



Myanma Awba Group

EMPLOYEE HANDBOOK



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1. Group HR Department Mission Statement

- a. To uplift safety, security, health and social welfare of every employee in the company
- b. To make assure development of both organization and individuals within systematic framework of legal, competitive and pragmatic structure of business systems and strategies
- c. To align human resources strategies with specific department's strategies
- d. To develop capacity, performance, and result-based competency of every employee in every workplaces to meet international quality standards
- e. To support concepts and creative visionary ideas to top management



2. Basic Ethics

The employee shall comply with the following basic ethics.

- a. Perform duties and responsibilities with due diligence, integrity, honest and ethical manner
- b. Comply with all applicable laws, rules and regulations
- c. Give priority to act in the company's best interests and fulfill your fiduciary obligations to the company
- d. Employee shall carry out the assigned duties strictly and carefully
- e. Keep trying continuously to improve skill and ability
- f. Carry out assigned duties given by immediate superior in timely manner
- g. Don't waste company's resources
- h. Avoid immoral and ignobly in the work place
- i. Employees shall not fail to discharge their duties within scheduled working hours without any reason
- j. Avoid creating disunity and dispute amongst staffs
- k. Employees shall not fail to discharge their duties within scheduled working hours without any reason
- l. Employee shall prevent the confidential information and documentations of company, knowing the job security
- m. Employees are not allowed to do anything for their own interest by misusing power and mandate
- n. Always act in a manner to enhance and maintain the reputation of the Company
- o. Don't involve in illegal act or committing offences against to the existing law



3. Employment on Probation and Permanent

- a. The employee has a desire to work as an employee of the company and the company has agreed to hire him/her as a staff, so the employment agreement is signed.
- b. The company sets probation period for three months from the day the employee is hired as a probationary staff.
- c. If it is necessary, the company can extend the probation period for additional three months. But, the probation period should not be more than six months.
- d. If a superior officer recommends that the performance of the employee is satisfactory after three months probation period, the staff is hired as permanent staff, and his or her probation period can be added in calculating the period of service.
- e. If it is found that the performance of the employee is not satisfactory during probation period, the company can terminate its probationary employment and shall inform to the staff that it cannot hire as its staff.



4. Resignation/Termination

- a. If an employee wants to resign during probation period, he /she shall inform the respective superior of the company at least **one week** in advance.
- b. If a permanent employee has desire to resign, a written notice of resignation shall be sent to official concerned at least **one month to three months** in advance as per job level.
- c. If the company wants to terminate the employment of a probationary staff due to whatever reason, the company shall notify the staff at least **one week** in advance. The employee is not entitled to any benefit for resignation/termination in probation period.
- d. If the company wants to terminate the employment contract when it does not need to continue to hire the permanent employee under a situation in the business, written notice of termination shall be informed to the staff **one month** in advance. The employee who is terminated the employment contract is entitled to enjoy the rights described in Severance Pay for Termination of Employment.
- e. The notification period can be negotiated as per nature of work.



5. Working Hours and Attendance

The regular working hours, which are specified for an employee, shall not exceed forty – four hours per week and eight hours per day. Regarding the company with the nature of business, which requires continuous working, the working hours shall not exceed continuously forty-eight hours per week.

a. Working hours for office staff

- From Monday to Friday: 9 am to 5pm

- Saturday: 9 am to 12 Noon

b. Working hours for factory staff

- From Monday to Friday: 8 am to 5 pm, Lunchtime: 12 Noon – 1 pm

- Saturday: 8:00 am to 12 Noon

c. The employee is expected to report to work regularly and on time.

d. Employees are not allowed for arriving office late without any sound reason and leaving office early before the end of office hours.



6. Rest day and Holiday

- a. Rest day: Sunday is official holiday for employees. According to work nature, marketing staff are entitled to take (1) paid holiday per week or (3-4) days per month consecutively or separately.
- b. Holiday:
 - 1. Employees shall not be obliged to work on public holidays (gazette holidays) which specified by the Government of the Union of Myanmar.
 - 2. When a public holiday falls on a weekly holiday, there is no obligation to provide a substitute holiday and that day will be specified as public holiday.



7. Types of Leaves

The following types of leaves are allowed for the employee so that he or she could be convenient for social affairs. But, staff shall exactly follow terms and conditions related with taking leave not to have any negative effect on office duties.

- (a) Earned Leave – (10) Days
- (b) Casual Leave – (6) Days
- (c) Medical Leave – (30) Days
- (d) Maternity/Paternity Leave – (98) Days / (15) Days
- (e) Marriage Leave – (7) Days
- (f) Compassionate Leave – (7) Days / (3) Days
- (g) Leave Without Pay – (30) Days
- (h) Leave for Exam
- (i) Absent

a. Earned Leave

An employee who has served in the company for a year continuously from the day receiving employment contract (probation) is eligible for **10 days** of earned leave a year.

