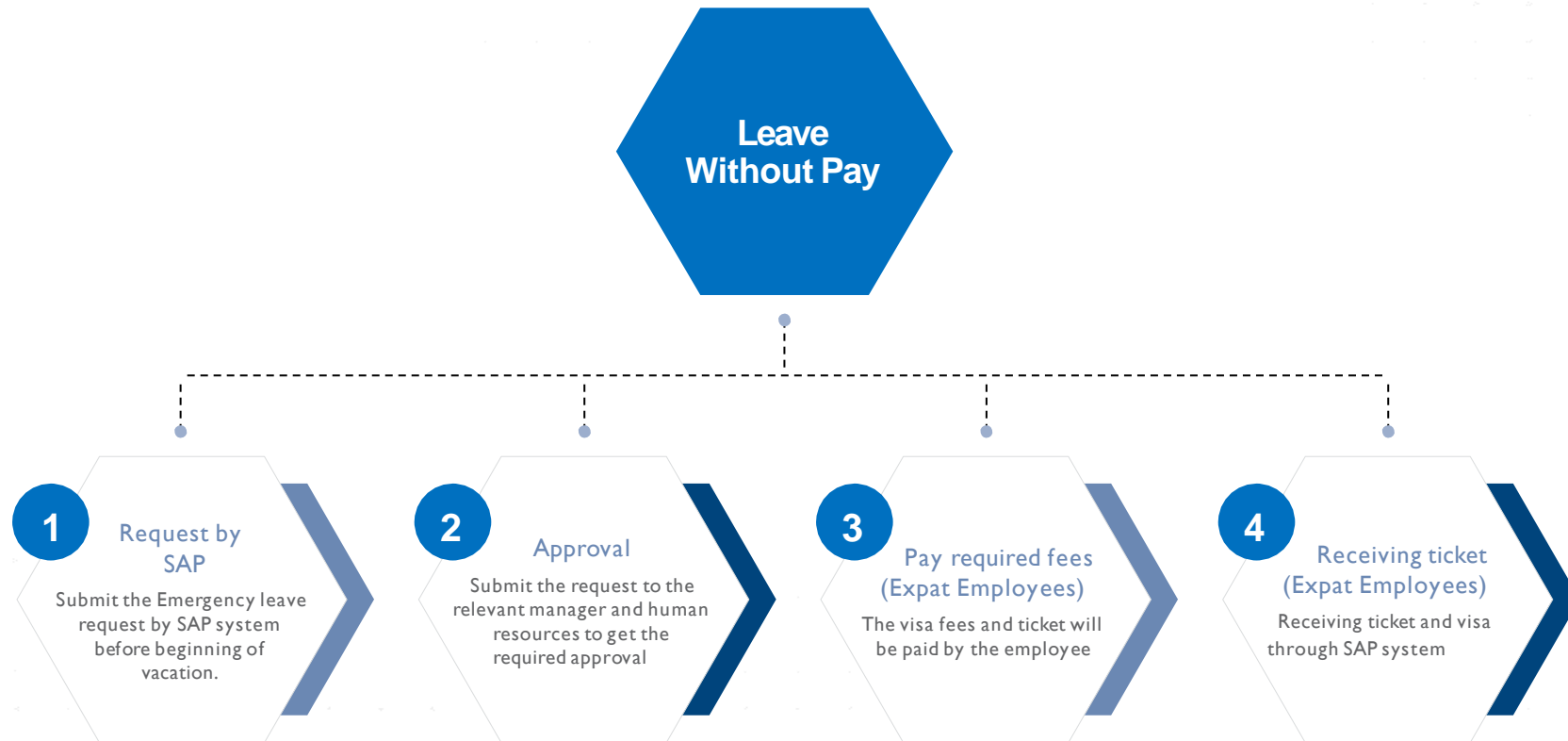
## 11. Terminal Leave:

- **Entitlement:** Unused accrued leave that can only be utilized in lieu of contract completion as per the original end-of- contract date, or in lieu of the notice period as per employee's resignation.
- An employee may request to utilize his/her unused accrued leaves as Terminal leaves provided that terminal leave is recommended and approved by FNRCO Department Head.
- **Limitation:** Terminal leave utilization will be restricted to maximum thirty (30) days.

