



ECC

European City Campus

EUROPEAN CITY CAMPUS (PVT) LTD

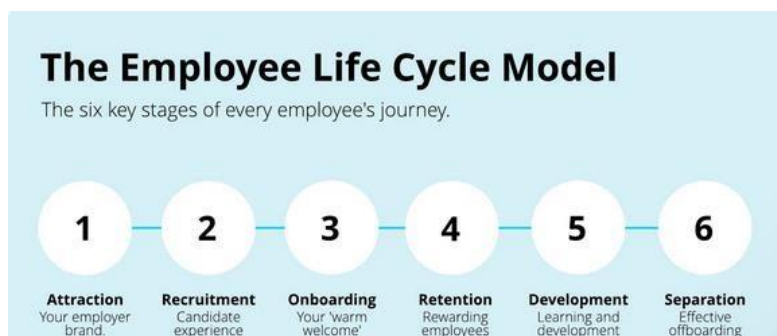
HR POLICIES

HR & Talent Management Policy

The European City Campus (ECC) emphasizes the critical role of Human Resources within the organization and acknowledges the invaluable contributions of its staff. Consequently, the main aims outlined in this policy document are:

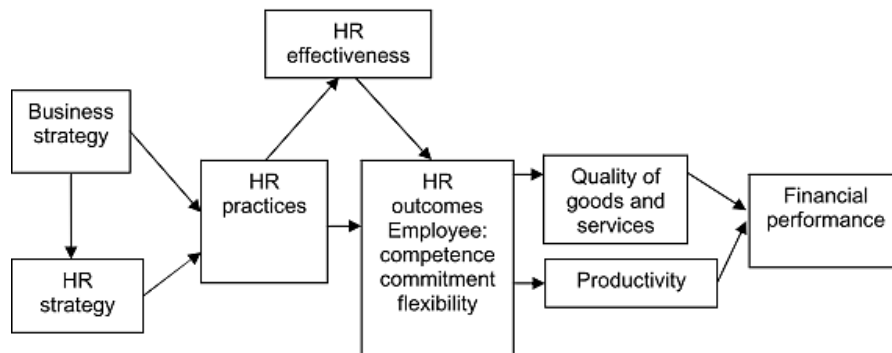
1. Forecasting HR needs
2. Nurturing a positive work environment and fostering a supportive company culture
3. Aligning with ECC's strategic goals
4. Attracting and retaining top-tier talent
5. Defining and extending probationary periods
6. Strategically planning training and development programs
7. Supporting ongoing staff growth
8. Evaluating performance in accordance with the strategic plan
9. Managing employee absences
10. Facilitating transfers between departments
11. Establishing structures for compensation and benefits
12. Addressing disciplinary issues
13. Managing employee complaints
14. Providing guidelines for health and safety
15. Championing diversity and advocating for equal employment opportunities

This policy covers every stage of an employee's journey at ECC, creating a crucial connection between HR performance and the achievement of strategic aims and goals.

