



Shanta Western Tower Level-13 Bir Uttam Mir Shawkat Road 186 Tejgaon I/A
Dhaka -1208 Bangladesh Tel: 88 02 887 88 00 Fax: 88 02 887 88 15
e-mail: mail@psgbd.com
web: www.partexstargroup.com

Employee Handbook



Message from Chairperson

Dear All,

As you begin your employment with Partex Star Group, I extend to you a hearty congratulation and warm welcome. Whether you are an existing or new employee, this handbook will help you to have a quick guide to Partex Star Group's policies, procedures, benefits and responsibilities.

Partex Star Group is committed to upholding established policies and procedures in order to support business growth, as well as to offer employees a dynamic working environment that provides the opportunity to illustrate your high standards of performance and explore your full potential.

The human resource (HR) policies and procedures contained in this handbook are in compliance with the applicable labor laws of Bangladesh. All Partex Star Group employees should read this handbook carefully and use it as an operating principle. If you have any question, require clarification on any content of this handbook, or need additional information, please contact the Human Resources Department.

As always, we welcome and appreciate any suggestion or idea you may have to improve this handbook and its content.

I wish you all the best and hope your career with Partex Star Group will be a rewarding experience.

Best Regards,

Sultana Hashem
Chairperson

Purpose of the Handbook

This handbook is designed to acquaint you with Partex Star Group and provide you with information about working conditions, work culture and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Partex Star Group to benefit both the employees and the organization. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the Company continues to grow, the need may arise and Partex Star Group reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time as it deems appropriate in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

History of the Organization

Partex Star Group is one of the largest Bangladeshi diversified private sector enterprises. The Group, the then Partex Group, started its journey in 1962, with the torchbearer, Mr. M. A. Hashem, the founder Chairman of the then Partex Group, an eminent industrialist of the country.

Later in 2010 as part of evolution Partex Star Group emerged from Partex Group and shortly built its own identity in the country. Currently it owns and successfully operates more than twenty manufacturing, service and trading concerns delivering superior values to customers through its products and services. Our business primarily exists in two key domains – consumer durables and food and beverage like different types of boards (particle board, veneer board, melamine faced chip board, plywood, PVC sheet) doors and door frames and furniture to various dairy products, spices, tea and confectionaries.

Our team is dedicated to creating an enriched customer experience through an end to end focus in execution from hiring of people to selection of merchandise, negotiations with vendors to design our showrooms, generation of purchase orders to delivery at the door steps of our customers.

Partex Star Group – a legacy, presenting a new face forward.

Partex Star Group Concerns

Complex – 1

- ✗ Star Particle Board Mills Limited
- ✗ Partex Furniture Industries Limited
- ✗ Partex Laminates Limited
- ✗ Corvee Maritime Company Limited
- ✗ Partex Builders Limited
- ✗ Partex PVC Industries Limited
- ✗ Partex Agro Limited
- ✗ New Light Star Apparels Limited (Reluce)
- ✗ Star Adhesive Limited
- ✗ Partex Aero Marine Logistics Limited
- ✗ Partex Cables Limited

Complex – 2

- ✗ Danish Condensed Milk Bangladesh Limited
- ✗ Danish Milk Bangladesh Limited
- ✗ Rubel Steel Mills Limited
- ✗ Danish Foods Limited
- ✗ Danish Distribution Network Limited
- ✗ Danish Dairy Farm Limited
- ✗ Voicetel Limited
- ✗ Shubornobhumi Housing Limited

Vision

Transform Partex Star Group into a Business Enterprise of Global significance to deliver superior value to our customers, shareholders, employees and society at large.

Mission - 2020

Partex Star Group shall be the leading conglomerate in the country, continuously maximizing shareholder value by achieving exceptional performance, fostering long-term confidence and respect, while generating sustainable growth for all shareholders.

- Introducing new and innovative products and technologies.
- Assuring quality products from advanced manufacturing facilities.
- Exceeding customer satisfaction and granting trust through quality services.
- Continuous development of people competency.
- Recognizing individual contribution.

Our Values and Guiding Principles

- Live up to our commitments.
- Trust and respect to each other.
- Work as a team.
- Take initiative to exceed standards.
- Transparent and fair in all our dealings.
- Share social responsibility.

Locations

Corporate Office:

Shanta Western Tower, Level – 13, Bir Uttam Mir Shawkat Road, 186 Tejgaon Industrial Area, Dhaka – 1208, Bangladesh

Sales Office:

Partex Star Group, 68 Tejgaon Industrial Area, Dhaka – 1208
Partex Furniture, 222 Tejgaon I/A (Gulshan-Tejgaon Link Road),
Dhaka – 1208

Operating Office:

267 Tejgaon Industrial Area, Dhaka – 1208

Factory/ Plant:

Complex – 1 Madanpur, Bandar, Narayanganj
Complex – 2 Shimrail, Siddirgonj, Narayanganj

A. Code of Conduct

1. Working Days and Hours

The working days and hours of PSG is from Sunday to Thursday from 9:00 a.m. to 5:00 p.m. and on Saturday 9:00 a.m. to 1:30 p.m.

The working days and hours of both the Plants are run by their respective Plant Administration.