- **12. Return to Work:** An employee who is granted a maternity leave is expected to return by the end of her approved leaves. Failure to return to work on time will subject the employee to the same disciplinary actions that apply with regard to other types of leaves.

### 13. Leave Without Pay (LWOP) :

- **General Provision:** LWOP may be granted to employee at the complete discretion of FNRCO management based on the operational needs after utilizing all accrued leaves.
- **Entitlement:** Employee may be granted minimum Ten (10) days as LWOP per year and maximum for two (2) months.





## E. Professional and Personal Conduct

### 1. General Provisions:

- All employees should adhere to the highest ethical standards of conduct in all activities. Actions and decisions should be according to the policies of FNRCO. Each employee is expected to promote relationship based on mutual trust and respect.
- Violation of the code of conduct will lead to disciplinary action, and may even lead to termination. The nature of disciplinary action will be decided by a committee formed by FNRCOHR Manager or FNRCOCEO as per position level and severity of violations after due investigations.

### 2. Compliance:

FNRCO's policies and procedures apply to all aspects of FNRCO's operations and all employees, board members and other stakeholders, are obligated to and must conduct themselves accordingly. Employee will comply with the laws, customs and traditions of the Kingdom of Saudi Arabia.

### 3. Dress Code:

Employees will conduct themselves in a manner which will bring credit to FNRCO and their country of origin and are expected to dress modestly on-premises and off-premises in accordance with Saudi rules and traditions. Employee will maintain proper cleanliness and neat personal appearances along with Dress in appropriate business attire and identity card while working or representing FNRCO and use good judgment in selecting wearing apparent in the community at large. Female employees are required to cover their heads while and wear abayah on duty and within FNRCO premises at all times. Female employees must not wear excessive jewelry, clothing made of see-through materials, tight and form revealing dresses, blouses or pants and should not use excessive makeup and strong perfumes.



#### **4. Honesty and Trustworthy:**

Employee will always comply with terms of employment and be honest, cordial and transparent with colleagues, customers and visitors and will act with integrity and trustworthiness. Employee will ensure that all working hours are devoted to assigned responsibilities and duties and assigned duties in a careful and honest manner, giving the best effort to FNRCO. Act creatively, confidently and courageously to share the best values and ideas they bring to every interaction, whether with employees or customers.

#### **5. Customers Conduct:**

Employees must treat customers as a Business Partner with respect, courtesy and dignity and conduct themselves in a professional and cooperative manner that results in quality customer outcomes and a safe environment for customers, staff, health professionals and visitors as well as improving and sustaining high customers' satisfaction with their experiences at FNRCO. It should be noted that meeting customers is to be within normal working hours and on the FNRCO premises. Customer's needs should be anticipated by respecting customer's personal preferences, values, family situations, social status and lifestyles.

#### **6. Conduct among Staff:**

Employees should demonstrate appropriate professional, courteous and respectful behaviors among the team that foster collegial, collaborative relationships and develop a work environment that promotes mutual respect, participation, value creation for people, team growth and effective use of talents.

#### **7. Confidential Information:**

Employee will refrain from disclosure or dissemination of any confidential, proprietary or private information concerning FNRCO and its business including information regarding employees, customers and operations without prior authorization from the management; employees must take precautionary measures to prevent unauthorized disclosure of confidential information, and take steps to ensure that it is handled in a manner that prevents unauthorized access or destruction of such information.

## **8. Usage of FNRCO Resources:**

Employee will use FNRCO resources for FNRCO business purposes only and may not be used for personal gain except in a manner that is incidental and reasonable in light of the employee's duties.

## **9. Disclosure of Ethical Issues:**

If an employee becomes aware of actual or potential breaches of any laws, regulations or FNRCO's policies and ethical standards, he/she should raise the concerns immediately to FNRCOHR Department. It is unethical for the employee to remain silent when he/she is aware of any such breach.

