
EMPLOYEE HANDBOOK



Table of Contents

I.	MISSION	3
II.	OVERVIEW.....	3
III.	EQUAL EMPLOYMENT OPPORTUNITY	3
IV.	POLICY AGAINST WORKPLACE HARASSMENT	4
V.	SOLICITATION	6
VI.	HOURS OF WORK, ATTENDANCE AND PUNCTUALITY	7
VII.	EMPLOYMENT POLICIES AND PRACTICES	9
VIII.	JOB DESCRIPTION AND SALARY ADMINISTRATION	9
IX.	ECONOMIC BENEFITS AND INSURANCE	10
X.	LEAVE BENEFITS AND OTHER WORK POLICIES	10
XI.	REIMBURSEMENT OF EXPENSES	15
XII.	PERFORMANCE MANAGEMENT.....	15
XIII.	SEPARATION	17
XIV.	DISCIPLINARY PROCESS	19
XV.	RETURN OF PROPERTY UPON SEPARATION.....	21
XVI.	REVIEW OF PERSONNEL ACTION	21
XVII.	PERSONNEL RECORDS	22
XVIII.	OUTSIDE EMPLOYMENT	22
XIX.	NON-DISCLOSURE OF CONFIDENTIAL INFORMATION	23
XX.	COMPUTER AND INFORMATION SECURITY	23
XXI.	INTERNET ACCEPTABLE USE POLICIY.....	26
XXII.	HEALTH AND SAFETY	29



I. MISSION

Cite Up's mission is to exceed the expectations of our clients and the wider society by delivering excellent engagement and top-quality services through our qualified agents and employees.

II. OVERVIEW

The Cite Up Employee Handbook (the "Handbook") has been developed to provide general guidelines about Cite Up policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment. None of the policies or guidelines in the Handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time, or any specific type of work. Additionally, these guidelines are subject to modification, amendment or revocation by Cite Up at any time, without advance notice.

The personnel policies of Cite Up are established by the Board of Directors, which has delegated authority and responsibility for their administration to the Managing Director. The Managing Director may, in turn, delegate authority for administering specific policies.

Cite Up will provide each individual an e-copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behaviour are expected of all Cite Up employees. Further, Cite Up expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of Cite Up's Board of Directors, committees, membership, staff, and the general public.

III. EQUAL EMPLOYMENT OPPORTUNITY

Cite Up shall follow the spirit and intent of all national employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Managing Director and their agents will not discriminate against any employee or applicant in a manner that violates the law.

Cite Up is committed to providing equal opportunity for all employees and applicants without regard to race, colour, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under law. Each person is evaluated on the basis of personal skill and merit. Cite Up's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The Managing Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity

policy.

Cite Up will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Cite Up may have violated the Equal Employment Opportunity Policy should report the possible violation to the Human Resource Lead or Managing Director.

If it is determined that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counselling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Cite Up will inform the employee who made the complaint that an investigation will be undertaken.

Cite Up is also committed to complying fully with applicable disability discrimination laws and ensuring that equal opportunity in employment exists at Cite Up for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on Cite Up.

IV. POLICY AGAINST WORKPLACE HARASSMENT

Cite Up is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

This commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, Cite Up has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips, business-related social events as well as personal social media and other communication platforms.

Cite Up's property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. The policy against harassment covers employees and other individuals who have a relationship with Cite Up which enables Cite Up to exercise some control over the individual's conduct in places and activities that relate to our work (e.g., directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment: Cite Up's policy against sexual harassment prohibits sexual advances or requests for sexual favours or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favours in exchange for actual or promised job benefits such as favourable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behaviour, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behaviour is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against Cite Up policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against Cite Up's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, colour, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or

hostile acts that relate to race, colour, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, colour, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in Cite Up's premises such as on an employee's desk or workspace or on Cite Up's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against company policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of Cite Up, you should report the incident immediately to your supervisor. Possible harassment by others with whom Cite Up has a business-relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

Cite Up will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. Cite Up's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behaviour occurred.

If it is determined that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counselling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Cite Up will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Executive Director. In the case where the allegation of harassment is against the Executive Director, please notify the staff member designated as grievance officer.

V. SOLICITATION

Employees are prohibited from soliciting (personally or via electronic mail) for

membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on Cite Up property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by Cite Up may not solicit or distribute literature on Cite Up's premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval.

VI. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY

A. Hours of Work

The usual and normal work week for Cite Up shall consist of any five (5) days, and any eight (8) hours between 7:00 a.m. - 6:00 p.m. as scheduled, Monday through Sunday, including one hour for lunch as scheduled, and two fifteen-minute breaks; one at 10.00am and one at 2.00pm. Work days are assigned by schedule and unless scheduled otherwise, will include any two days off over the course of seven days. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities, subject to Cite Up's work assignments and approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

B. Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. Any observable patterns of irregular attendance or tardiness will also be considered excessive. If you are absent for any reason or plan to arrive late or leave early, you must notify your direct supervisor as far in advance as possible and no later than two hours before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible.

