



# Employees Manual

# 1. Employment Terms and Conditions

## *a. Days, Hours, & Timings of Work*

- Work at **KITAAS COLLEGE** is Monday through Friday and normal working hours shall be from **09:00am to 05:00pm** with a one-hour lunch break from 1:30 pm to 2:00 pm. The employees shall take lunch break in a manner that a reasonable number of staff always stays on duty station in order to maintain an uninterrupted workflow.
- Working days, hours, and timings may be changed or adjusted by **KITAAS COLLEGE** for all employees, a particular group, or an individual to match the extraordinary nature of duties assigned. Unless or otherwise notified in writing, all employees are bound to follow the normal work days, hours, and timings given above.
- **KITAAS COLLEGE** reserves the right to vary hours and pattern of working, following consultation and agreement with employees.
- Persistent poor timekeeping means that other employees are put under pressure to cover one employee's duties. This is not acceptable and will therefore be treated as a potential disciplinary offence under our disciplinary procedures.

## *b. Probation Periods*

- All new staff are subject to a probationary period of 3 months. The period of probation may differ in certain cases as per discretion of the management and shall be stated clearly in your appointment letter. An initial informal review will take place after **2 months** with competent authority, with a formal review after **3 months**. All appointments shall be confirmed upon satisfactory completion of the **3-month** period. During this probationary period employee will be given appropriate support and development opportunity to help reach the required standards. Extension of the probationary period may be granted or enforced to enable the required standards to be achieved, but failure to do so could result in termination of employment.
- No paid leaves are allowed during the probation period. All absences, whether informed or not, shall be deducted from salaries of the probationers.

## *c. Attendance at Work*

- **KITAAS COLLEGE** values good attendance at work and is committed to improving the general wellbeing of its employees to achieve this. Although we aim to secure regular attendance, we do not expect employees to attend when they are unwell.

**i) Notification of Absence**

- Authorities should be notified as early as possible if absence from work is anticipated for hospitalization, medical treatment, or other personal reasons.
- If employee is unable to attend work due to sickness, injury, or personal reasons, the authorities must be notified by telephone before normal start time or as soon thereafter as possible on the first day of absence, if possible indicating a date of return. Notification should be made by employee personally unless impossible due to the nature of the illness where he/she should arrange for someone else to call on one's behalf. During prolonged periods of absence, authority should be kept informed of progress and an expected date of return.
- Any employee who has been absent for any reason, which is found not to be genuine, he/she will be subject to disciplinary action, which could include dismissal.

**d. Annual Leave**

- Full time employees of **KITASS COLLEGE**, whether permanent or contractual, are entitled to a 12 days paid annual leave. The breakup of leave shall be as follows:

Casual / Sick Leaves:                      12 Days (Not more than 1 in one month)

- Planned leaves must be agreed with HR & authority as early as possible. The institute will where possible try to accommodate individual preferences for leave dates but the needs of the business may have to take precedence, particularly where short or inadequate notice is given.
  - The leave year runs from 1st January to 31st December.
  - Leave for employees joining after the start of the leave year accrues at the rate of one twelfth of the annual entitlement for each complete calendar month of service.
  - Leave for employees who terminate their employment during the leave year is calculated on the same basis. If, however, the annual leave entitlement has been exceeded, a deduction calculated on the same basis will be deducted from the final salary payment.
  - The leave entitlement is neither en-cashable nor can be carried forward. Any un-availed leave as at 31st December each year shall become NIL and fresh leave quota shall be credited to each employee's account at the start of new year.
  - Casual leave must be approved from competent authority at least 3 days in advance

**e. Late Comings & Penalties**

- Late or untimely attendances to office have an extremely negative impact on workflow. All employees are expected to be in office and ready to work at the office timings noted above.

- A consecutive 3-day late coming shall be treated as 1-day leave. A 6-day inconsecutive late coming in any given month shall also be treated as 1-day leave and thereafter every 3-days late coming, whether consecutive or not, shall be treated as an additional 1-day leave.
- Any employee with a consistent record of late comings shall become liable for a disciplinary action which may lead to termination of service without the benefit of any notice period.

