

ICF-SME Service System

First: Recruitment policy of the company

1. The Managing Director is delegated appropriate powers to put the service system in action in a manner that would not contradict the powers delegated at the General Assembly meetings.
2. Employees shall be hired on a temporary basis for a three-month period which is considered as a probation period during which they will be put to test.
3. An employee shall be confirmed in post if he successfully passed the probation period, and the contract will be renewable for one year starting from the date of appointment post probation. The employee may request salary adjustment in the new contract.
4. Employee's duties and rights shall be confirmed according to the agreed contract items and job description.
5. The Company may modify the work nature as required, and within the specialization of each employee.

Second: Rights of Company employees

6. Basic salary shall be agreed upon and fixed in the contract signed by the employee and Company.
7. The Company's working days are five days a week starting from Sunday until Thursday of every week.
8. The employee has the right to charge a fee of one and half hour for each extra work hour assigned to the employee during official holidays.
9. The company employees shall be paid three incentive salaries, at midyear, the end of the year and on the occasion of Eid Ul-Fitr as approved by the company's advisory committee.

Third: Duties of Company employees

10. The employee shall complete a full seven- hour schedule during the working days and the timings shall be set as required according to company's requirements.
11. In the absence of the employee for a period of time exceeding seven consecutive working days without notifying the management, the Company may deem him as resigned and terminate his services accordingly.
12. In the event that the employee breaches the applicable instructions or his performance was poor, the Company may dispense with his services after giving him an appropriate warning notice at least one month before the termination.
13. The employee shall obey all the Company's regulations and instructions that are not in contravention of valid Iraqi laws.
14. The employee shall preserve full secrecy and privacy of the company operations, and shall bear material and penal responsibility for damages he causes as a result of his non-compliance with this requirement.
15. Any efforts undertaken by the employee during his working in the company aimed at producing any programs or intellectual products will be the company's, and the employee will have no right to dispose of them in any form outside his scope of work in the company.
16. The Company shall put the Labor and Social Security Law in effect in addition to the Law of the General Commission of Taxes and any other binding laws or procedures issued by the Central Bank of Iraq or the Companies Registration Department or others.

17. When covering the employees under Social Security Law, only 5% of their basic salaries shall be withheld and transferred to the authorities concerned, as per the law. The employee may not object to that.
18. In case the employees are covered under the Law of the General Commission of Taxes, specific amounts shall be deducted from their basic salaries by this Commission, and sent to the authorities concerned as per the law. The employee may not object to that.
19. The employee is not allowed to dress down, in a way unsuitable for the work environment, and his supervisor may object to his way of dressing that shows lack of common decency.

Fourth: performance evaluation and promotion

20. The direct supervisor shall conduct an evaluation of the employee every four months, and an attached evaluation form shall be used for this purpose.
21. The Managing director shall note down his remarks on the evaluations he receives from the departments.
22. Employees' performance shall be reviewed and evaluated on annual basis by a committee formed by the General Assembly. The employee's performance quarterly evaluation reports shall be taken into consideration when preparing the annual evaluation as the committee shall determine suitable increments for good employees, or justifiably decrease salaries of poorer-performing employees. The grade of evaluation shall be taken into account, and this salary adjustment shall be an integral part of the contract.
23. The evaluation committee shall submit its evaluation of the managing director's performance directly to the General Assembly per annum.

Fifth: leaves

- 24- Every employee may have a paid sick leave not exceeding 24 days a year.
- 25- Every employee may have a paid annual leave not exceeding 21 days a year.
- 26- Employees are paid travel and delegation expenses if they were officially sent on mission by the company to a specific destination abroad or outside Baghdad. Such expenses shall be subject to the attached parameters pre-approved by the advisory committee.

Managing Director

Attachments:

- Employment request template
- Employment contract template
- Employee evaluation template
- Leave request template
- Referral to health centers template