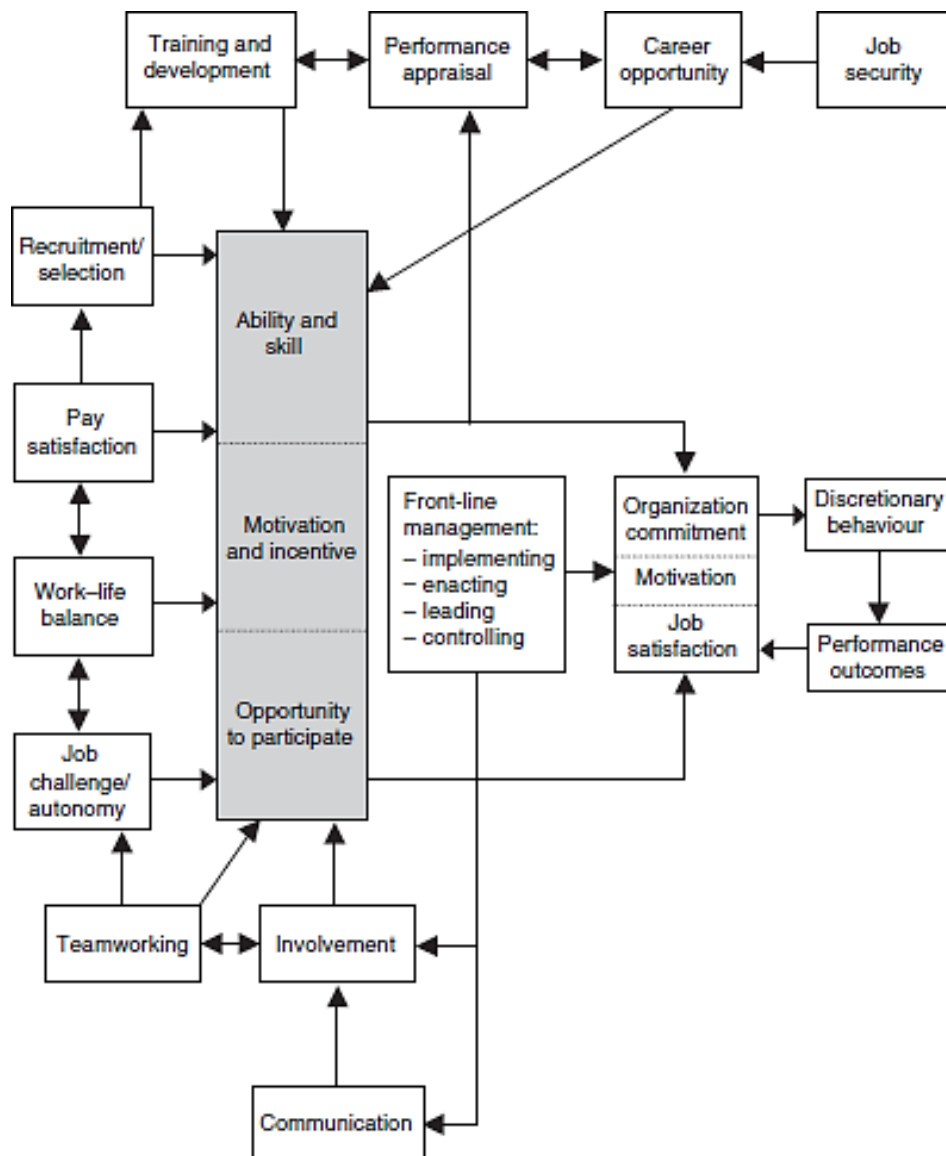


ECC follows three models under the scope of HR practices Guest

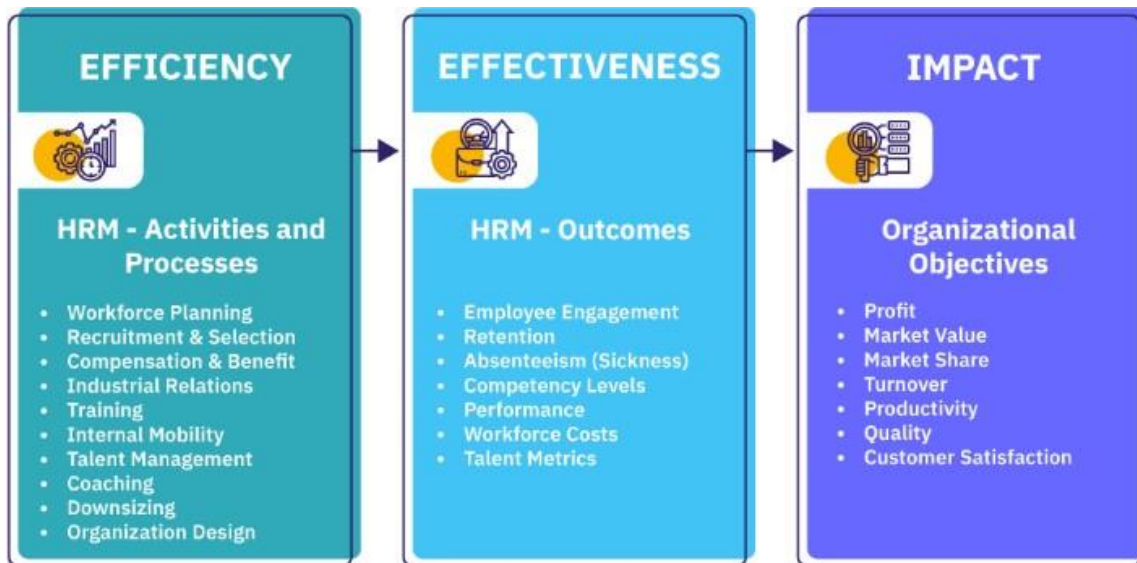
Model (Guest *et al.*, 2000b)



