



S.J. Abed & Al Sulaimi Catering Group SAOC
"We Cater to Your Needs"

Employee Engagement Policy

Rev01-10.03.2025

SJA-POL-13

EMPLOYEE ENGAGEMENT POLICY

1. Purpose

The purpose of this Employee Engagement Policy is to foster a positive work environment that enhances employee satisfaction, productivity and retention. By actively engaging employees, we aim to create a culture of collaboration, respect and inclusivity, where every team member feels valued and motivated to contribute to the success of our company.

2. Scope

This policy applies to all employees of our company, regardless of their role, location, or employment status. Given our diverse workforce of multicultural and multinational employees, this policy emphasizes the importance of inclusivity and respect for all cultural backgrounds.

3. Principles of Engagement

To achieve high levels of engagement, S.J. Abed commits to the following principles:

Inclusivity: Celebrate the cultural diversity within our workforce by promoting an inclusive environment where all employees feel respected and valued

Communication: Ensure transparent and open communication channels that allow for the free exchange of ideas, feedback and concerns

Recognition: Recognize and reward employees for their contributions and achievements through both formal and informal programs

Development: Provide opportunities for continuous learning, professional development and career advancement

Well-being: Prioritize the physical and mental well-being of employees through supportive policies, resources and initiatives.

4. Employee Engagement Strategies

To implement these principles, S.J. Abed will adopt the following strategies:

Diversity and Inclusion Programs: Organize events, workshops and training sessions that celebrate cultural diversity and promote understanding among employees from different backgrounds

Regular Surveys and Feedback: Conduct periodic employee engagement surveys to gather feedback on workplace satisfaction, areas for improvement and suggestions for enhancing engagement

Employee Recognition Programs: Implement recognition programs, such as Employee of the Month, peer-to-peer recognition, and performance-based bonuses, to acknowledge outstanding contributions

Career Development Initiatives: Offer training programs, mentorship opportunities and clear career progression paths to support employees' professional growth

Health and Wellness Programs: Provide resources and initiatives that support employees' physical and mental well-being, such as health screenings, fitness programs and access to counselling services.

5. Roles and Responsibilities

Management: Ensure the implementation and continuous improvement of the Employee Engagement Policy. Lead by example and foster a culture of engagement and inclusivity

HR Department: Design, implement and monitor engagement initiatives. Provide support and resources to employees and managers to promote engagement

Employees: Actively participate in engagement activities and provide feedback to help improve the work environment. Respect and support colleagues from diverse cultural backgrounds.

6. Monitoring and Evaluation

The effectiveness of the Employee Engagement Policy will be regularly monitored through employee feedback, surveys and performance metrics. The policy will be reviewed and updated as needed to ensure it continues to meet the evolving needs of our diverse workforce.

7. Conclusion

By fostering a culture of engagement, inclusivity and well-being, we aim to create a positive work environment where all employees feel motivated, valued and empowered to contribute to our company's success. This policy reflects our commitment to our employees' satisfaction and professional growth, ensuring a thriving and productive workplace for all.

Joseph J. Abed
Director

Date: 10-03-2025