Definition of Excessive.

Excessive tardiness is defined as three or more late or "leave early" in three months.

Excessive absences are defined as three or more absences (Not including certified Sick Leave) in three months.

For all absences exceeding two days, you must submit a medical sick leave certificate.

When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to- work date. A Fit for Duty certificate is required for absences covered by certified sick leave but in excess of four days. An inability to report to work should be reported at least two hours before the start of the work day.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor or the organization will be considered to have voluntarily terminated his or her employment. The employee's final remuneration will be sent to their bank account on file with the organization.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, Cite Up may counsel employees prior to termination for excessive absences, tardiness or leaving early.

C. Overtime

Overtime is paid in accordance with the Minimum Wage Act of 2015/2023. Overtime pay, is for any time worked in excess of 40 hours in a work week. Only an Account Manager, upon the request from an employee's supervisor, may authorize overtime. Overtime rate is one and one-half time (1½) the employee's hourly rate, for the first four hours on a normal work day. Any time after the first four hours the rate applied should be double time.

Overtime on a day off and public holiday is calculated at two times the regular hourly rate. Payment of overtime will be provided in the pay period following the period in which it is earned.

D. Acting Allowance

Various levels of Acting Allowance exist for different categories of staff acting in roles outside of their substantive positions. These allowances are contained in the Allowance Schedule and are subject to periodic changes as deemed necessary by the Management of Cite Up.

E. Training Allowance –

A Training Allowance is to be paid to any staff member who is asked to conduct training for employees, and where training is not designated as apart of their substantive work duties. The training allowance will only be paid to staff whose substantive role does not usually involve training. The Training Allowance is contained in the Allowance Schedule and is subject

to periodic changes as deemed necessary by Management of Cite Up.

VII. EMPLOYMENT POLICIES AND PRACTICES

A. Definition of Terms

1. Employer. Cite Up is the employer of all full-time, part-time and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by Cite Up.
2. Full-Time Employee. A Full-Time Employee regularly works at least 40 hours per week
3. Part-Time Employee. A Part Time Employee regularly works less than 40 hours per week but no less than 20 hours per week.
4. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period of less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the *Cite Up Employee Handbook*.

Each employee is notified at the time of hire of his or her specific compensation category.

VIII. JOB DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car, etc. The Managing Director and/or his agent shall have the discretion to modify the job description to meet the needs of Cite Up Limited.

Short Term/Temporary OR Full-Time Ongoing Remuneration cycle

Remuneration is made between the 15th and 20th of each month for short-term temporary paid staff and between the 27th and the last day of each month for Full-time/ Ongoing monthly paid staff, except when either of those days falls on a Saturday, Sunday or public holiday, remuneration may be distributed on the preceding workday. Timesheets and/or invoices are due to Supervisors within two to five days before each pay period. All salary deductions are itemized and presented to employees on their pay slips. Approved salary deductions may include income taxes, national insurance, health surcharge, and other agreed

insurance: voluntary medical and group insurance premiums (if in force and if paid by employee) other benefits (e.g., life insurance, retirement), and any company loan payments.

IX. ECONOMIC BENEFITS AND INSURANCE

Cite Up shall provide a competitive package of benefits to all eligible employees. The following outline of available benefits is provided with the understanding that benefit plans may change from time to time. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employees' expense and only if permitted by policies and statutes. The organization will determine levels of deductibility and co-payments for all insurance-related benefits annually.

A. Health Insurance

Cite Up currently provides individual health insurance benefits through an incumbent provider for eligible full-time employees. Eligible employees (confirmed after three months of employment) may elect to participate in available health plan(s) offered by Cite Up. The plan requires employees to pay a portion of the

insurance premium. Information about Cite Up's healthplan(s) will be provided to the employee at the time of employment.

B. National Insurance and Health Surcharge

Cite Up participates in the provisions of the National Insurance and Health Surcharge programs. Employees' contributions are deducted in each pay cycle and Cite Up contributes at the applicable wage base as established by national legislation.

C. Workers' Compensation and Unemployment Insurance

Employees are covered for benefits under the Workers' Compensation Law. Absences for which worker compensation benefits are provided are not charged against the eligible employee's sick leave. To assure proper protection for employees and Cite Up, any incident /accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from Cite Up.

