

Human Capital & Culture

# HR Policy Manual

## Purpose

The purpose of this HR Policy Manual is to establish unified human resource policies that ensure fairness, compliance, and excellence in workforce management across B&S Investments. This manual reflects our commitment to a high-performance, values-driven culture that attracts, retains, and develops top talent across Saudi Arabia and international markets.

The manual serves as a framework for managing employee relations, performance, compensation, and workplace conduct while aligning HR practices with our strategic vision and legal obligations.

## Scope

---

This policy manual applies to all employees, managers, contractors, and HR professionals across all business units and subsidiaries of B&S Investments. It governs employment-related matters in all jurisdictions where the company operates, and ensures alignment with:

- Saudi Labor Law and GOSI regulations
- International labor standards (as applicable)
- Industry-specific HR compliance requirements
- Company culture and ethical expectations.

## Policy Statement

B&S Investments is committed to building a modern, inclusive, and compliant workplace that supports both employee well-being and business growth. All HR policies are designed to ensure:

- Equal opportunity and non-discrimination
- Compliance with labor laws and employment standards
- Transparent and merit-based hiring and advancement
- Employee rights and clear responsibilities
- Structured performance management and fair compensation
- Health, safety, and dignity in the workplace
- Consistent HR practices across all sectors and geographies

Employees and managers must adhere to the provisions of this manual. Breaches will be addressed in accordance with the Disciplinary Policy and may result in corrective or legal action..

## Roles & Responsibilities

Role	Responsibility
<b>Board of Directors</b>	Sets workforce strategy and reviews key HR risks and trends
<b>Group CEO</b>	Drives Group-wide talent strategy and ensures HR alignment with business objectives
<b>Chief People Officer (CPO)</b>	Owens the HR policy framework, oversees implementation, monitors compliance, and drives employee engagement
<b>Business Unit HR Managers</b>	Localize and apply HR policies, manage workforce administration, and ensure adherence to legal and company standards
<b>Line Managers</b>	Ensure fair application of HR policies, support employee development, and escalate people issues appropriately
<b>All Employees</b>	Understand and follow HR policies, attend required training, and report any issues affecting workplace standards

## Procedures & Implementation

---

### 1. Recruitment & Onboarding

- All hiring must follow B&S's Equal Opportunity Hiring Guidelines
- Job descriptions, grading, and compensation bands must be approved before posting
- Onboarding must include training on ethics, health and safety, IT usage, and HR policies
- Probationary periods apply for the first 6–3 months, depending on job level

### 2. Compensation & Benefits

- Salaries are benchmarked based on industry, location, and role seniority
- Benefits include health insurance, end-of-service benefits, paid leave, and additional allowances as per local labor laws
- Payroll is processed monthly with transparent deductions and statutory contributions (e.g., GOSI)

### 3. Performance Management

- Formal performance reviews are conducted semi-annually or annually
- Goals and KPIs must be aligned with department strategy
- Managers must provide continuous feedback and support employee development plans

### 4. Leave & Attendance

- Leave types include: annual, sick, maternity/paternity, Hajj, and unpaid leave
- Employees must submit leave requests in advance via the HRMS portal
- Unplanned absences must be reported by phone/email within 24 hours

### 5. Learning & Development

- Each employee must receive at least one annual development opportunity (internal or external)
- Leadership programs, mentoring, and job-rotation schemes are offered for high-potential employees
- Training programs are aligned with business priorities and compliance requirements

## 6. Workplace Conduct & Discipline

- All employees must adhere to the Code of Conduct and represent the company professionally
- Disciplinary issues are addressed progressively: verbal warning, written warning, final warning, termination
- Harassment, discrimination, fraud, and violence result in immediate investigation and may lead to dismissal

## 7. Grievance & Dispute Resolution

- Employees may raise concerns through the formal grievance process
- HR must respond to formal grievances within 5 working days
- Unresolved issues may escalate to senior HR leadership or an internal mediation panel

## 8. Separation & Offboarding

- Voluntary and involuntary terminations must follow due process
- Final settlements include remaining salary, leave encashment, and legal dues
- Exit interviews must be conducted for all employees leaving the organization

## Monitoring & Review

---

The HR Policy Manual will be reviewed annually by the Chief People Officer in collaboration with Legal, Compliance, and Business Unit HR Managers. Reviews may be triggered sooner by:

- Changes in labor legislation
- Results of internal or external audits
- Workforce feedback or engagement survey results
- Discrepancies or inconsistencies identified in implementation

Updates will be communicated via internal channels and updated on the HRMS platform. Managers are responsible for ensuring their teams are familiar with any changes..

## Associated Documents

---

- Code of Business Ethics
- Equal Opportunity Employment Policy
- Employee Grading & Salary Structure
- Performance Review Guidelines
- Learning & Development Framework
- Disciplinary Policy
- Grievance Management Procedure
- Workplace Safety & Emergency Response Policy
- Remote Work & Flexibility Guidelines
- Employee Exit & Transition Checklist
- HR Compliance Audit Toolkit