2. Attendance

- Staff attendance is based on card punching system. ID Cards to be punched physically during entering office and at the time of departure.
- ID card must be worn while on duty.
- In case someone forgets to punch the card while entering office s/he will be required to punch with verbal communication to Administration Department later.
- If someone is at official work outside s/he has to inform the HR / Admin. Department by 9:15 a.m.

3. Employee Record

Employees should inform the Human Resources Department of any change in their personal data. They should complete and submit a Change Request in Updated Employee Information Form with copies of supporting documents, if any, to the Human Resources Department.

B. Leave

1. Annual Leave:

An employee who has completed a period of twelve (12) months continuous service shall be allowed during the subsequent period of twelve months, leave for thirty (30) days with full salary.

2. Sick Leave:

Absence due to personal illness or injury will be adjusted from an employee's sick leave entitlement with full salary for a total period of fourteen (14) days in a year. Any employee who is on sick leave for more than three (03) days will be required to provide medical certificate from a registered physician on his/her return to work. In case of prolonged sick leave i.e. more than seven (07) days the employee needs to produce a fitness certificate. Sick leave enjoyed for more than fourteen (14) days in a calendar year shall be treated as leave without pay if there is no scope of adjustment with annual leave.

3. Casual Leave:

Employees are allowed to take casual leave for ten (10) days in a year. Casual leave is allowed for three (03) days at a time, in exceptional circumstances maximum of 5 days.

4. Leave During Probation Period:

New joiners will get leave after completion of their probation period on a pro-rata basis. During probation period on emergency ground one may be allowed leave with pay which should be adjusted after his/ her confirmation. In case of separation before confirmation, such availed leave should be adjusted from his/her last/final payment.

In usual cases employees should take prior approval of any type of leave from the authority in a Leave Application Form except sick leave.

C. Travel Procedures

Partex Star Group facilitates both local and foreign trips ensuring minimum standards of travel, accommodation, food for which the employees should adhere to the travel policy.

D. Training and Development

The main objective of training and development in Partex Star Group is to help and develop key competencies which enable individuals to perform current or future jobs successfully.

E. Performance Appraisal

PSG has got a robust performance based evaluation system which is supported by four dimensional perspective based (Financial, Internal process, Customer and People) assessment.

F. Confidentiality

Employees of all departments of the organization have to maintain the confidentiality of the business. Employees should also ensure that their passwords are kept confidential and they should avoid sending sensitive or confidential message through e-mail. Visits to unlawful or inappropriate web sites, chat and games are strictly prohibited.

During the continuance of employment no employee shall directly or indirectly be interested in any business, trade or profession connected with the organization and should strictly observe the employment code of conduct. The employee shall not divulge either directly or indirectly to any person or organization any knowledge or information which s/he may acquire related to the affairs, property, business, trade matters and secrets of the Group.

G. Separation of Employment

Separation of employment is an inevitable part of HR / Admin activity within any organizations. The examples of some of the most common circumstances under which employment is separated are Resignation, Discharge, Dismissal, Termination, Retirement and Retrenchment.

All the documents and properties of Partex Star Group must be returned to the Concerned Departments at the time of Separation of Employment.

H. Work Culture

1. Dress Code

Employees should dress in an appropriate and presentable way while discharging duties inside or outside the

company premises except for those who are required to wear uniform.

Male employees are expected to wear a suit, full sleeve shirt, formal pant and a tie (occasionally). Females are expected to wear shalwar, kameez, saree, trouser, tops and blazer which reflect a decent look.

2. Language

Employees have the freedom to speak in Bangla and are encouraged to speak in English. To create workplace harmony shouting and abusive language are strictly forbidden in the office.

3. Employee Addressing

Workplace etiquette is an important part of creating a comfortable and supportive environment. Etiquette for the workplace includes professional presentation, interpersonal communications and value based behaviour. Good communication is the key to getting things done properly in time. The Group encourages open communications for higher productivity and workplace effectiveness. We expect our employees to speak clearly and voice their opinions in a polite manner.

I. Facilities

1. Transport

There are transport facilities for the employees of the organization. Bus service is available for the employees to pick them from their nearest stoppage and drop accordingly at specific time. A nominal amount of money has to be paid to avail the service.

2. Benefits

Partex Star Group provides benefits like Provident Fund, Gratuity, Festival Bonus, Leave Encashment and Group Term Insurance to the employees for their wellbeing and future security.

J. Lunch and Prayer Break

Lunch and Prayer break will be for one hour. Employee can get lunch from the canteen on payment. Every employee must take his/her lunch at Dining Room. Taking tea or coffee in the common work place is strictly prohibited. Smoking is generally restricted and permitted in the designated areas only.

K. Visitors at Workplace

To provide for safety and security of employees only authorized visitors are allowed in workplace. Authorized visitors will be escorted to their destinations and must be accompanied by an employee at all times. The visitor pass is issued by the Public Relations Officers at the Reception. Employees should restrict their personal visitors to the Reception area.

L. Standards of Conduct

All employees are suggested to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards in doing their own jobs and conducting the Company's business.

Please note that any deviation from these rules and standards will be subject to corrective / administrative action as deemed appropriate by the management.