

**MUHAMMAD IZHAAN HUSSAIN BIN TAHA
COMPANY FOR GENERAL TRADE
(PRIVATE) UNLIMITED**

COMPANY POLICY 2024 - 2025

1. Purpose

This policy outlines the operational, ethical, and professional standards at MIHBT to ensure a productive, respectful, and compliant work environment.

2. Code of Conduct

1. **Professionalism:** Employees must maintain a professional demeanor, ensuring honesty, integrity, and ethical behavior in all activities.
 2. **Respect:** All staff, partners, and clients should be treated with respect, fostering an inclusive and collaborative environment.
 3. **Punctuality:** Adherence to work schedules and deadlines is mandatory to ensure smooth operations.
 4. **Confidentiality:** All company data, client information, and trade secrets must remain confidential unless authorized for disclosure.
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3. Workplace Safety

1. **Health and Safety:** Employees are required to comply with safety protocols to maintain a secure working environment.
 2. **Reporting Incidents:** Any workplace hazards, injuries, or unsafe conditions must be reported immediately.
 3. **Emergency Protocols:** Employees should familiarize themselves with emergency procedures and participate in scheduled drills.
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4. Attendance and Leave

1. **Attendance:** Employees are expected to be present and engaged during working hours unless on approved leave.
 2. **Leave Requests:** All leave requests must be submitted in advance and approved by management.
 3. **Unscheduled Absences:** In case of emergencies, employees must inform their supervisor as soon as possible.
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5. Anti-Discrimination and Harassment Policy

1. **Zero Tolerance:** MIHBT has zero tolerance for discrimination or harassment based on race, gender, religion, or any other protected characteristic.
 2. **Reporting:** Any instances of harassment or discrimination should be reported to HR immediately.
 3. **Disciplinary Actions:** Violations of this policy will result in disciplinary actions, up to and including termination.
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6. Compliance with Laws and Regulations

1. **Legal Compliance:** All employees and operations must comply with local, national, and international laws.
 2. **Ethical Practices:** MIHBT is committed to ethical trading practices and expects employees to uphold these standards.
 3. **Import/Export Compliance:** Strict adherence to all customs, tariffs, and international trade laws is required.
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7. IT and Data Security

1. **System Use:** Company IT systems are to be used solely for work-related purposes.
 2. **Data Protection:** Employees must ensure data security and follow the company's cybersecurity guidelines.
 3. **Unauthorized Access:** Accessing unauthorized systems or data is strictly prohibited.
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8. Conflict of Interest

1. **Disclosure:** Employees must disclose any potential conflicts of interest to management.
 2. **Prohibited Activities:** Engaging in activities that compete with or undermine MIHBT's operations is not allowed.
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9. Environmental Policy

1. **Sustainability:** MIHBT is committed to sustainable business practices and expects employees to minimize waste and energy consumption.
 2. **Compliance:** Adherence to environmental laws and regulations is mandatory.
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10. Disciplinary Actions

1. **Policy Violations:** Non-compliance with company policies may result in verbal or written warnings, suspension, or termination.
 2. **Fair Process:** Employees will be given an opportunity to address allegations before disciplinary action is taken.
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11. Policy Updates

MIHBT reserves the right to update or amend this policy as necessary. Employees will be notified of any changes in a timely manner.