People and Performance Model (Purcell *et al.*, 2003)



HR Value Chain Model (Paauwe and Richardson, 1997)



Designated Departmental Authority

- Human Resources Manager

Reviewed and Approved by

- Advisory Board
- Board of Management
- Human Resources Manager

Policy Revision/Alteration

- This policy may undergo revisions or alterations in accordance with top management decisions, which include:
 - o Significant changes in the external environment
 - o Leadership and culture changes mandated by management
 - o Subpar employee performance
 - o Business expansions, such as mergers, acquisitions, and partnerships.

2. Forecasting Human Resource Needs and Decision-Making

The expansion plans of ECC are closely linked to their human resource needs. The CEO presents the overall HR requirements to the Board of Management by combining the needs of various divisions. After a comprehensive review, the Board approves ECC's total HR needs.

****2.1. Talent Acquisition****

The primary goal of the Talent Acquisition Policy is to attract top-performing individuals who align with the organization's values and attitudes necessary for its growth. Candidates are selected from a diverse pool to ensure fair opportunities, considering factors like education, experience, skills, and references mentioned in job descriptions. The CEO manages this process, while Program Coordinators/Managers convey their specific HR needs promptly, detailing qualifications, experience, skills, and expected salaries for roles they seek to fill.

****2.2. Communicating Talent Needs****

The CEO decides on channels (like press, websites, or social media) for job postings and encourages internal candidates for vacancies, posting each position for at least seven days. Job ads, managed by the HR Unit, comply with local advertising standards and include job details, specifications, application submission info, deadlines, and remuneration to streamline candidate selection.

****2.3. Selection and Interview Process****

The CEO initially screens applicants for basic qualifications. Interviews focus on evaluating applicants' suitability for the role while ensuring fairness, non-discrimination, and uniformity in the process. All positions, whether permanent or temporary, require an offer letter. Unsuccessful candidates are informed of their status.

****2.4. Issuing Letters of Appointment****

This policy aims to manage conflicts of interest that may arise due to staff or students' external activities. Employees must disclose and manage conflicts between their ECC duties and external

engagements. Appointment letters include clauses preventing competition or conflict with ECC's interests.

****2.5. Induction and Familiarization Process****

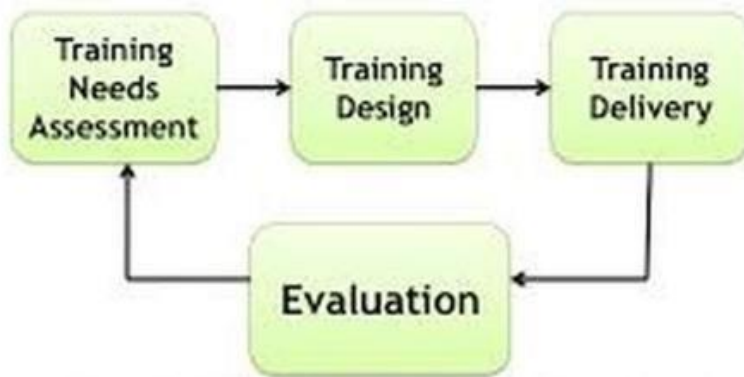
Induction begins before an employee's official start, covering essential topics through meetings and e-learning sessions to acquaint them with ECC's operations, safety measures, information, and various departments.

****2.6. Probation and Confirmation****

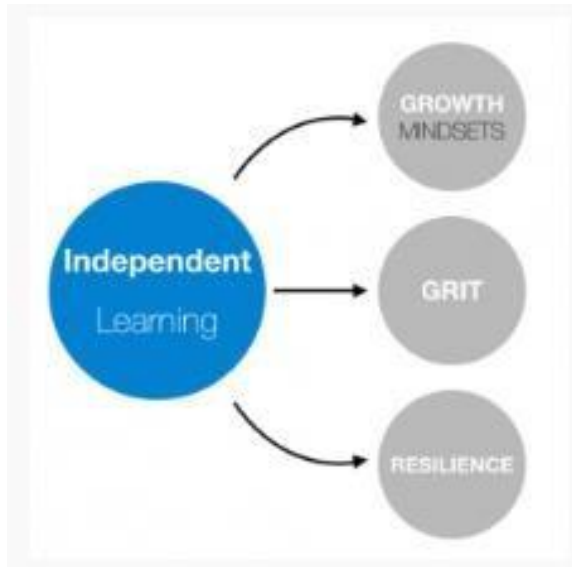
New employees undergo a probationary period of evaluation, typically six months for monthly-paid staff, focusing on job performance, adaptability, attendance, attitude, and teamwork. If successful, they receive a confirmation letter. Failure to meet standards can result in release during this period.

