

<b>Policy name:</b> HR management policy	<b>Approved by:</b> Mr. Mostafa El Naby
<b>Policy number:</b> 5	<b>Issued date:</b>

## 1-Policy statement

At Baramouda, we believe that a modern, transparent, and accountable workplace requires more than traditional HR practices, it requires a fully integrated, digital approach. Our **Digital HR Management System** is the single, official platform for all employee attendance, leave, overtime, and HR-related transactions. This system replaces all paper-based, manual, or verbal processes and is **the only recognized source of truth** for employee records.

Through this platform, every employee can:

- Clock in and out in real time, ensuring precise recording of working hours.
- Monitor daily, weekly, and monthly attendance against required minimum and maximum hours.
- Submit leave requests — including normal, casual, sick leave, and work missions — with instant tracking of approval status.
- View leave balances and calendar schedules without delays or administrative bottlenecks.
- Request and record overtime digitally for accurate, fair compensation.

This policy ensures:

- **Integrity of HR Data:** All records are automatically logged, time-stamped, and protected from unauthorized changes.
- **Fairness and Consistency:** All employees are measured by the same standards, with no favoritism or exceptions.
- **Accountability:** Every action in the system can be traced to a user, ensuring transparency in approvals and decisions.
- **Operational Efficiency:** Processes that once took days are completed in minutes, reducing administrative workload and errors.

Compliance with this policy is **mandatory**. All employees must use the system for every HR-related function without exception, and failure to do so may result in disciplinary action. A signed acknowledgment of this policy is required from every employee as a condition of employment at Baramouda.

## 2- Policy scope

This policy applies to **all Baramouda employees**, regardless of position, department, contract type, or work location. It governs the use of the company's **Digital HR Management System** for all attendance, leave, overtime, and HR-related transactions.

The scope of this policy includes:

### 1. Attendance & Working Hours

- Digital clock-in and clock-out as the only official method for recording working hours.
- Daily, weekly, and monthly attendance tracking against defined minimum and maximum hours.
- Monitoring of late arrivals, early departures, and absences through system-generated reports.

### 2. Leave Management

- Submission, approval, and tracking of all leave types including normal, casual, sick leave, official holidays, and work missions exclusively through the digital platform.
- Real-time visibility of leave balances for both employees and management.
- Automatic updating of records upon approval or rejection of leave requests.

### 3. Overtime Management

- Submission and approval of overtime requests only through the system.
- Accurate calculation of overtime hours for payroll processing.

### 4. HR Records & Documentation

- Centralized storage of attendance, leave, and overtime history, accessible to authorized users only.
- Elimination of paper-based or verbal HR transactions as valid records.

### 5. Geographic and Departmental Coverage

- Applies to all Baramouda locations, including remote and field-based employees.
- Covers all departments — from operations and R&D to administration and sales.

### 3-Policy objectives

The objective of this policy is to ensure that Baramouda's Human Resources operations are conducted with the highest levels of accuracy, transparency, and fairness through the exclusive use of the **Digital HR Management System**. This policy aims to:

#### **1. Ensure Accurate and Reliable Records**

- Maintain precise, real-time data on attendance, working hours, overtime, and leave balances.
- Eliminate errors, discrepancies, and manipulation associated with manual or paper-based systems.

#### **2. Promote Fairness and Equality**

- Apply consistent attendance, leave, and overtime rules to all employees without exception.
- Guarantee that all employees are measured against the same standards and processes.

#### **3. Increase Efficiency and Reduce Administrative Burden**

- Automate HR processes to minimize manual paperwork and reduce approval times.
- Provide employees and managers with instant access to relevant HR data.

#### **4. Strengthen Transparency and Accountability**

- Enable full traceability of all HR-related actions, from requests to approvals, with time-stamped records.
- Provide management with accurate reports for informed decision-making.

#### **5. Support Compliance with Employment Laws and Company Policies**

- Ensure that working hours, leave entitlements, and overtime payments comply with Egyptian labor laws and Baramouda's internal regulations.
- Maintain records in a format suitable for audits and inspections.

#### **6. Facilitate Remote and Flexible Work Arrangements**

- Provide a secure, centralized HR platform accessible from any location for clock-in, leave requests, and approvals.
- Support Baramouda's commitment to flexible work policies, especially for women and eligible staff.