X. LEAVE BENEFITS AND OTHER WORK POLICIES

A. Holidays

Public Holidays that fall in the work week (Monday – Sunday) will used as the day off, unless otherwise scheduled. Holidays worked are considered overtime and will attract the assigned rate. As far as is practicable, schedules will be communicated with sufficient notice to allow employees knowledge of work that falls on a holiday.

B. Vacation

During the first year of employment, employees will not earn Vacation benefits. After one year's full-time employment, the employee shall be entitled to ten (10) vacation days annually. The annual allotment will be ten vacation days after one year of employment. Vacation requests should be submitted to Team Leads by November 15th of the preceding year, so that a schedule could be compiled.

Employees will continue to earn ten working days of Vacation for each year of employment or as per contract. Use of Vacation is subject to approval by the supervisor and Account Manager and must be requested using the appropriate leave request form.

Employees are expected to use Vacation benefits in the year in which Vacation is earned. Vacation days are to be submitted to Team Leads in November of the preceding year to allow for the preparation of a leave schedule. Employees cannot carry over unused Vacation from one year to the next. Accordingly, employees are encouraged to use all Vacation benefits in the fiscal year in which they are earned to avoid losing their vacation entitlement.

Any Sick Leave required during one's Vacation Leave will effectively stop the current Vacation Leave. The continuation of Vacation Leave will be determined by the Direct Supervisor and will depend on conditions that exist with manpower on the respective Team.

C. Sick Leave

The Sick Leave entitlement is only accessible upon confirmation after six months of full employment. Seven sick leave days are accrued after six months, and an additional seven days after the twelfth month.

Unused sick leave cannot accumulate from year to year. After two days sick leave, by the close of the second day the employee must submit a physician signed/stamped medical certificate. After five days sick leave, an employee must submit a physician signed/stamped fit for duty certificate. No sick leave benefits are paid upon separation of employment from Cite Up for any reason.

D. Military Leave

Employees who are inducted into or enlist in the Armed Forces of Trinidad and Tobago as a member of a reserve unit may take an unpaid leave by applicable law. The employee must provide advance notice of at least two days of his or her need for a military leave and Cite Up will request a copy of the employee's orders, which will be kept on record.

The time an employee spends on military leave will be counted as continuous service for the purpose of determining eligibility and accrual for various benefit plans and policies.

For military leaves extending 30 days or less, Cite Up will continue to pay the portion of the premium on health insurance, if any, that it was paying before military leave began. In order to continue such health insurance, the employee must continue to pay his or her portion of premiums during this period. For military leaves extending beyond 30 days, the employee will have the option to continue his or her insurance coverage at the employee's cost.

Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.-

E. Civic Responsibility

Cite Up believes in the civic responsibility of its employees and encourages this by allowing employees time off to serve jury duty when required and to exercise their right to vote at National Elections.

1. *Jury Duty.* For time served on jury duty, Cite Up will continue to pay the employees' salary in the usual form. If an employee is required to serve more than ten days of jury duty, Cite Up will provide the employee with paid leave. Employees must provide Cite Up with a copy of proof of service received by court prior to the date in which they are requested to serve.
2. *Election Day.* Each employee is allowed two hours voting time on Election Day. Supervisors will schedule staff as is practical for the stipulated voting time. Employees who are Election Officers must submit required documentation indicating required time off. Such employees will not be paid for Time Off to work for elections.

F. Parental Leave (Maternity & Paternity)

An employee must inform Cite Up in writing about the date of confinement at least eight weeks before confinement. An employee is entitled to fourteen weeks maternity leave and may proceed as directed by their physician on the required leave. An employee may proceed on one week's (5 days) Paternity leave as directed by documentation of the birth of their child.

G. Bereavement Leave

Employees shall be entitled to bereavement leave with pay of three (3) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent, or

close relative). If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Supervisor immediately. Approval of bereavement leave will occur in the absence of unusual operating requirements. An employee may use, with approval, available paid leave for additional time off as necessary and by operating needs.

H. Casual Leave

Casual Leave is defined as paid time off granted to employees for personal reasons. An application for Casual Leave must be submitted no less than forty-eight hours before the date the leave is required. Applications for consecutive Casual leave days will not be considered. Casual Leave cannot be applied for on a Saturdays or Sundays, or the day before or after a public holiday. Any observable pattern of application for casual leave will be viewed unfavourably. Approval of a Casual Leave application is discretionary and can be denied by management based upon requirements of the Trade and the schedule required for the Client.

An employee with one-year continuous service, shall be entitled to five (5) days casual leave in one calendar year, subject to approval.

I. Leave of Absence

Employees who have been employed by Cite Up for at least one year may apply for personal leaves of absence for up to eight weeks.