## **10. Prohibited Harassment:**

includes, but is not limited to, unwelcome conduct, whether verbal, nonverbal, or physical, that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive, or hostile environment as a result of the individual's race, color, religion, sex, national origin, age, disability, marital status, parental status, political affiliation or any other basis.

## **11. Sexual Harassment:**

is a form of prohibited harassment which is sexual in nature. FNRCO forbids harassment based on gender regardless of the offensive conduct is sexual in nature. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct based on sex are considered sexual harassment. FNRCO prohibits harassment by or of any employee, supervisor, manager, contractor, customer, vendor, applicant, or other individual with whom FNRCO employees come into contact by virtue of their work for FNRCO.



### **12.E-Services:**

The use of FNRCO systems, including email services, in a manner that is damaging to the reputation of FNRCO; including but not limited to transmitting or exchanging jokes, pictures, videos or other communications, demeaning political nature or offensive is considered prohibited. Employees are prohibited from using FNRCO systems to initiate, download, send or exchange electronic images or text of sexual nature or containing ethnic or racial insults, or any other material of a harassing, offensive or lewd nature. Employees are also prohibited from hacking activities, representing FNRCO on web platforms and social media, unless is authorized and in line with the internal policies.

### **13.Safe and Clean Workplace:**

FNRCO is committed to maintain a secure, safe, healthy and productive work environment across FNRCO offices and in compliance with applicable laws, regulations and internal policies. Employee must comply with all applicable laws and policies. Using controlled Substance's and alcohol or being under the influence of illegal drugs in the workplace or while performing work-related duties is prohibited and is against the local laws and our well preserved tradition and values. Employee will maintain proper cleanliness and security of all office equipment, materials, working space, vehicles and buildings.

### **14.Conflict of Interests:**

occurs when personal interests of an employee interfere or appear to interfere in any way with the interests of FNRCO. Employees are advised to exercise sound judgment, to seek advice or guidance when in doubt, and to adhere to the highest ethical standards.

### **15.Outside Activities:**

Employees should not accept or engage in any activity, business or employment or political activities, either during or after working hours, which would conflict with FNRCO interest, or diminish his/her ability to render full and undivided service to FNRCO, or interfere with his/her job performance.

## **16. Corporate Opportunities:**

Employees must not deprive FNRCO of a potential corporate opportunity that is discovered in the course of employment by competing with FNRCO or using FNRCO property, information or his/her position for personal gain; or taking for himself an opportunity that belongs to FNRCO or helping others do so if they are in a position to divert the opportunity for their own benefit.

## **17. Business Relationships:**

Employees are legally obliged to notify their direct line manager of any business relationship FNRCO may have with any company/firm/establishment in which the employee or his/her related party (spouse, child, parent, sibling and a very close associate of the employee) has a direct or indirect interest or financial benefit with.

## **18. Accepting & Giving Gifts:**

Employees are prohibited from soliciting or accepting of gift (items of value, entertainment or other benefits) from Subordinates employees, guests, current or prospective FNRCO customers, clients, suppliers, vendors, contractors, competitors or any other party, as such acceptance might compromise or create a perception that his/her judgment or honest performance of his/her duties might be compromised. Even the act of offering gifts, in certain circumstances, may be perceived as a conflict of interest or, in extreme cases, bribery. Employees should direct the gift giver to authorized person/ HR. However, any gift under 500 can be accepted provided that the employee discloses this information with HR.

## **19. Corruption & Bribery:**

Employees should not give, promise or offer anything of value to any customer, government employee or any other person for the purpose of improperly influencing a decision, securing an advantage, avoiding a disadvantage or obtaining or retaining business, and are expected to comply with local laws and regulations regarding prohibition of bribery and corruption.



## **20. Media Interaction & Publications:**

Employees are not authorized to issue press releases or public statements, or consent to or engage in any public relations activity on behalf of FNRCO with customers, suppliers, or others without prior approval from FNRCO.

