Content

Introduction

- i. Purpose of the handbook
- ii. Mission
- iii. Disclaimer

1 Human Resource Department

- A. Employment Policies
 - i. Code of Ethics
 - ii. Code of Conduct
 - iii. Employment Policy
 - iv. Workplace Harassment Policy
 - v. Work from home Policy
 - vi. Support Breastfeeding Mothers Policy
 - vii. Internship Policy
 - viii. Senior Retirement Policy
 - ix. Prohibition of Child and Forced Labour Policy
- B. Compensation
 - i. Monthly Fixed Component (MFC)
 - ii. Annual Wage Supplement (AWS)
 - iii. Annual Variable Component (AVC)
 - iv. Annual Increment (AIC)
- C. Employee Benefits
 - i. Allowance & Medical Claims
 - ii. Insurance
 - iii. Worklife Harmony Scheme
 - iv. Employee Loan Policy
- D. Time Off Policies
 - i. Annual Leave
 - ii. Medical Leave
 - iii. Hospital Leave
 - iv. Marriage Leave
 - v. Maternity Leave
 - vi. Paternity Leave
 - vii. Shared Parental Leave
 - viii. Childcare Leave
 - ix. Compassionate Leave
 - x. Volunteer-work Leave
 - xi. Training Leave
- E. Employee Development and Trainings
 - i. Onboarding Processes
 - ii. Training and Development Policy
 - iii. Empowering Abilities Program
- F. Employee Resignation and Termination

	 G. Miscellaneous Policies i. Social and Environmental Impact Policy ii. Whistleblower Policy iii. Grievance Handling Procedure H. Forms i. Employment Application Form ii. Leave Application Form iii. Employee Loan Application Form iv. Appraisal Form v. Introductory Performance Review Form vi. Internship Evaluation Form vii. Time Sheet viii. Exit Interview Form
2	Academic Department A. Academic Policy & Procedures B. Students Handbook
3	A. Ethical Marketing, Advertisement Policy B. Protocol and Communication Guidelines with Prospective Student C. Financial Aid Policy (Students) i. Financial Aid Application Form (Students)
4	A. Internal Financial Control Policy B. Procurement Policy
5	Complaint Handling Policy (for Student/Vendor etc)
6	PDPA (CMA) A. Employee B. Job Application C. Customer