

KP SECURITIES (PVT) LIMITED

Employee Handbook

For all employees

This document has been developed by Human Resources Department in order to familiarize employees with KP Securities (Pvt) Limited and provide information about working conditions, key policies, procedures, and benefits affecting employment at KP Securities (Pvt) Limited.

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Welcome to KP SECURITIES!

We are proud that you have decided to join the **KP SECURITIES (PVT) LIMITED (KPSL)**. We hope you will be playing an integral part in achieving our mission, which is to facilitate our services for valuable clients and minimize risk in order to optimize return on investment.

By becoming an employee of **KPSL**, you are joining a team of competent professionals who are providing the finest in investment solutions to various clients.

The friendliness of our staff is among the most important benefit that we offer to our clients. The success we have enjoyed so far is primarily due to the hard work and dedication of people like you. We know that the only way to maintain the highest level of customer satisfaction is through the commitment of our employees to deliver each and every client top notch services.

Our management team is committed to your success with any of the **KPSL** business locations and will provide you with the support necessary for your long-term professional growth. Please accept, with pride, the important responsibility we have asked you to undertake. No job is insignificant and no detail too small.

We welcome you to our team and hope that our relationship will be mutually beneficial to you and the company.

Foreword

This Handbook is not a contract

This booklet and its contents are intended for informational purposes only. It is not to be considered an Employment Contract or a statement of conditions or terms of employment. If anything appearing in this handbook is not consistent with an official plan document or law presently in effect, it is understood that the official document will prevail.

Policy changes

Policies and procedures change in every organization. **KPSL** is no exception. As changes are made, please be aware that the policies in effect at the time will be followed in any decisions made or in any actions taken. All questions will be answered and all issues will be settled on the basis of present policies and procedures.

Introduction

About us

KP Securities (Private) Limited is an emerging brokerage house in the brokerage industry determined to create and maintain a reputation for competence and integrity in serving its clients and providing better guidance regarding investments in Capital markets derived through financial & technical analysis, professional credibility and vast experience of its management.

Our Services Portfolio

One thing at which we are determined is our commitment to our high ethical standards -- a commitment that is an important part of company. Preserving these standards has never been more important than in today's competitive and rapidly changing business climate.

The company offers a comprehensive range of services to its clients and investors. The company provides integrated services including equity sales, research, advisory, buying and selling securities. Professional staff is highly specialized in their respective departments.

The services we provide are:

- Equity Brokerage
- Portfolio Management
- Online Trading

A detailed description of these services can be found online on the company website www.kpsecurities.pk

Work week and working hours

Work week at KP Securities is of 5 days starting from Monday and ending on Friday. Saturday and Sunday are observed as off days. A working day at KP Securities is of nine working hours.

Timings:

Week Day(s)	Work Time	Mid-day break
Monday to Thursday*	9:00am to 6:00pm	
Friday*	9:00am to 6:00pm	12:00pm to 2:00pm
Saturday & Sunday	DAY OFF	

*Working hours are subject to the Rules of the Exchange (PSX)

Timings during Ramadan:

Week Day(s)	Work Time	Mid-day break
Monday to Thursday*	9:00am to 2:30pm	
Friday*	9:00am to 1:00pm	
Saturday & Sunday	DAY OFF	

*Working hours are subject to the Rules of the Exchange (PSX)

Attendance is maintained through attendance register maintained at office. All employees are expected to mark their attendance in the morning along with the time of arrival.

Overtime

Employees are expected to give extra time whenever the need arises.

Employees are also expected to work on weekends if their supervisors ask them to come in to work on weekend. Employees will be paid at. However, coming on weekends due to any presentation or professional training conducted or advised by Exchange will not be considered for overtime payment.

Leave policy

KPSL has a leave policy in place to enable employees to take time off as per their requirement.

Leave application procedure

To apply for leave the employee needs to fill out the leave application form and get it signed and approved by their immediate supervisor and submit it to HR.

If an employee is getting late for office for any reason they should intimate their supervisor on call immediately.

If an employee, in case of an emergency, has to take leave and is unable to inform immediately, he then must intimate his supervisor within 2 days of such emergency for leave.

Sick / personal leave

Employees can avail up to 10 days of paid leaves as sick / personal leave. Standard leave application procedure needs to be followed to apply for these leaves.

Annual Leave

Employees can avail 15 annual leaves in addition to sick/personal leaves. The period considered for annual leaves is from July 1st to June 30th.

However, employees can only avail such leaves in two breaks and cannot avail it for a period continuously of 15 days neither in more than two breaks.

Employee has to inform his supervisor two weeks prior for availing annual leaves.

Unpaid leave

When an employee takes leaves in addition to sick/personal and annual leaves, then those leaves shall be treated as unpaid leaves. Salary shall be deducted from the employee on taking unpaid leaves. Employees are encouraged not to take too many unpaid leaves as this may reflect badly on them.