## **21. Male and Female Conduct:**

Employees should respect the guidelines of Islam, the customs and traditions of the Kingdom of Saudi Arabia, and should at all times practice modesty, respectable interaction and proper behavior during activities, gatherings, and whenever dealing with each other.

## **22. Open Door Communication-Speak up:**

Employees are encouraged to talk to Line Managers, Senior Management or other appropriate personnel about observed behavior, which they believe may be illegal or a violation of this Code of Conduct or FNRCO policy or when in doubt about the best course of action in a particular situation.

## **23. Misconduct:**

The following are examples of the kind of behavior which can constitute gross misconduct, and which may lead to summary dismissal:

- Physical violence towards anybody: this applies to your role as an employee but also outside of the work environment.
- Behavior that seriously jeopardizes health or safety.
- Serious misuse of the trust that exists between employees and anyone for whom FNRCO is responsible.
- Incapacity for work due to being under the influence of illegal drugs or alcohol.
- Gross insubordination.
- Deliberate damage to FNRCO property and equipment.

- Serious infringement of the rules of FNRCO.
- Spreading false rumors or giving false information which may tend to bring in disrepute to FNRCO or its employee or spreading panic among employees.
- Writing of anonymous letters criticizing FNRCO or employee.
- Refusal to accept charge sheet, suspension order or any other lawful order giving by approval authority.

#### **24. Suspected Violation Reporting:**

- Employees should report any suspected violations to their immediate line manager or to a higher level of management as appropriate. Reporting such issues is seen as a benefit to FNRCO and all its employees since these types of issues reflect poorly on the image and reputation of FNRCO and its employees. Any such report will be treated confidentially and will be investigated carefully and thoroughly by a designated FNRCO representative.
- Where it is found that an employee has violated the FNRCO code of conduct or their behavior has been found to be unprofessional, dishonest, inappropriate or unethical, FNRCO will take appropriate disciplinary action up to and including termination of employment.



## F. Disciplinary Actions

### 1. Disciplinary Actions Types/ Steps:

The disciplinary penalties that may be inflicted on the employee whereby employee performance or behavior has fallen, below the required standards steps will be taken:

- Verbal warning
- Written Warning.
- Deduction from payment
- Suspension from work and withholding of payments
- Withholding periodic allowance or promotion
- Dismissal from work without withholding payments
- Dismissal from work and withholding payments

### 2. Disciplinary Actions Communications:

All disciplinary decisions other than a verbal notice or warning will be communicated in writing to the employee and a record will be placed in the employee file.



## G. Grievance

### 1. General Provisions:

- FNRCO is committed to fair and consistent employment practices and procedures, and is committed to providing procedures whereby employee issues are resolved internally in a timely, efficient, and fair manner.
- Employee who feels aggrieved will have the right to bring forward his/her concerns for discussion. The employee may choose to use an informal process and/or a formal process.

### 2. Sensitive grievances :

are dealt with privately, and confidentiality of information is maintained. If required, An employment investigation committee (consists of HR Manager, Legal and Admin representative or formed by FNRCO CEO) to review or investigate the case. The chair of the committee will make a finding on a balance of probabilities on the validity of the grievance. The decision made by the chairperson or designated Committee will be considered as final and be implemented.

### 3. False grievances :

will be strictly discouraged and should an employee be found to have knowingly and intentionally brought forward a false charge, provided false witness or in any other way knowingly and intentionally acts to thwart the grievance procedure process, they could be subject to disciplinary action.

