

Creating an effective HR policy for FIRST DRY PORT TERMINAL LLC involves ensuring compliance with labor laws, fostering a positive work environment, and promoting fairness and consistency. Below is a comprehensive HR policy framework:

## HR Policy for FIRST DRY PORT TERMINAL LLC

### 1. General Provisions

#### 1.1 Purpose and Scope

- The purpose of this HR policy is to provide guidelines and procedures for managing employees at FIRST DRY PORT TERMINAL LLC.

- This policy applies to all employees, contractors, and temporary workers.

#### 1.2 Policy Objectives

- Ensure compliance with applicable labor laws and regulations.

- Promote a fair and respectful workplace.

- Support employee development and well-being.

- Define clear procedures for recruitment, onboarding, performance management, and termination.

### 2. Recruitment and Onboarding

#### 2.1 Recruitment Process

- Recruitment will be based on merit and aligned with organizational needs.

- Job vacancies will be advertised internally and externally.

- Selection criteria will include qualifications, experience, and cultural fit.

#### 2.2 Equal Opportunity Employment

- FIRST DRY PORT TERMINAL LLC is an equal opportunity employer.

- Discrimination based on such as gender, race, nationality, ethnic, social and indigenous origin, religion or belief, disability, age, or sexual orientation.

## 2.3 Onboarding

- New employees will undergo an orientation program to familiarize them with company policies, procedures, and culture.
- Necessary training will be provided to ensure employees are equipped to perform their roles effectively.

## 3. Employment Contracts

### 3.1 Employment Terms

- All employees will receive a written employment contract outlining their job title, duties, salary, and other terms and conditions.
- Employment contracts will comply with local labor laws and regulations.

### 3.2 Probation Period

- New employees may be subject to a probation period of up to 3 months.
- Performance during the probation period will be evaluated to determine suitability for the role.

## 4. Work Hours and Leave

### 4.1 Work Hours

- The standard workweek will be as per the agreement between the employee and employer, typically 40 hours per week.
- Flexible working arrangements may be considered on a case-by-case basis.

### 4.2 Overtime

- Overtime work must be approved by the employee's supervisor.
- Overtime compensation will be provided as per the agreed terms and applicable labor laws.

### 4.3 Leave Policies

- Employees are entitled to annual paid leave, sick leave, and other statutory leave as per local laws.
- Leave requests must be submitted in advance and approved by the supervisor.

## 5. Performance Management

### 5.1 Performance Reviews

- Regular performance reviews will be conducted to assess employee performance, provide feedback, and set goals.
- Performance reviews will occur annually, with mid-year check-ins as needed.

### 5.2 Performance Improvement

- Employees not meeting performance expectations will receive support and guidance to improve.
- A performance improvement plan (PIP) may be implemented for employees requiring additional assistance.

## 6. Compensation and Benefits

### 6.1 Salary and Wages

- Salaries will be competitive and reflect the employee's role, experience, and performance.
- Salary reviews will be conducted annually.

### 6.2 Benefits

- FIRST DRY PORT TERMINAL LLC will provide benefits, including health insurance, retirement plans, and other applicable benefits.
- Benefits eligibility and details will be outlined in the employee handbook.

## 7. Employee Conduct and Disciplinary Procedures

### 7.1 Code of Conduct and avoiding Bullying and discrimination.

- The Project has a zero-tolerance regarding crime, intimidation and violence
- The carrying of firearms, weapons, explosives, etc. is prohibited
- Use of force will not be tolerated and all disagreements must be resolved through appropriate legal channels.
- Workers must not practice any discrimination based on personal characteristics. This includes gender, race, nationality, ethnic, social and indigenous origin, religion or belief, disability, age, or sexual orientation
- Employees are expected to adhere to the company's code of conduct, which includes professionalism, integrity, and respect.
- Violations of the code of conduct may result in disciplinary action.

## 7.2 Disciplinary Procedures

- Disciplinary actions may include verbal warnings, written warnings, suspension, or termination, depending on the severity of the misconduct.
- Employees will have the opportunity to provide an explanation before disciplinary actions are taken.

## 8. Training and Development

### 8.1 Employee Training

- FIRST DRY PORT TERMINAL will provide training and development opportunities to enhance employee skills and career growth.
- Training needs will be identified through performance reviews and organizational goals.

### 8.2 Career Development

- Employees will be encouraged to pursue professional development.
- The company will support career advancement through mentorship and training programs.

## 9. Health and Safety

### 9.1 Workplace Safety

- The company is committed to providing a safe and healthy work environment.
- Safety protocols and emergency procedures will be communicated to all employees.

### 9.2 Health and Wellness

- Health and wellness programs will be offered to promote employee well-being.
- Employees are encouraged to participate in wellness activities and initiatives.

## 10. Confidentiality and Data Protection

### 10.1 Confidentiality

- Employees must maintain the confidentiality of all proprietary and sensitive information.
- Unauthorized disclosure of confidential information is prohibited.

### 10.2 Data Protection

- FIRST DRY PORT TERMINAL LLC will comply with data protection regulations. -  
Employee data will be collected, processed, and stored securely.

## 11. . Grievance and Dispute Resolution

### 11.1 Grievance Procedures

- Employees can raise grievances through a formal process outlined in the employee handbook.
- Grievances will be addressed promptly and fairly.

### 11.2 Dispute Resolution

- Disputes will be resolved through mediation and, if necessary, formal procedures.
- The company aims to resolve disputes amicably and efficiently.

## 12. Termination of Employment

### 12.1 Voluntary Termination

- Employees wishing to resign must provide written notice as specified in their employment contract.
- The administration will provide necessary documentation and final settlement upon termination.

### 12.2 Involuntary Termination

- Termination may occur due to performance issues, misconduct, or organizational changes.
- The process will comply with labor laws and ensure fair treatment of the employee.

## 13. Policy Review and Updates

### 13.1 Regular Review

- This HR policy will be reviewed regularly to ensure it remains relevant and compliant with laws.
- Employees will be informed of any updates or changes to the policy.

By implementing this comprehensive HR policy, FIRST DRY PORT TERMINAL LLC can create a structured, fair, and productive work environment that supports both employees and organizational goals.

Director 

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