3. Training and Development

Staff development refers to the collective set of strategies and methods aimed at improving the abilities, expertise, and capabilities of employees. Its goal is to boost the productivity of both individual workers and the organization as a whole. Our dedication lies in offering staff ample chances for growth to enable each person and department to actively contribute to the fulfillment of organizational goals outlined in the strategic plan. The outlined process is specifically employed for Training and Development purposes.



Additionally, ECC encourages self-directed learning and autonomous approaches, with the aim of attaining three shared attributes.



4. Performance Assessment

- Work Quality
- Execution and Organization
- Progress and Advancement
- Diligence and Fortitude
- Effective Communication
- Job Proficiency
- Team Collaboration and Problem-Solving

All other personnel actions, including performance evaluations, compensation, benefits, transfers, layoffs, recalls from layoffs, training, education, tuition assistance, and recreational programs, will be administered without regard to factors such as race, color, religion, gender, age, national origin, disability, veteran status, or any other protected status, in accordance with relevant laws. This policy aims to enhance efficiency, productivity, growth, and uphold corporate ethical standards by:

- a) Encouraging positive interactions among employees
- b) Recognizing and rewarding high-performing individuals
- c) Promoting open dialogue in the workplace
- d) Fostering team-building activities to foster team spirit and camaraderie.

5. Compensation

The Human Resource managers at ECC utilize compensation to attract qualified candidates and enhance employee retention. Benefits are used to motivate team members, promote engagement, and improve workplace performance. As each team member and potential candidate has distinct needs, ECC motivates some individuals with financial incentives and others with non-financial rewards. It's essential to note that compensation is a monetary value subject to taxation, whereas certain benefits, such as transportation and meals, are tax-free.

1. Salaries and Wages

2. Commissions

3. Employee Bonuses

4. Professional Development Opportunities

5. Travel Allowances

6. Meal Benefits

7. Staff Loans

8. Flexible Work Arrangements

9. Training and Workshops

6. Leave Policy

1. Employees are entitled to Casual Leave, Sick Leave, and Annual Leave.

2. Casual Leave and Annual Leave entitlements follow the provisions of the Shop and Office Employees (Regulation of Employment and Remuneration) Act, No. 19 of 1954 of Sri Lanka.

3. Annual Leave entitlement is 14 days per annum, with no eligibility during the first year of employment. From the second year onward, holidays are granted proportionally based on the period of employment in the first calendar year as follows:

a) First quarter of the year - 14 days

b) Second quarter - 10 days

c) Third quarter - 7 days

d) Last quarter - 4 days

e) From the third year, employees are entitled to 14 days of annual leave, subject to mutual agreement and prior application and approval.

4. Upon confirmation of employment, employees are entitled to 7 days of Casual Leave for one year of employment, from January 1 to December 31. Casual leave cannot be accumulated, must be applied for in advance, and should not typically exceed 2 working days at a time, or immediately precede or follow annual leave.

5. ECC provides 7 days of sick leave per annum upon confirmation of an employee's appointment.

6. Leave requests are subject to approval by the relevant department head, and a leave request form is submitted to the HR Department.

7. No-pay leaves occur when staff members take leave without prior approval or exceed the granted leave limits.

7. Termination and Disciplinary Actions

This policy outlines the procedures for initiating and processing various types of terminations within the human resources system. Employment termination may occur for the following reasons:

a) Reaching the retirement age of 55 years

b) Resignation

c) Termination due to misconduct, negligence, inefficiency, or breach of any express or implied employment term

An employee's employment may be terminated by either party with one month's notice or by payment of one month's salary in lieu of notice. The company may terminate an employee's employment at any time without notice or payment in lieu of notice for misconduct, negligence, inefficiency, or breach of any employment terms.

8. Grievance Resolution

ECC employs two primary strategies to address staff grievances:

1. Open-Door Policy: Any employee can discuss their grievances with their immediate supervisor or the Board of Management at any time.

