

## **STAFF RECRUITMENT AND UNETHICAL STAFF BEHAVIOR POLICY**

Eurocomm Securities limited understands that having the right kind of staff to deliver service to its clients in a manner that sells the Eurocomm Securities brand to the investing community is key to her success. This policy statement seeks to place our company in a prime position to attract the best in class brains to the company and retain them in her employment while developing in-house talents. The following are of significant importance to human resource management

- Staff Recruitment
- Assignments of responsibilities
- Staff appraisal
- Staff promotion
- Staff discipline
- Staff resignation
- Staff dismissal
- Staff loans/advances
- Staff payroll
- Staff training/development
- » Annual leave
- Office safety
- Office equipment
- Succession Plan

### **Staff Recruitment**

Eurocomm Securities understands that the best asset any organization can have at its disposals is the human capital. The company shall seek to attract the best in class for any category of staff it wishes to engage through:

- Effective recruitment exercise that is far reaching to attract the right talent
- Effective screening' of applications to short list the right candidate for selection
- Test, interview and meeting of the Selection team
- Offer of employment and documentation e.g. KYE, confirmation of references

### **Assignment of Responsibilities**

Our employment shall be driven by the need to fill a vacant position with pre determined responsibilities. Job description is based on modified business processes in place therefore as business processes change job description may also change in line with the need that led to the change. Change may be necessitated by regulators requirement, need to improve service etc.

### **Staff Appraisal**

The reward system in Eurocomm Securities Limited shall be performance base. At the beginning of the year clear cut performance targets are set by management to each staff which may challenge each staff to perform in line with industry benchmark. Staff appraisals are conducted after every six months to compare performance against targets, establish training needs of staff, reward staff, etc

The procedure shall be as below:

- Appraisal form completed by staff.
- Manager completes appraisal form on staff
- The content of the appraisal is discussed with staff and document sent to top management with manager's comments

**Staff Promotion**

- Staff performance appraisal must be made
- Distribute to staff to fill and return to head of relevant groups
- Staff must be adjudged above average
- Promotion is based on individual's ability and performance
- » Write a letter intimating the staff of his /her promotion

**Staff Discipline**

It is expected that all staff members would demonstrate an acceptable level of discipline and conduct themselves in an orderly manner.

- Shouting, sleeping, eating and quarrelling in the office could amount to gross misconduct.
- The use of intercom should be a medium of communication across desk.

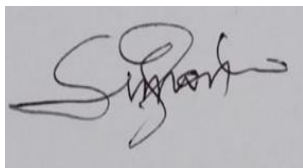
**Staff Resignation**

- Letter of resignation must be written
- Notice must be given: 30 days' notice for confirmed staff  
15 days' notice for unconfirmed staff
- In lieu of notice, one-month salary shall be forfeited
- Check the staff various accounts: shares, loan, commission to ascertain the level of indebtedness
- If the staff is on pension scheme, calculate the amount due to the staff
- Collect staff identity card and other company property with the staff
- Write a letter to the staff accepting his/her resignation stating his/her indebtedness if any or the amount due to him/her

**Staff dismissal**

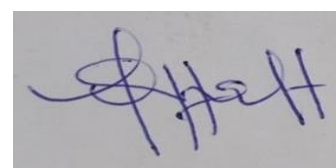
- A staff member may be dismissed if found to be involved in any act that is considered to be a gross misconduct or fraudulent. On receipt of complain of gross misconduct against any staff, Management will cause an investigation to be carried out. The staff will be allowed to defend himself or herself. If at the end of investigation the staff is found guilty he or she will be dismissed.

APPROVED BY THE BOARD OF DIRECTORS



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Managing Director



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Director