Personal leaves are unpaid and are discretionary with the management of Cite Up. When considering a request for a personal leave, Cite Up will consider factors such as the employee's position, the employee's length of service, the employee's performance record including attendance, the purpose of the leave (e.g., urgent medical care for oneself or charge, urgent psychological care), the needs of the department in which the employee works, the effect of the leave on other employees, and Cite Up's general business needs.

Personal leaves generally are unpaid. However, accrued vacation or personal time may be used to continue an employee's salary during the leave. Vacation and sick time will not continue to accrue during the leave of absence. Medical and life insurance benefits will continue on the same basis as if the employee were actively working.

Cite Up cannot guarantee reinstatement upon return from a personal leave. Cite Up will, however, make a reasonable effort to place the employee in an available position for which he or she is qualified. If such a position is not available, then the employee's employment will terminate. Even in that event, the employee may later apply for reemployment.

Employees who fail to report to work after an approved leave of absence are deemed to

have voluntarily resigned. When an approved leave has been exhausted, the employee may request additional leave. The Account Manager and Trade Excellence Lead must approve all unpaid leave.

J. Study Leave.

Cite Up is committed to supporting the professional development of its employees. Study leave should enable employees to enhance their skills and knowledge while advancing organizational objectives.

Employees who have completed at least one year of continuous service are eligible to apply for study leave. Cite Up offers two types of study leave: paid and unpaid. Paid study leave is granted for full-time studies that directly align with the organization's strategic goals. Unpaid study leave may be taken for part-time studies or programs, up to but not exceeding one year.

Employees must submit a written application to their manager at least two months days before the start of their study program. The application should include proof of acceptance into a recognized academic institution, course details, and a signed agreement to comply with policy conditions. Managers will review applications based on business needs, job requirements, and available resources. Employees will be notified of approval or denial within two weeks of submission

Paid study leave can last up to 12 months, while unpaid study leave may extend beyond this limit. Employees can take study leave once every three years, with a maximum cumulative duration of 24 months.

During the study leave period, employees are expected to maintain regular communication with their managers and fulfil pre-agreed performance targets. Upon return, employees must complete a debriefing session with their manager, sharing knowledge gained and outlining plans for implementing new skills. Failure to meet these expectations may result in repayment of reimbursed amounts or adjustments to employment terms. If an employee does not complete their studies or fails to meet performance expectations, they must refund all reimbursed amounts to cite Up. Exceptions will be considered on a case-by-case basis, considering mitigating circumstances and supporting evidence.

K. Meetings and Conferences

Staff may be given limited time off by the Account Manager with pay to participate in educational opportunities related to the staff's current or anticipated work with Cite Up. An employee serving

as an official representative of Cite Up at a conference or meeting is considered on official business and not on leave.

XI. REIMBURSEMENT OF EXPENSES

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls, and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses.

Employees serving in an official capacity for Cite Up at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved, employees are reimbursed for travel expenses, course fees, and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or Cite Up's current and anticipated work. Expenses for these purposes can be paid by Cite Up, if funds are available, and the employee obtains prior written approval of such expenses.

Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by Cite Up for work outside normal work hours if the employee is on official business for Cite Up.

Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

XII. PERFORMANCE MANAGEMENT

The work of each employee is reviewed on an ongoing basis with the Supervisors/Team Leads/Team Excellence Lead/Manager to provide a systematic means of evaluating performance.

The performance review is a formal opportunity for the Supervisors/Team Leads/Team Excellence Lead/Account Manager and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate Cite Up's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within Cite Up. To that end, it is incumbent upon both parties to have an open, and honest discussion concerning the employee's performance. It is further incumbent upon the direct supervisor to clearly communicate the needs of Cite Up and what is expected of the

employee in contributing to the success for the coming year.

Both direct supervisor and employee should attempt to arrive at an understanding regarding of the objectives for the coming year. This having been done, both parties should sign the performance objectives | review form, which will be kept as part of the employees' personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The Account Manager reviews the work of all supervisors and the Trade Excellence Lead reviews the work of Account Managers. Work reviews for other staff are the responsibility of the appropriate direct supervisor.

We have built our performance management practices to:

1. Ensure you understand your job responsibilities and have specific goals to meet.
2. Provide you with actionable and timely feedback on your work.
3. Invest in development opportunities that help you grow professionally.
4. Recognize and reward your work in financial or non-financial ways (e.g., employee awards.)

