AL TANMIA CHEMICALS LLC

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

HR Policies

ROLE	NAME	SIGNATURE	DATE
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1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	06 Oct 2025	Original issue.	**MANAGING DIRECTOR**

AL TANMIA CHEMICALS LLC

Human Resources Policies, Procedures & WPS Records Manual
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1. Purpose

This manual establishes the policies, procedures and records required to manage employees, recruitment, training, competency, attendance, payroll, employee welfare and salary payments at Al Tanmia Chemicals LLC.
It supports compliance with applicable Oman employment requirements and the requirements of ISO 9001:2015.

2. Scope

This manual applies to all employees of Al Tanmia Chemicals LLC, including management, sales, technical services, industrial chemicals, Oil & Gas chemicals, administration and operational support personnel.

3. Human Resources Policy

Al Tanmia Chemicals LLC is committed to:

1. Recruiting employees based on qualifications, experience and organizational requirements.
2. Providing employees with appropriate induction, training and development.
3. Ensuring employees understand their responsibilities and authority.
4. Maintaining a safe, respectful and professional working environment.
5. Providing fair treatment and equal employment opportunities.
6. Maintaining accurate employee, attendance, leave and payroll records.
7. Processing salaries through the applicable Wage Protection System (WPS) requirements.
8. Protecting employee personal information and maintaining confidentiality.
9. Evaluating employee performance and identifying improvement opportunities.
10. Complying with applicable Oman labour, employment and regulatory requirements.

4. Roles and Responsibilities

Management

- Approve HR policies and employee-related decisions.
- Approve payroll and salary revisions.
- Ensure adequate resources for employee training and development.
- Review HR performance and compliance**.**

Sales Manager

- Supervise departmental staffing requirements.
- Review employee performance and departmental competency.

- Coordinate with management regarding recruitment and training requirements**.**

Department Managers

- Identify manpower and training requirements.
- Ensure employees understand their job responsibilities.
- Monitor attendance, performance and work-related conduct.
- Recommend employee development and improvement actions.

HR / Administration

- Maintain employee personal files.
- Coordinate recruitment, joining and induction.
- Maintain leave, attendance and payroll records.
- Prepare monthly payroll and WPS documentation.
- Maintain employee exit and final settlement records.
- Protect employee confidentiality.

5. Recruitment and Selection Procedure

- The concerned department identifies a manpower requirement.
- The requirement is submitted to management for approval.
- Candidates are shortlisted based on qualifications, experience and job requirements.
- Interviews and competency assessments are conducted where applicable.
- Management approves the selected candidate.
- An employment offer and contract are issued.
- Required employment documentation is collected before joining.

Records: Recruitment approval, CV, interview assessment, offer letter and employment contract.

6. Employee Joining and Induction Procedure

Each new employee shall complete the joining process, including:

- Submission of personal and qualification documents.
- Verification of employment and residency documentation, as applicable.
- Review of job description and responsibilities.
- Introduction to company policies and procedures.
- QMS and relevant HSE awareness.
- Department-specific training and reporting arrangements**.**

An induction checklist shall be completed and retained in the employee's file.

7. Training and Competency Procedure

- Department managers identify competency and training requirements.
- Training needs are recorded in the Training Needs Matrix.
- Training is arranged internally or externally.
- Attendance and completion are documented.
- Training effectiveness is evaluated where applicable.
- Additional training is arranged if the required competency has not been achieved.

Training may include:

- ISO 9001:2015 awareness.
- Chemical handling and storage.
- Oil & Gas chemical product knowledge.
- Water treatment and chemical dosing.
- Filtration equipment and technical services.
- Customer service and sales skills.
- HSE and emergency awareness.

Records: Training matrix, attendance sheets, certificates and effectiveness evaluations.

8. Employee Performance Evaluation

Employee performance shall be evaluated periodically, normally annually, or as determined by management**.**

Evaluation criteria include:

- Job knowledge and technical competency.
- Quality of work.
- Productivity and achievement of objectives.
- Responsibility and accountability.
- Teamwork and communication.
- Customer service.
- Compliance with company policies and procedures.

Identified training and improvement requirements shall be recorded and followed up.
Document Reference: ATC-HR-P-001.

9. Attendance and Leave Procedure

- Employee attendance shall be monitored by the concerned department or administration.
- Leave applications shall be submitted for approval before the leave period, except in emergencies.
- Leave shall be approved by the authorized manager.
- Approved leave shall be recorded in the employee leave register.
- Unpaid leave, absence and other salary-related adjustments shall be communicated to payroll.
- Leave balances shall be updated periodically.

Records: Attendance register, leave applications, approvals and leave balance register.

11. Payroll and Salary Processing Procedure

- Payroll shall be prepared monthly based on employee employment contracts and approved salary changes.
- Attendance, approved leave, overtime and applicable deductions shall be reviewed.
- Basic salary, allowances, deductions and net salary shall be calculated.
- Payroll shall be reviewed and approved by authorized management.
- Salary payments shall be processed through the applicable WPS channel and bank arrangements.