- The employee is entitled to **10 days** of earned leave with full salary (pay).
- Earned leave is entitled within a year and cannot be saved or carried over for the next year.
- Employees are not allowed to take earned leave as a right.
- The employee can submit leave application form to departmental head and/or HR department in person or via email at least one week ahead.

b. Casual Leave

Any employee is entitled to take **6 days** of casual leave with full salary (pay) since probation.

- Casual leave is allowed to be used only in emergency matters.
- Not more than 3 days of casual leave can be taken at a time per month.
- Casual leave can't be combined with other types of leave.
- If the employee doesn't take casual leave in the year, the leaves cannot be added in the following year.
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- If it is necessary to take leave in emergency, the employee shall inform the department head in advance by phone.

c. **Medical Leave**

An employee who has completed six months of service in the company, he or she can apply for medical leave presenting medical certificate.

- Employees are entitled to take **30 days** of medical leave in a year with full salary (pay).
- But for employees with less than six months service, medical leave can be taken without salary.
- If it is necessary to take medical leave, the employee shall submit leave application with attached official medical certificate issued by a relevant medical doctor.
- Under an emergency situation which requires hospitalization, it can cover medical leave only if the employee can present medical certificate on the day when the employee resumes duties.
- If it is necessary, the employee can take medical leave together with earned leave under the approval of the departmental head and head of HR.
- If it is necessary to take medical leave more than 30 days for the situation of severely bad health condition, the employee is allowed to add earned leave, or if there is no more earned leave, without pay leave will be allowed.
- If an employee needs to take medical leave for more than 100 days, it is necessary to apply to the departmental head and head of HR with solid reason. Head of HR will present to management team to allow medical leave in excess of 100 days.
- If an employee takes medical leave for more than 100 days without permission, the company will suspend employment contract and the day on which the employee resumes duties will be deemed as the first day of the employment contract.

d. **Maternity/Paternity Leave**

(i) Permanent female employee can take **98 days** of maternity leave according to amendment law for 1951 Leave and Holiday enacted on July 19, 2014. According to the law, female employee is entitled to take maternity leave with payment for **six weeks (42 days)** before the childbirth and **eight weeks (56 days)** after the childbirth. The maternity leave can take along with medical leave.



- Maternity leave can be taken with full salary (pay).
- If it is necessary, maternity leave can be taken along with earned leave with the approval of head of department.
- After childbirth, birth certificate must be presented to HR department.
- Gazette holidays and off-days during the maternity leave cannot be replaced later.

(ii) Permanent male employee who has been engaged himself at his own expense in benefit from social security board (SSB) is entitled to take **15 days** of paternity leave to take care of wife and infant.

(iii) Incomplete Miscarriage

For miscarriage occurred in less than 24 weeks of pregnancy can be allowed maternity leave for the numbers of days the doctor recommended. But, it must not be more than four weeks.

Note: To prevent against cases of claiming maternity leave soon after joining the office

- Not to hire pregnant women for the work place that needs physical labour and to consider hiring the women employees six weeks after delivery of birth.
- The pregnant women with her due date four months away, can be hired for the workplaces that do not need to use physical labour. But the company should hire her only after six weeks after her childbirth.
- The new women employee is required to make a written pledge that she joins the company after six weeks of delivery.

The new women employee is not entitled to take maternity leave due to her false statement in written pledge and only leave without pay shall be taken.

e. **Marriage Leave**

Permanent employee is entitled to take marriage leave **7 days** for the first time on his or her special occasion. Employee shall attach the sound evidence of marriage in his or her leave application.

f. **Compassionate Leave**

It is a kind of leave the company allows the employees with sympathy if a staff's family member (parents, spouse, children and siblings) pass away.

- If parent, spouse, or children of a permanent employee dies, **7 days** of compassionate leave is allowed. But, he or she lost a sibling; the company allows **3 days** of compassionate leave.



- The employee needs to attach relevant evidence in leave application.
- That leave can't be combined with earned leave.

g. **Leave without Pay**

Leave without pay is a kind of leave the company has allowed its employee taking leave if the paid leaves are run out.