To meet these objectives, we have:

1. Established [annual / quarterly] performance reviews. During these reviews, your Supervisor/Team Lead/Team Excellence Lead/Manager will fill out your performance evaluation report and arrange a meeting with you to discuss it. Through these discussions, the aim is to recognize employees who are good at their jobs, identify areas of improvement and talk about career development. Pay increases or bonuses are not guaranteed, but we encourage Supervisors/Team Leads/Team Excellence Lead/Manager to recommend rewards for their team members when they deserve them. There won't be any forced ranking or other comparison between employees, as our goal is to help all employees improve and develop their careers.
2. Instructed all Supervisors/Team Leads/Team Excellence Lead/Manager to meet with their team members once per [month] to provide feedback and talk about their work and motivations. This way, you can receive feedback in a timely manner and avoid surprises during your [annual/ biannual/ quarterly] performance review.
3. PROBATIONARY PERIOD - The probationary period for new employees is three months. At 6 weeks a performance assessment will be completed, and at 3 months. Three key areas are to be examined during the probationary period –
 - a. Job Fit – Uptake of Skills, Work ethic, Interpersonal Skills, Culture
 - b. Understanding Expectations – Objectives
 - c. Identifying areas for Growth and Improvement - Communication of Gaps, Skill/Behaviour Gap Closure

Team Leads are expected to use the Performance appraisal instrument to give critical details on these three areas. At the six-week assessment, the probationary employee is expected to have a rating of no less than 3/5 to be considered for continued employment, and to be given a PIP to close any performance gaps. At the three-month assessment, the probationary employee is expected to receive a rating of 3.5/5 or above to be considered for confirmation.

How we expect Supervisors/Team Leads/Team Excellence Lead/Manager to lead employees -

If you manage a team, you are responsible for your team members' performance. To conduct effective regular meetings and performance evaluations, we expect you to:

1. **Set clear objectives.** Your team members should know what you expect of them. When we first hire someone to our team, ensure they understand their job duties. Set specific goals for each team member (and team-wide if applicable.) Revisit those goals during [annual/ bi-annual/ quarterly] performance reviews.
2. **Provide useful feedback.** During scheduled meetings with your team members, give them both guidance and praise, as appropriate. Be fair and specific to help them understand and implement your feedback.
3. **Keep your team members involved.** There should be two-way communication between you and your team. Make your expectations clear, but always take your team members' motivations and aspirations into account. Discuss training and development opportunities that may interest your team members.
4. **Keep logs with important incidents about each one of your team members.** These logs help you evaluate your team, but may also prove useful when rewarding, promoting or terminating your team members.

XIII. SEPARATION

Either Cite Up or the employee may initiate separation. Cite Up encourages employees to provide at least two weeks (14 days) written notice before intended separation. After receiving such notice, an exit interview will be scheduled by Human Resources.

The value of any accrued leave taken during the year, will be deducted upon separation if such occurs before the end of the year as of December 31st. As such, any leave owing upon separation will be paid with the last salary.

Circumstances under which separation may occur include:

1. **Resignation.** Employees are encouraged to give at least 10 business days of written notice. Since a longer period is desired, the intention to resign should be

made known as far in advance as possible. Employees who resign are entitled to receive accrued, unused Vacation benefits.

2. Termination or Lay-off. Under certain circumstances, the termination or lay-off of an employee may be necessary. Employees who are terminated or laid off are entitled to receive accrued, unused Vacation benefits, and as deemed necessary the required severance.

All employment at Cite Up is governed by the laws of Trinidad and Tobago. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected Cite Up's decision to hire you (this conduct will result in your immediate termination).
- Falsifying or withholding information in other personnel records including personnel questionnaires, performance evaluations or any other records.
- Performance at work below a level acceptable to Cite Up or the failure to perform assigned duties.
- Failure to complete required time records or falsification of such time records.
- Insubordination.
- Refusing to work.
- Negligence in the performance of duties likely to cause or cause personal injury or property damage.
- Fighting, arguing or attempting to injure another.
- Destroying or wilfully damaging the personal property of another, including Cite Up's property.
- Breach of confidentiality.
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such

information that damages the interests of Cite Up or its customers or vendors.

- Placing oneself in a position in which personal interests and those of Cite Up is or appears to be in conflict or might interfere with the ability of the employee to perform the job as well as possible.
- Using Cite Up property or services for personal gain or taking, removing or disposing of Cite UP material, supplies or equipment without proper authority.
- Gambling in any form on Cite Up property.
- Dishonesty.
- Theft.
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the Cite Up premises at any time in violation of Cite Up's policies.
- Carrying or possessing firearms or weapons on Cite Up's property.
- Excessive tardiness or absenteeism whether excused or unexcused.
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behaviour, including sexual harassment.

At the sole discretion of the organization, the employee may be asked to leave immediately or be given a period of notice.

XIV. DISCIPLINARY PROCESS

A Key Area for Organizations | Companies is to create a culture of Optimal Performance and Behaviours embodied within its workforce.

The Disciplinary Process is a set of defined steps or procedures which are used to modify any undesirable Performance and Behaviour through this corrective action process.

Performance examines how well job duties and responsibilities are executed - meeting and exceeding KPIs or objectives or not, and the ability to do so due to a lack of skill or willingness.