2. Buddy System: Existing staff members are assigned to support new staff members in adapting to the organizational culture and closely monitoring their work.

9. Health and Safety of Staff and Students

This policy is designed to be applied across ECC, encompassing staff, students, contractors, and visitors within its various academic and administrative units. Each department holds the responsibility to establish and document its structure to adhere to Campus Policies and safety regulations. Failure to comply with health and safety guidelines may lead to disciplinary measures by the Campus and potential legal repercussions. The policy undergoes review at intervals not exceeding three years.

ECC's overarching mission is to contribute to societal advancement through education, learning, and top-tier research globally. The institution values freedom of thought, expression, and freedom from discrimination. Given the diverse and intricate nature of ECC's operations, some activities inherently pose risks while others are pioneering. Consequently, all individuals associated with the Campus, regardless of their roles, share accountability for health and safety. While the Campus cannot guarantee a risk-free environment, it is obligated to conduct risk assessments, make informed decisions, take accountability for actions, and be mindful of potential risks linked with University activities, whether within or outside ECC.

The primary duty of ECC regarding health and safety is to ensure a safe and healthy environment for everyone present on Campus. While managers primarily hold this responsibility, all individuals engaged with the Campus are expected to take ownership of this obligation. ECC is committed to upholding the highest standards of health and safety management, promoting a culture of enhancement and accountability, and safeguarding the well-being of its staff, students, apprentices, visitors, and all those affected by its endeavors.

This policy's objective is to articulate ECC's compliance with legal and ethical obligations concerning the health and safety of its staff, students, and everyone impacted by its operations. ECC is devoted to fulfilling statutory health and safety responsibilities and fostering a proactive, collaborative culture that prioritizes the well-being of all its members.

The core goals of this policy encompass:

1. Identifying hazards and assessing risks in work activities.
 2. Mitigating health risks by providing suitable facilities, equipment, and safe work systems.
 3. Offering necessary information, guidance, training, and supervision to staff and others.
 4. Engaging with employee representatives on health and safety concerns.
 5. Implementing monitoring, inspection, and audit processes to ensure robust health and safety management across the Campus.
-

6. Collaborating and sharing pertinent information with organizations supporting Campus employees and students.
7. Coordinating and disseminating information to contractors and visitors.
8. Embedding health and safety responsibilities into daily work practices and managerial duties.

Regarding employee transfers at ECC, these are determined by specific criteria, including employee requests or management decisions based on divisional or office needs, marriages between staff members at the same location, or special events as determined by management.

10. Diversity Management

ECC values diversity within its workforce, embracing people from various racial backgrounds, ethnicities, religions, genders, ages, nationalities, sexual orientations, veteran statuses, abilities, or any other unique characteristics.

11. Equal Employment Opportunities

ECC ensures fair employment practices by rejecting any discrimination related to race, color, religion, gender, age, national origin, sexual orientation, veteran status, disability, or any other protected category. This guideline spans across recruitment, promotion, training, compensation, and all employment facets, aiming to cultivate a culture where abilities determine growth opportunities for employees within the organization.

Staff Loan Policy

A staff loan policy outlines the rules and steps for employees to request and receive loans from their employer. It covers eligibility, loan amounts, repayment terms, interest rates, and the application process.

At European City Campus, their staff loan policy is structured as follows:

1. Eligibility:

- Permanent employees with at least two years' tenure qualify.
- Eligibility hinges on good performance and no pending disciplinary issues.

2. Loan Amount:

- Determined based on salary and tenure, capped at 50% of annual salary.

3. Repayment Terms:

- Monthly deductions from salary.
- Maximum repayment period of 24 months, with an option for quicker repayment.

4. Interest Rates:

- Set by the company, subject to market changes.
- Employees are informed of rates upon loan approval.

5. Application Process:

- Employees fill a detailed form.
- HR examines eligibility and creditworthiness.
- Approved applicants are notified of terms and rates before signing a formal agreement.

6. Loan Disbursement:

- Approved amounts are transferred to the employee's bank account as per schedule.

7. Loan Repayment:

- Monthly deductions from salary.
- Unpaid balance deducted from final salary if an employee leaves before repayment completion.

8. Loan Default:

- Missing repayments may result in added charges or legal actions.
- Employees are encouraged to communicate financial issues with HR for potential solutions.