- An employee is entitled to take maximum **30 days** of leave without pay within a year in addition to casual leave and other leaves. Especially, the leave can be taken under the approval of departmental head.
- The decision to grant the leave depends on the workload. If an employee wants to take leave without pay for more than a month, he or she shall inform departmental head and HR one month in advance. The leave can be taken only when the employee gets the approval from departmental head.
- In taking such kind of leave, the period in excess of 30 days are not calculated in the duration of service of the employee.
- Any employee is not allowed to take more than 30 days of leave without pay as a right.

h. **Leave for Exam**

(a) Employees are entitled to take leave for their exam and the company will not grant separate leave for it. If there is not enough leave, the staff can take leave without pay.

(b) Employee shall take long term leave for exam even if it does not effect on work.

Exam leaves are set as follows;

(b-i) Sitting for examination for Distance Education

- Those who have been registered for Bachelor of Arts degree course, they are allowed to take leave for **10 days** before the examination until the completion of the examination.
- Those who have been registered for Bachelor of Science degree course, they are allowed to attend class on Saturday and entitled to take leave starting from a day before the examination until the completion of the examination.

(b-ii) Sitting for examination of the training sent by the company at company cost



- The examination days of the training sent by the company will be deemed as on-duty days.
- If the employees want to take leave for preparation prior to exam date, the employee can take leave granted to them. If the leave is not adequate, they can take leave without pay.

i. **Absent**

If an employee does not come to work without applying leave or an employee fails to resume his or her duty even though the leave period is ended without solid reason, it shall be deemed as absent from work and the following action shall be observed;

- If an employee did three consecutive days of absent or three times of absent, the employment contract shall be ceased automatically.
- The continued absence after the entitled leave period shall be deemed as absent. Salary won't be paid for absent days.



8. Overtime

- a. The overtime could be worked with the agreement between employer and employee in accordance with the provisions of law.
- b. The overtime pay shall be calculated and paid according to the specifications of the relevant law.

Calculation method for overtime payment rate specified by the Ministry of Labor is mentioned as below.

Figure 1: Calculation method of overtime rate for employees

$$\frac{\text{Monthly basic salary} * 12 \text{ months} * 2 \text{ times}}{52 \text{ weeks} * 44 \text{ hours}} = \text{Overtime rate per hour}$$

Figure 2: Calculation method of overtime rate for daily workers

$$\frac{\text{Daily wage} * 6 \text{ days} * 2 \text{ times}}{44 \text{ hours}} = \text{Overtime rate per hour}$$



9. Travelling

The company shall provide the following matters for travelling to the local and abroad with the duty.

- (a) Travelling Expense
- (b) Accommodation Expense
- (c) Meal Allowance
- (d) Fuel Allowance for company car

10. Training and Development

- a. The company shall provide opportunity for the employees to attend the performance improvement trainings.
- b. Regarding the training, training contact will be made separately in accordance with company policy.



11. Social Security Board (SSB) Contribution

Social security fee contributed by both of an employer and an employee is as follows. The rate of burden is determined depending upon the amount of the monthly salary of the employee.

- a. The employees are entitled to security benefits according to law. The employer shall contribute 3% and the employee shall contribute 2% of the salary to the social security fund on monthly basis.
- b. The employees are entitled to get medical treatment at Social Security Clinic if he or she is sick or injured. The employee must inform operational manager about taking medical leave. Getting medical treatment is according to social security law prescribed by the government. It is the operational manager's decision to recognize medical certificates issued by private medical doctors.

12. Personal Income Tax

As per Income Tax Law 2016, the employee shall pay income tax if salary per annum is more than MMK 48 lakhs after basic allowance, allowance for spouse, allowance for child, premium fees for life insurance, social security contribution have been deducted.

13. Access to Employee Personnel Files

Staff salaries, personnel data, and all aspects of Company affairs are confidential and have not been released as public information. HR department will review and update employee personal data once a year. If the head of concerned department and employee wishes to review or update the staff personal data, he/she may also request and inform HR department.



14. Computer Access and Use

Employees shall follow terms and conditions over computers mentioned below:

- (a) Employees are allowed to observe computer programs and company's data in it only with the permission of the company management.

- (b) Employees are not allowed to transfer data and information related with the company by CD, DVD, memory stick and other things without permission from the company.

- (c) Employees are not allowed to copy or download data of other departments without permission. All employees are responsible for safe and secure maintenance of company data in relation to respective job function.

- (d) According to the company's IT policy, all employees must not be used by personal Gmail account. All employees must use only the company domain account for correspondence of company business matter. Using personal Gmail for office correspondence is a major offence.

- (e) The resigning employee needs to give back the company's computer and IT related software, documents, email accounts, and password to the supervisor manager on the last day of his or her day at the company.