Behaviour examines compliance to rules policies, procedures, processes etc and any misconduct.

The Disciplinary Process provides steps | stages used to manage both aspects. Although the process is outlined, there are some instances in which steps can be skipped based on the nature | severity of the issue.

1. Advisory Warning post Discussion
2. First Written Warning
3. Final Written Warning
4. Hearing Meeting

Disciplinary discussions will occur with ALL employees by their immediate reporting line [Supervisors, Team Lead, Trade Marketing Lead or Operations Manager].

Advisory – These discussions will be followed up by an email to document the discussion to ensure understanding by ALL parties involved and for future reference.

First Written Warning – This is the next step in the disciplinary process in which the employee will be issued a First Written Warning letter will follow if the employee continues to have performance issues. Reference will be made to past discussions, coaching and advisory warnings, contracts etc.

Final Written Warning – This is the next step in the disciplinary process in which the employee will be issued a Final Written Warning letter will follow if the employee continues to have performance issues. Reference will be made to past discussions, coaching, advisory warning, first written warning, contracts and the employee handbook. A Final Written Warning letter can be issued, without an Advisory or First Written Warning depending on the nature of the issue and severity.

Hearing Meeting – This is the next step within the disciplinary process in which a meeting is scheduled with the employee to discuss their performance and give an opportunity for defence. The company will decide via an outcome letter.

(SEE APPENDIX 2)



XV. RETURN OF PROPERTY UPON SEPARATION

Employees are responsible for Cite Up's equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to: All employees will be required to sign for any equipment or property received

- Telephone cards, SIM cards, Mobile Phones
- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request, employees must return all property that is in their possession or control. Where permitted by applicable law(s), Cite Up may withhold from the employee's final pay check the cost of any property, including intellectual property, which is not returned when required. Cite Up also may take any action deemed appropriate to recover or protect its property.

XVI. REVIEW OF PERSONNEL ACTION

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concerns with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with Human Resources.

Objection to Outcome of the Disciplinary Process

1. A formal request in writing should be made to the direct Supervisor where an objection exists. Details of objection should be itemized.

2. Request should be forwarded to the Account Manager and Human Resources with two working days of receipt from employee.
3. A meeting to ventilate the issues of the objection should be held within five working days of receipt from the Supervisor. The meeting/hearing should comprise all parties included above.
4. The outcome of the hearing will be documented, and an indication of resolution or further objection/ non-agreement will be filed, for on-going proceedings.

XVII. PERSONNEL RECORDS

Personnel records are the property of Cite Up, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/ or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

Additionally, accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records, or recording time on another employee's time record may result in disciplinary action, including separation from employment with Cite Up.

XVIII. OUTSIDE EMPLOYMENT

Individuals employed by Cite Up may hold outside jobs as long as they meet the performance standards of their job with Cite Up. Employees should consider the impact that outside employment may have on their ability to perform their duties at Cite Up. All employees will be evaluated by set and agreed performance standards and will be subject to Cite Up's scheduling demands, regardless of any outside work requirements.

If Cite Up determines that an employee outside work interferes with their job performance or their ability to meet the requirements of Cite Up, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Cite Up.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials

produced or services rendered while performing their jobs with Cite Up.

XIX. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

- A. Employee Personal Information – Any personal information shared by an employee via documentation and/or any other means should be considered confidential.
- B. Any information that an employee learns about Cite Up, or its members or donors, as a result of working for Cite Up that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by Cite Up or to other persons employed by Cite Up who do not need to know such information to assist in rendering services.

The protection of privileged and confidential information, including trade secrets, is vital to the interests and the success of Cite Up. The disclosure, distribution, electronic transmission or copying of Cite Up’s confidential information is prohibited. Such information includes, but is not limited to the following examples:

- Compensation data.
- Program and financial information, including information related to donors, and pending projects and proposals.

Employees are required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential Cite Up information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information. Conversations regarding confidential information generally should not be conducted on cellular phones, or in elevators, restrooms, restaurants, or other places where conversations might be overheard.

C. Recordings

Recordings in any form (Audio/Video) of meetings, events or any other staff engagement is unauthorized unless prior consent is received from the Operation Manager.

XX. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of Cite Up's computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and Cite Up's telephone, voice mail and electronic mail systems.

Cite Up has provided these systems to support its mission. Although limited personal use of Cite Up's systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, Cite Up's ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in Cite Up's computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of Cite Up. Cite Up may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in Cite Up's systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to Cite Up. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Cite Up's systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, colour, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, Cite Up's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to Cite Up's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.

- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware computer support.
- Additions to or modifications of the standard software configuration provided on Cite Up's PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.
- Users should not attempt to boot PCs from floppy diskettes. This practice also risks the introduction of a computer virus.
- Cite Up's computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on Cite Up's PCs.
- Unlicensed software should not be loaded or executed on Cite Up's PCs.
- Company software (whether developed internally or licensed) should not be copied onto floppy diskettes or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be

directed to computer support or management.

There are several practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from external storage before copying documents on such storage for delivery outside of Cite Up.
- Back up any information stored locally on your personal computer (other than network-based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the Trade Excellence Lead.

XXI. INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity, and the access has been specifically approved. Cite Up has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of Cite Up, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Cite Up may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, Cite Up may restrict access to certain sites that it deems are not necessary for business purposes.

Cite Up's connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, colour, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- The Internet must not be used to access, send, receive or solicit sexually oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
- Without prior approval, software should not be downloaded from the Internet as the download could introduce a computer virus onto Cite Up's computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of Cite Up.
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.

- Employees should not download personal e-mail or Instant Messaging software to Cite Up's computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, or Account Manager.

XXII. HEALTH AND SAFETY GUIDELINES

It is the policy of Cite Up to provide a safe and healthy workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with national laws, and to promote the concept of a safe workplace, the Company maintains a Health & Safety Toolbox Sessions as well as a Health and Safety Committee.

EMPLOYER AND EMPLOYEE OBLIGATIONS

The Occupational Safety and Health Act sets out a legislative framework governing workplace health and safety.

EMPLOYER

Section 6 of the Act provides a general statutory duty on every employer to ensure, **so far as is reasonably practicable, the safety, health and welfare at work of all its employees**. Employers should establish “due diligence procedures”, that is, a system that provides for the taking of reasonable steps to ensure that the duties provided by OSHA are executed.

EMPLOYEE

Section 10 of the Act provides a general statutory duty on employees **to take reasonable care for the safety of himself and others; to report to his employer, any contraventions under the Act, to use correctly personal protection clothing or devices for use**; to ensure they are not under the influence of any substance abuse [drugs | alcohol] while at work so as to be a danger to himself or others.

Cite Up Limited is committed to communicating safety information to our employees in a variety of ways, including the following:

- Through formal training sessions
- Through Supervisor coaching
- During staff meetings
- Via e-mail updates/communication
- On our notice boards
- On posters and notices

- Through the health and safety committee or representative

REPORTING HAZARDS AND INCIDENTS

HAZARDS (See Appendix 2)

It's important that ALL employees report any potential hazards to their employers using the Hazard Incident Form [Form No. CUL/HIF/24]

STEP 1 – Merchandiser to inform Team lead of potential hazard

STEP 2 – Photos and/or videos of potential hazard should be taken

STEP 3 – Fill out **Form No. CUL/HIF/24** thoroughly with all areas completed and ensure that the form is signed.

STEP 4 – Submit **Form No. CUL/HIF/24** with supporting photos etc to your Team Lead via WhatsApp or email, immediately upon completion

STEP 5 – Team Lead to submit **Form No. CUL/HIF/24** with supporting photos etc to the Safety Administrator copying the Account Manager, HR Lead, Trade Marketing Lead and Operations Manager

ALL incidents are to be reported within 1 to 2 hours using the company's Incident Form [Form No. CUL/AIF/24]

Note: It's important to take pictures and or videos of both potential hazards and incidents that have occurred.

INCIDENTS & ACCIDENTS (See Appendix 3)

STEP 1 – Merchandiser to inform Team Lead and Store Management of Incident/Accident immediately

STEP 2 – If medical attention is required – Merchandiser or Store official should call 811 ambulance service or allow the administration of First Aid through trained personnel.

STEP 3 – Photos and/or videos of incident/accident area/s and resulting injury should be taken

STEP 4 – Fill out **Form No. CUL/AIF/24** thoroughly with all areas completed with photos and videos etc. or if staff is incapacitated, Team Lead is to complete

STEP 5 – Submit **Form No. CUL/AIF/24** to your Team Lead / to next in line via WhatsApp or email, immediately upon completion within 1- 2 hours.

APPENDICES

APPENDIX 1 - ALLOWANCES SCHEDULE

ACTING ALLOWANCE

Acting allowance is an allowance paid to an employee who temporarily performs the functions and responsibilities of a higher post when the post is vacant, or the usual incumbent is on leave or taking up official duties elsewhere in a temporary capacity.

1. Merchandiser Acting for Team Lead.

\$300 per week

\$1200 per month

2. Merchandising Trade Assistant Acting for Team Lead.

\$350 per week

\$1400 per month

3. Team Lead Acting for Account Manager

\$450 per week

\$1800 per month

TRAVELLING ALLOWANCE

Travelling allowance is a type of compensation employers provide to cover employee travel expenses incurred when traveling for business/work purposes. In this instance the allowance is meant to assist but not necessarily cover all of an employee's travel costs.