#### 4. General Provisions:

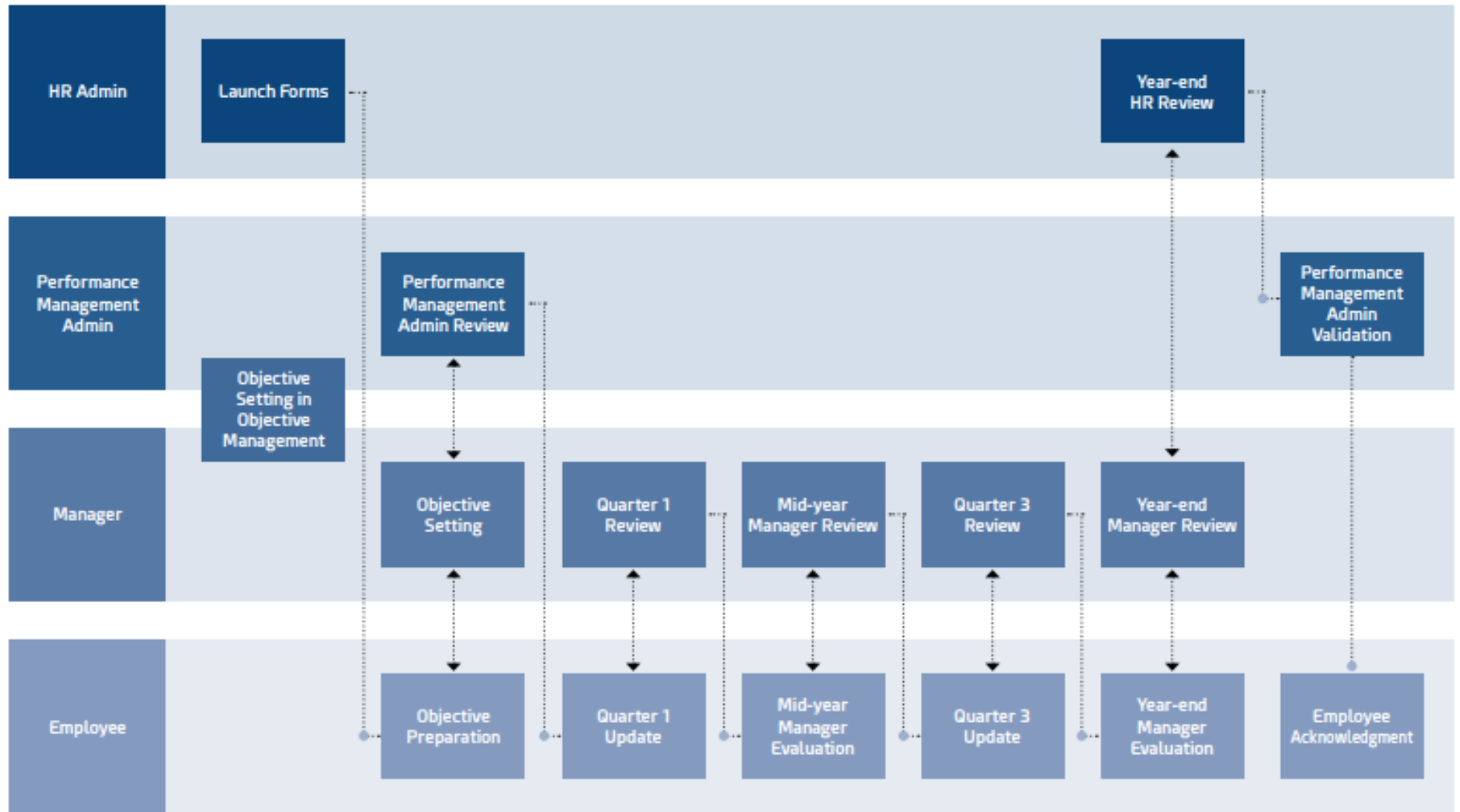
- All full-time employees will have their performances appraised on a yearly basis through standard online or hard copy appraisal form by their line managers in conjunction with FNRCO HR Department.
- An annual performance appraisal provides employees an early intervention in assessing performance that may prove useful in the employees review exercise for contract renewal, promotion or demotion.

#### 5. Goals & Objective Setting:

It is the responsibility of the FNRCO Department Heads to ensure that all goals and objectives for each year is prepared and communicated to all staff.



# Individual Performance Form Process Flow



# H. Training & Development

## 1. General Provisions:

- The business planning process will be used to identify Training & Development needs that are aligned with the overall business needs and future development of the company and the performance results, career path, goals.