Probation Period

Depending on your contract, a specified number of days from the day of your joining **KPSL** will be considered your probationary/ trial period. This trial period is intended to provide the newly hired employee with an opportunity to demonstrate his or her job skills and ability to work with others.

During this time you will have the opportunity to learn about the company, your job, and your new surroundings. You should consult your supervisor as a source of information to assist you in learning your job, assimilating the company's philosophy, and knowing how to comply with our policies, procedures and standards.

During this trial period, you, as a newly hired employee are not a regular employee of the company and your job performance, attitude, attendance and overall interest in your job will be carefully observed by your supervisor. After completing the probationary / trial period, a meeting should take place with your supervisor. This counseling session will be directed at resolving any problems and answering any questions regarding your performance.

If, at any time during the probationary / trial period, your performance becomes unsatisfactory, the company may terminate your employment on two days notice period. Upon satisfactory completion of the trial period, the newly hired employee shall become an employee of the company, and a salary review may also take place.

Contractual Employees

All employees at **KPSL** will be considered as contractual/temporary employees. Their performance will be reviewed annually and based on their performance their employee contract will be revised. The management will decide whether the employee will work on commission or salary or both, according to the employment contract.

Emergency Procedures

KPSL is concerned for the safety of its employees. We want to assure that all employees are aware of basic safety and emergency procedures, which include, but are not limited to the following:

Report ALL injuries incurred while on the job, regardless of how slight they may appear, to your supervisor or manager on duty immediately.

Severe or potentially life threatening accidents or illnesses that require immediate medical attention are to be called into 1122, the local emergency number for Rescue.

Report any conditions you feel may be unsafe. Use your judgment and common sense.

Untidy housekeeping can lead to fire and safety hazards. Keep your work area clean at all times.

Code of conduct

KPSL expects a professional code of conduct from all its employees. Some simple guidelines

Dress and Appearance

Employees must ensure that their appearance is neat, clean and appropriate for their particular area of work. A high standard of personal hygiene is expected at all times.

Business casual attire is acceptable at

What it includes:

- Trousers, pants
- Modest shirts, non-sports jackets, polo shirts
- Shalwar Kameez
- Modest jeans

What it does not include:

- any form of sports shoes (including joggers or runners), slippers or dilapidated footwear
- athletic wear
- torn or ripped clothing (even if 'designer' tears)
- any clothing displaying offensive messages including racist or similar

Interaction with client

Employees are expected to keep a very professional interaction with the clients and it is expected that they will not in any way tarnish the image of **KPSL** in the eyes of client.

Use of facilities and equipment

Employees should take all possible care when using **KPSL** property, goods, intellectual property and services and ensure they are used efficiently, carefully and honestly.

Unless permission has been granted by the employees' manager, **KPSL** resources are not to be used for private purposes.

Information Confidentiality

Employees must not access information which they are not authorized to access or use, and must not allow any other person access for any reason.

Employees must take all reasonable precautions, including password maintenance and file protection measures to prevent unauthorized access and have an obligation to maintain the security and confidentiality of the information systems over which they have responsibility or control and that are owned or used by agreement.

Addressing your concerns

One of the Company goals is for all employees to be happy and satisfied in their jobs. However, we recognize that employees will have periodic questions, concerns, or complaints. Our "Problem Solving Procedure" offer all employees the freedom to discuss anything they wish with their managers. Because we are all human, mistakes will occur. In order to correct any problems, complaints or misunderstandings, we must know about them. Remember that no member of management is too busy to hear problems or complaints from any employee. If you have a problem, it can usually be resolved by following these steps:

1. Contact your supervisor or lead server. Discuss things openly and reasonably. Present facts. Your supervisor will listen and attempt to resolve the situation or problem. Generally, this is all that is necessary.
2. If the situation is not settled with your supervisor, you should make an appointment to see your manager. He or she will make a point to know all the facts and make a fair decision.
3. If a satisfactory solution cannot be reached, contact an owner. Their purpose is to counsel and obtain the facts in order to make a fair decision pertaining to your situation.

Leaving KP SECURITIES

Here at **KPSL** we do not believe in stifling opportunities for our employees outside of Converge. We expect that if you ever decided to move on from **KPSL** you would do so on good terms and good relations.

Notice Period

Employee must give the notice of termination two months prior of his termination date. Notice period has been enacted to facilitate transition of responsibilities that you currently have here at **KPSL** to another employee and to find a suitable replacement for your position.

Your employment contract shall mention all the relevant details regarding notice period.

Handing over / taking over:

Once you have completed the notice period on the last day of your work here at **KPSL** you will have to surrender office facilities to HR that **KPSL** has forwarded to you e.g. Files, documents etc.

A handing over taking over form shall be provided to you in whom you will mention all the facilities that you have handed over to HR and you shall also mention all the responsibilities that you transferred to an existing employee.