



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

Human Resources Policy

Rev01-10.03.2025

SJA-POL-18

HUMAN RESOURCES POLICY

The Company is committed to adhere to the respective Labour Laws and Regulations issued under the Royal Decree reference 53/2023 and as further detailed by the Ministry of Manpower post amendments dated on 28th July 2024.

Staff development: The Company shall endeavor to develop and promote its loyal, willing, capable and determined Omani employees by providing them with suitable fit for purpose training (either formal or on the job) including exposure opportunities to enable them take over additional responsibilities as and when become available.

Staff requests: Whenever possible and subject to operational requirements, the Company shall consider and approve on a fair basis, staff requests related to either leaves, Job or Location transfers based on justification for each individual case.

Incentives & Rewards: The Company shall follow its incentive scheme to recognize good performers and reward them accordingly. The recognition includes best performer in a particular section in the PAC (titled 'Man of the Month') and annual merit salary increments based on the staff's successful performance reviews / evaluation reports which shall be conducted at a frequency of every four Months (April, August, December). Improvement areas shall be highlighted during each review and the staff shall be required to correct within the indicated period allowed.

Staff Welfare & Well Being: All staff working at the PAC are provided with 3 meals a day, suitable and clean accommodation, laundry services, medical services, access to recreational facilities at assigned timings, weekly day off, field breaks, yearly paid leave, and transportation. The Company encourages and supports staff to participate in the planned various formal or informal social welfare activities along with other residents of multi nationalities residing within the PAC.

Consequence Management: All staff are required and expected to be aware of all types of official disciplinary actions (as per the Legal Laws including additional appendices set by the Company) which shall be applicable in the event of an intentional breach.

Joseph J. Abed
Director



Date: 10-03-2025