

PERFORMANCE APPRAISAL

The performance appraisal is a means of managing and improving the employee's performance and accountability. It serves as a feedback mechanism and is used as a reference for regularization, merit increases, salary adjustments, promotions, or training needs.

Our Performance Management and Appraisal System focuses both on tangible results and competencies necessary for the achievement of the individual goals.

LEARNING AND DEVELOPMENT

All employees regardless of rank and status are expected to keep abreast of developments within their own area of expertise and are encouraged to undertake professional development activities through training, coaching, mentoring, project assignments, conferences or seminars, e-learning, readings or job rotation.

RETIREMENT BENEFIT

Unless otherwise stated by the Company, a non-contributory retirement benefit plan is provided by the Company which covers all permanent employees subject to the following guidelines: