Marokko Biz of 31.01.12 SARL Handbook (ethics and moral code)

Thereafter called "the company"

Applies to all departments in Morocco

This is a handbook, so all employees in the company know the company's positions and policies.

The company is a **non-religious and political company**.

Employees' religious or political beliefs are at the employees' own expense, as long as this does not affect the company's reputation or the well-being of colleagues in the workplace.
No off-time is given to practice religious or political beliefs.

The company does not select employees based on who they know or their origins.

The company looks into qualities the employees can bring to the company.

The company is strongly opposed to nepotism; therefore the company does not want to employ spouses, friends or other close relatives

The company follows the local customs, to the extent that this does not influence the work for the company.

The company is owned by a foreign company. This has no impact on day-to-day operations.

Below you can read about the company's guidelines, which are divided into paragraphs, these can be updated, and this is the employee's duty to keep up to date,

§1. Dress code.

When employees perform their tasks for the company, the employee must be neutrally dressed.

Dressed neutrally means there must be no slogans, or texts that may offend, or with certain messages.

In the summer it is allowed to wear shorts or a skirt.

Shorts must go down to knee height, and must be solid color without writing/slogans.

The skirt must go below knee height; the skirt must not be see-through.

Men cannot wear a skirt, and wear a headdress in front of customers, business associates. Not allowed to dress in traditional Moroccan, for example jalabiya.
Men's maximum facial hair 2 mm.
Men are not allowed to wear any type of sandals.

It is not allowed to have religious objects, for example cross, in your necklace.

For women it is permissible to wear Hijab.

Violation of the dress code can lead to repatriation without pay, And in case of 3rd repetition, this will be considered an immediate termination.

§2 Absence.

In case of illness, this must be reported to the immediate manager at least **1 hour** before the start of working days/meeting times.

Notification must be made by SMS.

The company may require a **medical certificate**, as well as documentation for the purchase of medicine.

The employee must notify his immediate supervisor of this the day before returning to work. sms.

In the event of a delay of more than 5 minutes to the meeting time, the immediate manager can send the individual employee home. The sending home will be offset against the next salary, either as a vacation day, or as a deduction from the salary.

If the employee is late 3 times within 90 calendar days, this will be considered a termination, and the employee will have resigned from their position with immediate effect.

§3. Vacation / Education off-time.

Vacation must be announced at least 14 weeks before the start of the vacation. This must be announced by email.

In the case of an employee attending a course, days off for training must be announced at least 5 days in advance.

Days off for training are self-paid either by using vacation days or by deduction from salary. 5 days per 365 days are allowed to attend a course with a roll

§4. IT.

All electronic media are monitored by the company.

You may not search for any forms of terror-related information, child porn, or other forms of information that may be contrary to Moroccan law on any of the company's electronic media All violations will be reported to the police or other appropriate authorities.

§5. Criminal record.

As an employee of the company, you must be able to present a criminal record without remarks.

The company may require employees to present a criminal record if the company deems this to be in the company's best interest. If the company demands this, all employees must present a criminal record within 3 hours.

(Costs, if any, must be covered by the company. However, not if there is a note on the criminal record)

§6. Inappropriate relationship.

By inappropriate relationship in the company is meant, if an employee is pressured to provide sexual services in order to keep his job by a manager/supervisor, this must be immediately reported to the current Director.

It is not permitted for a manager/superior to initiate a relationship with a subordinate. If this occurs, the superior will be immediately dismissed.

If two Employees at the same level start a relationship, this must be reported to the company.

§7. working days/holidays/public holidays.

The company follows banks' opening days.

This means if banks are closed, the company remains closed

§8. Food/beverage.

You eat at the workstation.

The company provides a refrigerator, which all employees can use.

There is free coffee, tea and water.

§9. Drugs/alcohol.

It is not permitted to consume any kind of intoxicants during working hours. (09:00-17:00) Drugs "all forms of intoxicants such as Cocaine, hash, etc."

If you show up under the influence of alcohol, you will be sent home without pay. in the case of repetitions you may be dismissed.

§10. In the event of dismissal or repatriation.

Dismissal, or repatriation. The employee must sign the documents and immediately legalize what is required by the company. And return the original on the same day (Any payment for legalization is paid by the company.)

If the employee refuses, the company will call the bailiff, and a report will be prepared, the bailiff's fee will be deducted from the employee's salary.

§11. Whistleblower.

If you as an employee see a colleague stealing, cheating or causing other damage to the company, you can contact the upper management.

If you report a colleague and it is proven that the colleague is cheating, or is proven to be trying to harm the company, you will receive MAD 2,500.00

If you turn in a superior. And there is proof of the claim, you will receive MAD 5,000.00

All reports will be treated anonymously

§12. Generally.

In general, the company follows Moroccan legislation. And in case of violation of Moroccan legislation, will inform the authorities.

§13. General information

All communication will generally be announced in the company's whatsapp group, as an employee you are obliged to stay updated

§14. Change in the employee handbook

The company may change the company's policies at any time without notice, if an employee does not wish to follow the changes, this will be considered a termination