CBTT – (Based upon Merchandiser Zone and Distance to Route) Tier 1 -

\$500.00

Tier 2 - \$650.00

Tier 3 - \$800.00

CARIB –

Tier 1 - \$350.00

UNILEVER

Exists at different levels as set by Client.

TRAINING ALLOWANCE

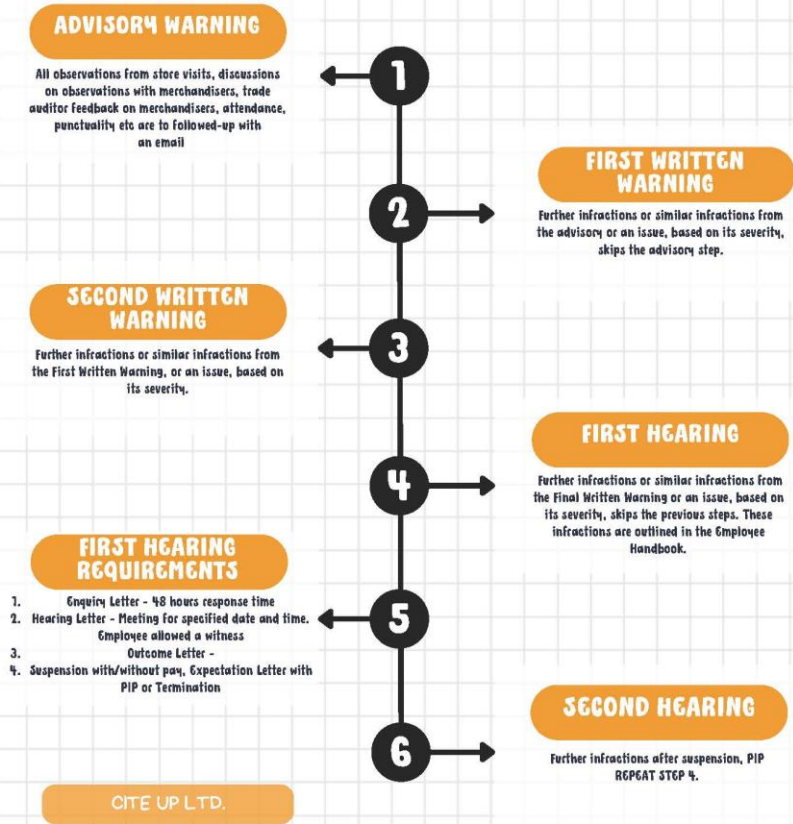
An employee who the Employer assigns to be a designated trainer for a specific employee to give guidance and advice in the professional development and training of that employee and who is not assigned those duties in their job description shall be paid a trainer's allowance. The trainer will report on the progress of the employee they are training on a regular basis. The period of training shall be set out in advance and shall be for a minimum period of one week. The trainer will report on the progress of the employee they are training on a regular basis.

Training Allowance - \$50 per day

APPENDIX 2 – Disciplinary Process Map



Disciplinary Process



APPENDIX 3 – HAZARD IDENTIFICATION FORM - SAMPLE

HAZARD IDENTIFICATION FORM

Date Reported:	Time Reported:
Reported By (Optional):	Reported To:
Location of Hazard:	
Description of Hazard:	
PRINT NAME:	SIGNATURE:
Additional Information: <i>[pictures of the hazard, screenshots of hazard reported, videos of the hazard etc enclosed]</i>	
<i>For Official use Only</i>	
HIGH	Issues that are perceived as a high-level safety hazard that can result in incidents and should be escalated immediately to the Team Lead and Account Manager
MEDIUM	Issues that are a potential safety hazard if not corrected and should be escalated immediately to the Team Lead and Account Manager
LOW	Issues that can be a potential safety hazard if not corrected and should be escalated immediately to the Team Lead and Account Manager
<i>Classified By</i>	
PRINT NAME:	SIGNATURE:

<i>Reviewed By</i>	
PRINT NAME:	SIGNATURE:

EMPLOYEE INCIDENT/ACCIDENT REPORT

Reported by:		Date of report:	
Title / role:		Incident no.:	
Employee Incident Information			
Employee name:		Employee title / role:	
Date of incident:		Time of incident:	
Location:			
Specific area of location:			
Additional person(s) involved:			
Witnesses:			
Incident description including any events leading to or immediately following the incident:			
Employee explanation of events / circumstances:			

Resulting action executed, planned, or recommended:					
Employee name:		Employee signature:		Date:	
Reporting staff name:		Reporting staff signature:		Date:	
HR rep name:		Hr rep signature:		Date:	