- Payment confirmation shall be obtained and retained.
- Payroll records shall be reconciled against actual salary transfers.
- Any rejected, delayed or incorrect salary payment shall be investigated and corrected promptly.
- Salary details shall be treated as confidential information.

11. Wage Protection System (WPS) Procedure

Al Tanmia Chemicals LLC shall maintain appropriate records to demonstrate compliance with the applicable Oman WPS requirements**.**

The monthly WPS process shall include:

1. Preparing the monthly employee salary register.
2. Verifying employee details and registered bank or payment information.
3. Checking salary amounts against employment contracts and approved revisions.
4. Preparing the salary payment file in the applicable bank/WPS format.
5. Submitting the payment file through the company's authorized banking channel.
6. Obtaining the bank-generated transaction confirmation or WPS status report.
7. Verifying successful salary credits and investigating rejected or pending transactions.
8. Reconciling the approved payroll register with the bank/WPS payment records.
9. Filing all supporting records securely by payroll month.

WPS records to be maintained

- Monthly payroll register.
- WPS salary submission file.
- Bank/WPS submission acknowledgement.
- Salary payment confirmation report.
- Bank statement or salary transfer evidence.
- Rejected or pending transaction report, if applicable.
- Payroll approval record.
- Salary adjustment and reconciliation records.

Note: A payroll spreadsheet alone does not establish that salaries were paid through WPS. Retain genuine bank-generated and applicable WPS evidence. Verify the current requirements and deadlines with the company's bank and the competent Oman authorities.

12. Employee Grievance and Disciplinary Procedure

- Employees may raise work-related grievances with their reporting manager or management.
- Complaints shall be reviewed fairly and confidentially.
- Relevant information shall be collected before a decision is made.
- Disciplinary action, where justified, shall follow applicable company procedures and Oman employment requirements.
- Records of complaints, investigations and decisions shall be retained.

13. Employee Exit and Final Settlement Procedure

Employee resignation, termination or other separation shall be handled through an approved exit process.

The process includes:

- Receipt and acknowledgement of resignation or termination documentation.
- Confirmation of the applicable notice period.
- Handover of company property, documents and responsibilities.
- Departmental clearance.
- Calculation and review of final salary, leave balance and other applicable entitlements.
- Processing of final settlement.
- Completion of applicable employment and residency formalities.

Records: Resignation/termination letter, clearance form, handover checklist and final settlement statement.

14. Employee Records and Confidentiality

Individual employee files shall be maintained securely and may contain:

- CV and personal details.
- Employment contract and offer letter.
- Qualification and experience certificates.
- Job description.
- Residency and employment documents, where applicable.
- Induction and training records.
- Performance evaluation.
- Attendance and leave records.
- Payroll and WPS supporting records.
- Disciplinary or grievance records, where applicable.
- Exit and final settlement documents.

Access shall be restricted to authorized personnel. Records shall be retained and disposed of in accordance with applicable legal and company requirements.

15. Monitoring and Review

Management and HR/Admin shall periodically review:

- Employee competency and training status.
- Attendance and leave records.
- Payroll accuracy and WPS payment status.
- Employee performance and satisfaction.
- Recruitment and manpower requirements.
- Compliance with applicable employment requirements.

Nonconformities and improvement opportunities shall be recorded and addressed.

16. ISO 9001:2015 Reference

This manual supports the following ISO 9001:2015 clauses:

- Clause 5.3 – Organizational roles, responsibilities and authorities.
- Clause 7.1.2 – People.
- Clause 7.2 – Competence.
- Clause 7.3 – Awareness.
- Clause 7.5 – Documented information.
- Clause 9.1 – Monitoring, measurement, analysis and evaluation.
- Clause 10.2 – Nonconformity and corrective action.

APPENDIX A – HR RECORDS REGISTER

No.	Document / Record	Reference
1	Employee Master List	ATC-HR-R-001A
2	Employee Personal File Checklist	ATC-HR-R-002
3	Employee Joining / Induction Checklist	ATC-HR-F-001
4	Job Description & Competency Records	ATC-HR-R-001
5	Training Needs & Training Matrix	ATC-HR-R-004
6	Training Attendance & Evaluation	ATC-HR-F-002
7	Employee Performance Evaluation	ATC-HR-F-003
8	Attendance & Leave Register	ATC-HR-R-005
9	Monthly Payroll Register	ATC-HR-R-006
10	Employee Grievance / Disciplinary Record	ATC-HR-R-007
11	Employee Exit & Clearance Form	ATC-HR-F-004
12	Employee Final Settlement Record	ATC-HR-R-008
13	WPS Monthly Reconciliation Register	ATC-HR-R-010

Tanmia Chemicals

APPENDIX B – WPS MONTHLY RECONCILIATION REGISTER

Month	No. of Employees	Total Net Payroll (OMR)	WPS Submitted (OMR)	Successfully Paid (OMR)	Pending / Rejected (OMR)	Status
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						