

EMPLOYEE DEVELOPMENT

Policy

Anwar Khawaja Ind. provide healthy, clean and safe work environment to our precious work force. Through healthy work Environment Company is ambitious to improve productivity and quality of product in order to gain the customer's satisfaction through continuous improvement.

Training & Development Policy

It is the policy of Anawar Khawaja Ind. that company's T&D department shall provide all kind of training to workforce as per schedule to comply the workplace standard. Through these sessions employee can develop their career by uplifting their capabilities. T&D department shall adopt internal and external resources for uplifting the worker's skills.

Career Development Policy

It is the policy of Anwar Khawaja Ind. to care about the right of workers for promotion and career development. Company promotes the junior to vacant up-graded post on the basis of education, technical skills and experience. Those workers who have been studying formal education or technical education, when they complete their education company rotates and promotes them as per their education, skills and expertise.

EMPLOYEE BENEFITS

Life Insurance Policy

It is the policy of Anawar Khawaja Ind. to provide group life insurance facility to all workforce. This facility shall start after the completion of probation period of 3 months. In case of death of any employee, the insurance company shall pay Rs: 500,000/- to the legal heirs of the employee. In case of accidental death of any employee, the insurance company shall pay double of the above mentioned amount. Premium will be paid by the company.

E.O.B.I Policy

It is the policy of Anawar Khawaja Ind. to register each and every employee with the E.O.B.I (Employee's old age Benefit Institution) after the probation period of 3 months.

EOBI Department pays the pension to the retired employees after completion of minimum period as per EOBI law. For this facility Company has to pay 5% of total salaries of the employees to the E.O.B.I Department on monthly basis.

Gratuity Policy

It is the policy of Anawar Khawaja Ind. that each employee is given gratuity equivalent to one month's salary (last drawn) for each completed service year at the end of his employment as labor law. In case of death of an employee gratuity is given to his/her legal heirs.

Increment & Up-gradation Policy

Annual increment shall be granted to the employees according to their date of joining each year after performance evaluation.

Only those employees shall be eligible for the annual increment in the salary who had performed well without any misconduct based on the recommendations of concerned department in-charge followed by the general Manager / CEO.

Those employees who had worked less than a period of 3 months would not be entertained with the annual increment.

Special increment & up-gradation shall be given only on enhancement in the employee's responsibilities.

Final approval of Special increment & up-gradation, application will go with the approval of Director.

Stoppage in increment may be reviewed on his bad performance.