- (f) Computer software and other intellectual property protected by copyright may not be copied from, into, or by Company computing facilities, except as permitted by law, or by

- (g) The unauthorized downloading or transferring of copyrighted materials, including movies, video games, software, music, and using social media for personal interest is not permitted and may subject an offender to company disciplinary action.



15. Medical Treatment for Work-related injuries/illness/disease

- a. The employees who are included in Social Security Law 2012 may be entitled to medical care according to the relevant law.
- b. For the employees who could not be covered by Social Security Law 2012, shall perform in accordance with the relevant workers' compensation law for the cases of injury at work.

16. Worker's Compensation for Work-related Injury

Workers' compensation is a legal remedy that covers medical expenses and wage loss for employees who have been injured in the course and scope of their employment. The employee must report any work-related injury/illness to the supervisor immediately or directly to the Company's HR. All employee work injuries/illnesses should be reported within 24 hours from the time a claim/incident occurs. If an employee is medically unable to report his/her claim, their supervisor should call Company's HR to report on their behalf.

17. Group Life Insurance

The company will provide life insurance cover from local insurance company to particular employees if as required by Group Life Insurance. In case of death or injury of employees at workplace or on-duty travel, the company will indemnify against any loss of life, injury, and disability according to life insurance coverage.



18. Employee Social Welfare

The company's financial assistance for the employees shall be used as social assistance (for marriage and death). Whatever the assistance may be, it must be used according to the company's policy. Permanent employees are entitled to company's social welfare assistance.

(a) Assistance for wedding ceremony

- The ceremony must be the wedding of an employee
- The assistance is given for the first time wedding of an employee
- The wedding of sons and daughters of an employee is not relevant
- The assistance is categorized as follows:

Manager level	- MMK 500,000
Assistant manager level	- MMK 300,000
Supervisor level	-MMK 200,000
Staff level	-MMK 100,000

(b) Assistance for funeral of employee

The company will assist as mentioned below if an employee and/or family member (parents, spouse, children) dies;

- Employee - MMK 500, 000
- A family member of an employee - MMK 300, 000

To assist for funeral of employee and a family member of an employee, respective department head shall inform about funeral to HR department.

(c) Assistance for a new born baby of employee

The company will provide assistance for the employee for the birth of baby. The assistance for the employee who gets a new baby is set as MMK 100,000 for those whose salary is lower than MMK 200,000.



(d) Assistance for the family of employee affected by natural disaster

The natural disaster must affect many other people. The crisis must affect the livelihood of the family of the employee living together. The amount of assistance will be based on the damages caused by the natural disaster.

(e) Assistance for the health of employee family

The company will consider the medical assistance for employee and family members for hospitalization and getting medical treatment depending on the severity, condition and type of diseases.

(f) Assistance for education of sons and daughters of employee

The educational assistance is entitled for the sons and daughters of employees whose salary is MMK 200,000 and lower. Basic educational assistance is prescribed as follows.

Primary Grade (1) to (5)	- MMK 20,000
Secondary Grade (6) to (9)	- MMK 30,000
High School Grade (10) to (11)	- MMK 40,000

Requirements for Educational Assistance

- employees whose salary is K200,000 and lower
- Only permanent employees are entitled to the assistance
- Only one employee can get the assistance (If father gets the assistance, mother cannot get)
- All students of a family can get the assistance
- The assistance is not entitled to those who fail the exam in previous year (Not allowed to those who are the same class in previous and current list)
- Submit the correct list of student. If incorrect list is found, company will suspend the assistance for the next (3) years.



19. Severance Pay for Termination of Employment

- (a) The company can provide reasonable amount of payment for the employees who resign for own personal reason in consideration of the efforts the employees have contributed to the company.
- (b) The company has no responsibility to provide any payment to the employees who were terminated due to the breaking of company regulations
- (c) The employees are entitled to the following benefits if the company issues an order of termination due to certain situations of the company.

<u>Service Year</u>	<u>Severance Pay</u>
More than 6 months but less than 1 year	Last drawn salary for 0.5 month
More than 1 year but less than 2 years	Last drawn salary for 1 month
More than 2 years but less than 3 years	Last drawn salary for 1.5 month
More than 3 years but less than 4 years	Last drawn salary for 3 month
More than 4 years but less than 6 years	Last drawn salary for 4 month
More than 6 years but less than 8 years	Last drawn salary for 5 month
More than 8 years but less than 10 years	Last drawn salary for 6 month
More than 10 years but less than 20 years	Last drawn salary for 8 month
More than 20 years but less than 25 years	Last drawn salary for 10 month
25 years and upwards	Last drawn salary for 13 month



20. Rules and Regulations for Disciplinary Actions

If the employee fails to comply with or break or violate the following workplace regulations, rules, that specific employee shall be warned by verbally in the very first time violation, by giving written notice in second time violation, by letting employee to write personal commitment letter in third time violation and if the employee still continues to violate, that employee shall be the subject to the discharge from employment without having any severance pay.