#### ***f. Salary Arrangements***

- Salary will be paid monthly on the 10<sup>th</sup> day of each month through accounts department in cash and/or cheques to all employees, whether permanent or contractual. Part-time employees will be paid on a pro rata basis based on the hours they work.
- Salary amount would be outlined in letters of appointment / statement of terms and conditions. Any subsequent amendments to salaries shall be notified in writing.
- Appropriate deductions will be made from salaries such as tax, etc., which are subject to each employee's earning level.

#### ***g. Salary Revisions / Increments***

- All sort of salary revisions or increments shall be considered once in a calendar year in the month of November based on the performance of the employees. Any increments awarded shall affect the salary from the month of December.
- Any employee approaching the management with a demand for increment shall not be entertained under any circumstances except for the month given above and increments shall be based solely on performance and attitudes of the employees.
- The employees have the right to approach the management if they believe that their performance has not been rightly assessed by their managers thus undermining their positions and rewards. A review in this regard shall be made by the management and their subsequent decision shall be final with no further possibility of review.

#### ***h. Overtime***

- Overtime is defined as all hours worked in excess of your full time contracted hours, which has the prior explicit approval of your manager. Overtime is payable to posts which have been specifically designated as qualifying for overtime payment. The list shall be updated time to time and notified through general employee notification.

#### ***i. Conflict of Interest***

- Employee should not, directly or indirectly, engage in, or have any interest, financial or otherwise, in any other business enterprise which interferes or is likely to interfere with your independent exercise of judgment in **KITASS COLLEGE's** best interest.

- Generally, a conflict of interests exists when an employee is involved in an activity:
  - Which provides products or services directly to, or purchase products or services from **KITASS COLLEGE**.
  - Which subjects the employee to unreasonable time demands that prevent the employee from devoting proper attention to his or her responsibilities to **KITASS COLLEGE**.
  - Which is so operated that the employee's involvement with the outside business activity will reflect adversely on **KITASS COLLEGE**.
- Should an employee be in doubt as to whether an activity involves a conflict, he/she should discuss the situation with authority.

### ***j. Standards of Performance and Behavior at Work***

#### ***i) Appearance***

- **KITASS COLLEGE** does not seek to inhibit individual choice in relation to one's appearance, however, employees are expected to dress appropriately at all times in relation to their roles, and to ensure that personal hygiene and grooming are properly attended to prior to presenting at work.
- If **KITASS COLLEGE** has supplied employee with uniform or other apparel, then he/she must wear it at all times and ensure that it is clean and presentable at all times.

#### ***ii) KITASS COLLEGE Premises***

- Employees will be issued with an identity card / thumb impression allowing access to workplace. This remains the property of **KITASS COLLEGE** and any loss or damage to it must be reported immediately.
- Employees must not bring any unauthorized person on to **KITASS COLLEGE** property without prior agreement from the authority unless authorized to do so as part of the job. Under any circumstances employees are responsible for ensuring that their visitors are appropriately monitored during their stay, and that they do not access areas or **KITASS COLLEGE** property inappropriately.
- Employees must not remove **KITASS COLLEGE** property from the office premises unless prior permission has been given by the relevant authority.

#### ***iii) Personal Property***

- Any personal property such as jewelry, cash, credit cards, clothes, cars, motorbikes or bicycles etc. left on **KITASS COLLEGE** premises is done so entirely at employee's own risk. It is strongly advised not to leave any valuables unattended at office premises and **KITASS COLLEGE** does not accept liability for loss or damage to any personal property whatsoever.

#### ***iv) Telephones & Correspondence***

- **KITASS COLLEGE** telephone / mobile phone or postal facilities must not be used for private purposes without prior permission from the authority. If, for any reason, personal use is made of these items then arrangements must be made to pay the cost price of all services used. Abuse of these facilities will be considered a potential disciplinary matter.

#### ***v) Smoking and Other Substances at Work***

- Smoking is strictly prohibited on all **KITASS COLLEGE** premises (including entrances and exits). Outside areas have been identified for those who wish to smoke during their break-time only.
- Bringing alcohol or any unlawful drugs to the workplace, and / or imbibing them there is strictly prohibited both during work time or during a period prior to work where the effects carry over to the workplace. Any such instances will be dealt with under the disciplinary procedure and may lead to dismissal.

#### ***vi) Confidentiality***

- During the course of employment one may find himself/herself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of employment that all employees have a duty of confidentiality to the institute, and they must not discuss any sensitive or confidential matter whatsoever with any irrelevant person or **KITASS COLLEGE** whatsoever.
- Any such breach of confidentiality would be deemed as gross misconduct may lead to dismissal.