## 2. Conditions to undertake Trainings:

to the employee with the following conditions:

- Based on the recommendation of Department Head considering benefits to FNRCO.
- Employee should successfully complete at least two (2) years of service and guarantee that he/she will not terminate his/ her employment contract for any reason after the completion of the education/training for at least the training period or maximum two (2) years whichever is decided by management.
- Passes required educational qualification criteria for education and training required as defined by assessment committee.
- Train other staff from the knowledge and skill obtained from the training without any additional financial cost from FNRCO.
- FNRCO HR Department in coordination with the Department Head will assess the impact of the training in terms of the expected results and investment made. A brief summary of trainings will be prepared for FNRCO CEO review every year.

## 3. Non-Compliance to Undertaking:

- The original certificate acquired during the external training financed by FNRCO will be kept in FNRCOHR Department along with the Undertaking signed by the employee.
- In case the employee terminates his/her service with FNRCO before fulfillment of the agreed service duration, the prorated training cost for the incomplete period will be recovered from the employee.
- In case of revocation of contract or termination for cause, the employee will pay the whole amount of the expenses of education and training.

# I. Employment Separation Management

## 1. Circumstances of employment separation:

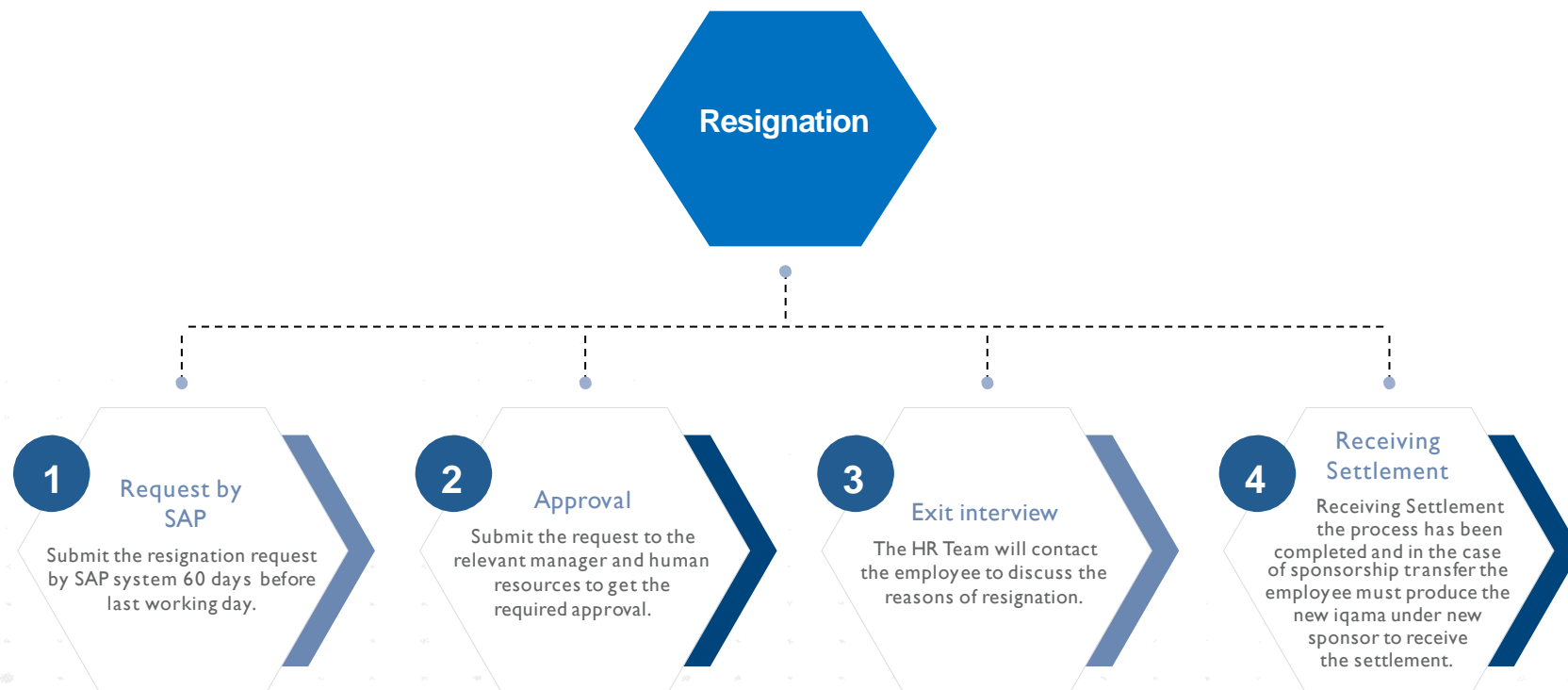
Employee or employer (FNRCO) may terminate the agreement and provide the notice period as specified in employment agreement. Circumstances of employment separation can be triggered by one or more of the following circumstances:

- End of fixed term contract
- Resignation
- Redundancy
- Localization
- Retirement
- Force Majeure
- Total Disability/ Death
- Dismissal due to gross negligence or misconduct
- Continued shortfall in professional competence over a period of time. The period of time will be reasonable depending upon the job position and will be determined by the Department Head concerned in consultation with the HR Manager as applicable
- Persistent inability to meet performance standards
- Acts of misdemeanor / Non-compliance with / Violation of established codes of conduct
- Lack of physical / mental fitness certified by a competent medical authority



## 2. Resignation:

- An employee's decision to resign from the FNRCO will always be taken in writing containing valid reasons for resignation. All resignation letters should be endorsed by the immediate line manager prior to being forwarded to the FNRCOHR Department. (Done online through SAP)
- Notice period for fixed term contract as well as indefinite term contract employees will serve sixty (60) days' notice period.
- Notice period will start from the date of Submitting of the resignation to the line manager and department head.
- Notice of separation issued during official holidays or during employee's vacation, will come into effect from the first working day following the leave or public holidays.
- Failure to provide the required notice will result in forfeiture of some separation benefits.



### 3. End of Contract:

- An employee may leave the FNRCO upon expiry of contract.
- Notice Period: Employees should inform FNRCOHR Department At least Three (3) months earlier before expiry of the contract, if the employee chooses not to renew his/ her contract. Further details have been specified in FNRCO-HR-003 Employment Contract & Contract Renewal Policy.

### 4. End of Service Award (EOSA):

Monthly Basic Salary for the purpose of EOSA will be computed based on the employee's latest Monthly Basic Salary and will be paid accordingly:

- **Contract Completion:** Upon the successful completion of services with FNRCO, employee will be eligible for an EOSA as follow:
  - Half-Month Salary for each of the first five (5) years and;
  - One-month Salary for each of the following years.
- **Resignation:** An employee who resigns before completion of two (2) consecutive years will not be entitled for EOSA.
  - Having served at least two (2) years but less than five (5) years, he/she will be entitled to one third of the EOSA calculated as above.
  - Having served at least five (5) years but less than ten (10) years, he or she will be entitled to two thirds of the EOSA calculated as above.
  - After completion of ten (10) consecutive years, employee will be entitled to the full EOSA calculated as per above.
- Employee will be entitled to the full EOSA if he/she leaves the work due to a force majeure beyond his/her control.





**FNRCO**  
HOLDING

**AB**

A person wearing a white long-sleeved shirt is sitting at a desk. Their hands are clasped together in front of them. On the desk, there is a silver pen and a tablet computer. The person is also wearing a black watch on their left wrist. The background is a soft, out-of-focus light color.

“

We extend our warmest wishes for a successful career and fulfilling journey with FNRCO. May your time with us be marked by growth, achievement, and meaningful contributions. Welcome to the team — here's to a future filled with success and collaboration at FNRCO



# **FNRCO**

## **G R O U P**

**WORKFORCE & PAYROLL MANGAMENT  
SERVICES COMPANY**

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