- a. The employee shall attend to work and end work at designated time. The employee shall not go outside during work period and the employee can only go outside only with the approval of the related superiors. The employee must not come to work later than designated time and must not leave job sooner than designated work end time.
- b. The employee shall sign for work attendance and the employee him/herself must use the equipment which is the record of work attendance. The employee must not sign attendance in advance, must not sign on behalf of other employee, must not amend the signing.
- c. The employee must wear the employee ID cards within working hours to identify as an employee and must wear the uniform if the uniform is set to the specific employee.
- d. The employee must comply with the directions and duties given to him/her by his/her department head/supervisors.
- e. All the employees must fulfill the duties given to them by their respective responsible superior within working hour.
- f. The factory staff shall work to meet the targeted quality and quantity complying with designated standards.
- g. The factory staff must fulfill the daily targets set by respective factory departments within designated period except there is the shortage of raw/materials.
- h. The employee must clean his related workplace after finishing work. The work-related equipment must be kept properly. After end of work, the machinery that the staff operate must be cleaned. Must switch off the unnecessary lights.
- i. Must not use the company assets for his/her own personal use.
- j. Must not take to work/repair at work/use at work the items/things that are not related or not assets of the company.



- k. The company assets must be returned properly to the company when the employee is resigned or being terminated. If the employee cannot do so, he/she must pay back the company equal amount of that asset as a compensation.
- l. The employee must behave well avoiding indecent behaviors to the supervisors/related managers/colleagues. The employee must not joke, shout, yelling for the intention of having other staffs to have disgrace.
- m. The employees must maintain the unity of workmates.
- n. The employee must not threat, bully, physically assault in workplace.
- o. The employee must not disappear from his/her workplace without proper reason.
- p. Except the working hour, the employees must not enter within factory compound or factory without the approval from related manager.
- q. The employee must not enter the restricted areas without the approval.
- r. The employee must not climb the wall/fence of factory to enter the factory and compound building.
- s. The employee must not draw pictures/cartoons, write, put advertising papers on the factory building, windows/doors/walls, machineries, equipment.
- t. The employee must place his/her foods/lunch boxes at designated place. The employee must extra care about workplace and environmental cleanliness.
- u. Must use the washrooms properly and tidily. Must open and close the water tabs/valves properly.
- v. Must not meet the personal guest (guest who are not related to work), take outsider to the company without approval.
- w. Must not lay down, sleep, eat, play, sit within working hour.
- x. Must not chew betel, gum, and spitting betel within the workplace.
- y. Must not do the monetary affairs within working hours without approval (for example; fund raising, selling funds tickets, giving loans, transferring salaries).
- z. Must not do the matters which are not related to work within working hours.
- aa. Must not damage/destroy intentionally the announcement letters, order letters on the bulletin board.



- bb. Must comply with rules for workplace safety. Must not use, destroy the equipment without the permission.
- cc. Must not distribute the improper documents in the workplace without the approval from respective officials.
- dd. Must not say, demonstrate, instigate which lead to the disgrace of the company.
- ee. Must not oppose to the checking up of security.
- ff. Must obey in accordance with occasional order and direction.
- gg. Must not decrease performance intentionally to have bad impact on business operation.
- hh. Must not intentionally destroy goods, wrongly packaging. If do so, he/she must compensate based on the status which company have faced disgraces.
- ii. Must not instigate the employees not to work, must not establish illegal party that can affect the workplace environment and productivity of the company.



21. Breaking Rules Leading to Employment Termination

The employee shall be a subject to termination of employment without receiving any severance pay if the employee is being found committing the following violations;

- a. Committing theft, accepting things related to theft, misusing, accompanying in misusing
- b. Destroying intentionally the company assets
- c. Fighting with other colleagues within workplace, physically assault to other colleague
- d. Committing crime related to demoralization
- e. Dishonesty, fraud, bribery
- f. Selling, drinking, taking alcohols to workplace
- g. Gambling at workplace
- h. Distributing, selling, using drugs, smoking, using fire in workplace
- i. Taking weapon that is forbidden by law and explosive materials to workplace
- j. Going to restricted area and area that shows “explosive sign” without approval
- k. Disclosing confidential data, record, formula, technical production to others, informing, taking pictures without approval
- l. Having arrest as per law enforcement, having jurisdiction as per sue
- m. Being 3 days absent consecutively without any reason without approval from related department head (or) being 5 days absent within one month