#### ***vii) Computer, email and Internet use***

- Employees having access to **KITASS COLLEGE**'s computers including email and internet as part of the job, must not use this by using these facilities for purposes unrelated to institute's business.
- Limited personal use of the internet is permitted during your formal breaks. All internet use is monitored and accessing pornographic or other unsuitable material, including auction or certain social networking sites is strictly prohibited and would be considered a serious disciplinary offence which may result in dismissal.

- Only software packages properly authorized and installed by the I.T. department may be used on **KITASS COLLEGE**'s equipment, and employees must therefore not load any unauthorized software onto computers.
- Employees having **KITASS COLLEGE** email address must use it responsibly for official purposes only and not in any other way whatsoever.

### ***viii) Bribery and other Corrupt Behavior***

- A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so. Accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances employee will be subject to formal investigation under the institute's disciplinary procedures, and disciplinary action up to and including dismissal & legal proceedings may be applied.

### ***k. Changes in Personal Information for Employment Purposes***

- It is important that institute's records are correct, as inaccurate or out of date information may affect your salary or cause difficulties in situations where contact is required for emergencies. You **must** notify relevant department or persons immediately of all changes in the following personal information:
  - Name
  - Home address
  - Telephone number
  - Bank account details
  - Examinations passed/qualifications gained
  - Emergency contact
  - Criminal charge, caution or conviction
  - Conflict, or potential conflict of interest

## **2. Leaving KITASS COLLEGE**

### ***a. Notice Periods***

- Unless the employment is terminated by agreement, or specified otherwise in the principal statement of terms and conditions, all employees are required to give a period of notice in writing as follows:
  - 6-months prior notice in case of teaching staff
  - 2-months' notice period in case of coordination staff
  - 1-month notice period in case of all other staff
- If the given notice periods are not complied with by the outgoing employee than he/she will become liable to pay **KITASS COLLEGE** number of gross salaries equivalent to number of months he/she falls short in required notice period. In addition, **KITASS COLLEGE** may ask for compensation against losses that the institute may suffer during the session due to non-compliance of notice periods.

- These periods of notice will not apply if employee is dismissed on grounds of inefficiency or as a result of disciplinary proceedings in circumstances where summary dismissal is not justified. The employment may be terminated without notice where dismissal follows disciplinary proceedings.

### ***b. Working Notice***

- In all cases **KITASS COLLEGE** reserves the right to enforce full notice period. No annual leave entitlement shall be considered or adjusted in your notice period.
- If employee resigns and is in possession of any property of the **KITASS COLLEGE** (including computer files), he/she should make his/her authority aware of this immediately and arrange handing over back the said possessions. Employee shall remain bound by the confidentiality arrangements outlined in the contract of employment during this period.
- In exceptional circumstances, if deemed appropriate and as an alternative to working notice, **KITASS COLLEGE** reserves the right either to transfer resigning employee to other suitable duties during the notice period.

### ***c. Other Conditions on Leaving***

- On leaving, **KITASS COLLEGE** will deduct from any money due to employee such sums as he/she may owe to it. These may include, but are not restricted to, any loans, financial assistance, leave taken in excess of entitlement, etc.
- If employee leaves without giving notice and without an agreement, he/she shall be in breach of the contract and **KITASS COLLEGE** may forfeit some or all of any salary due to him/her.
- Before leaving, employee must hand over to his/her manager all articles belonging to **KITASS COLLEGE**, including your ID, office documents, equipment, computers, software, cell phones, laptops, etc. Documents and software include (but are not limited to) correspondence, diaries, address books, databases, files, reports, plans, records or any other medium for storing information. Employee should not retain any copies, drafts, reproductions, extracts or summaries of documents and software.
- After employee has left the Company, he/she must not:
  - Solicit or seek to entice away any **KITASS COLLEGE** staff
  - Use or divulge to any person or **KITASS COLLEGE** any confidential information relating to the business of.
- Any employee dismissed for reasons of gross misconduct, his/her employment will be terminated immediately without the benefit of any notice whatsoever.

***Note: KITASS COLLEGE reserves the right to change any rule/regulation any time without any prior notice which cannot be challenged at any forum of law.***