## 4-Key policy pillars & implementation areas

### **Pillar 1 – Digital-First HR Processes**

#### **Implementation Areas:**

- All attendance, leave, and overtime activities must be managed exclusively through the HR platform.
- Manual, paper-based, or verbal submissions are not recognized as valid records.
- HR platform remains the **single source of truth** for all employee records.

### **Pillar 2 – Accuracy and Integrity of Records**

#### **Implementation Areas:**

- Real-time logging of clock-in and clock-out times.
- Automatic calculation of daily, weekly, and monthly hours worked.
- System-based validation to detect inconsistencies in attendance or leave data.

### **Pillar 3 – Fairness and Equal Treatment**

#### **Implementation Areas:**

- The same rules for attendance, leave, and overtime apply to all employees, regardless of position or department.
- Approval processes follow standardized, system-controlled workflows.
- Leave entitlements and overtime rates comply with Egyptian labor law and internal company rules.

### **Pillar 4 – Transparency and Traceability**

#### **Implementation Areas:**

- All actions within the HR system are time-stamped and linked to the responsible user.
- Managers and employees have access to their own HR data in real time.
- Reports are generated for both individual and company-wide HR performance.

### **Pillar 5 – Security and Confidentiality**

#### **Implementation Areas:**

- Only authorized personnel have access to sensitive HR records.

- System security is maintained in coordination with trusted external technical service providers.
- Data is stored securely and backed up regularly to prevent loss.

## **Pillar 6 – Flexibility and Accessibility**

### **Implementation Areas:**

- Employees can access the HR system from any approved device or location.
- System supports Baramouda’s flexible work policies, including reduced working days for women and remote work arrangements when applicable.

## **5-Roles & Responsibilities**

The effectiveness of Baramouda’s Digital HR Management Policy depends on the clear understanding and compliance of all employees, managers, and HR administrators.

### **1. Management**

- Approve and oversee the implementation of the Digital HR Management Policy.
- Ensure that all departments comply with digital HR procedures.
- Review HR system reports to monitor attendance, leave usage, and overtime trends.
- Allocate resources to maintain and improve the HR platform.

### **2. Department Heads**

- Review and approve or reject leave and overtime requests through the system in a timely manner.
- Ensure that team members comply with clock-in and clock-out requirements.
- Monitor departmental HR reports for performance and attendance management.

### **3. All Employees**

- Clock in and out daily using the digital HR system.
- Submit all leave and overtime requests exclusively through the platform.
- Keep personal and employment information in the system accurate and up-to-date.
- Comply with all rules set forth in the Digital HR Management Policy.
- Report any system errors, incorrect records, or suspicious activity immediately to HR Administration.

## 6-Monitoring, Evaluation & Reporting

Baramouda will actively monitor the use and performance of the Digital HR Management System to ensure compliance, efficiency, and fairness.

### 1. Monitoring

- HR Administration will review attendance, leave, and overtime records weekly to detect discrepancies.
- The system's activity logs will be checked to track approvals, changes, and user actions.
- Any irregularities or non-compliance will be flagged for managerial review.

### 2. Evaluation

- Quarterly evaluations will be conducted to assess system usage, identify process and ensure accuracy in records.
- Feedback from employees and managers will be collected to improve system usability and policy effectiveness.
- Overtime and leave trends will be analyzed to optimize workforce planning.

### 3. Reporting

- Monthly HR reports will be shared with management summarizing attendance, leave balances, and overtime usage.
- Departmental reports will be provided to line managers for operational oversight.
- Annual HR performance reports will include system statistics, policy compliance rates, and recommendations for improvement.

## 7-Review & Update Cycle

**1. Annual Review:** The Digital HR Management Policy will be reviewed once every 12 months by Management to ensure continued alignment with Egyptian labor law, company policies, and operational needs.

**2. Interim Updates:** Updates will be implemented immediately in response to changes in labor regulations, system functionality, or company structure.

**3. Employee Acknowledgment:** Any updated version of this policy will be communicated to all employees and must be acknowledged with a signed confirmation.

At Baramouda, digitizing HR is not just about technology, it's about building a fair, transparent, and efficient workplace where every employee's time, effort, and rights are respected. The Digital HR Management System is our single, authoritative platform for managing attendance, leave, and overtime, ensuring that all processes are consistent, traceable, and compliant with the law.

By using this system, employees and management together create a culture of accountability, efficiency, and trust. Every clock-in, leave request, and approval is a commitment to professionalism and integrity values that drive Baramouda's success and sustainability.