



# Pleasure Ethiopia Tours & Travel

## HR Policy

---

### **Clause 1: Freedom of Association**

PETT doesn't hinder any of our staff from being members of trade unions, or any other associations since it is most basic rights to be enjoyed by humans either formally or informally.

### **Clause 2: Forced Labor**

PETT doesn't restrict the freedom of movement of its employees. However, an employee is expected to respect the terms and conditions of the company, that is, one month advance notification prior the termination of his contract unless reached into a consensus.

### **Clause 3: Formal Contracts**

PETT gives a job description when an employee are a letter of appointment together with the HR POLICY of the company.

### **Clause 4: Wage**

PETT pays a minimum living wage that is sufficient for living as per the city's standard.

### **Clause 4: Overtime**

PETT mostly compensates the overtime with time.

### **Clause 5: Medical Insurance**

PETT does not cover a medical insurance to its employees but in case of any incident acts humanly.

### **Clause 6: Liability Insurance**

PETT doesn't cover personal liability insurance as it is not customary in many cases. No matter what, PETT spares no time to be on the front line to handle any unforeseen circumstances humanly.

### **Clause 7: Holiday/Annual Leave**

PETT gives all employees paid leave for the annual leave and paid holiday as per the calendar list and the Ethiopian Labour Law. If an employee works on one of the holidays or has an unused day, consideration is made to compensate either in monetary value or time.

### **Clause 8: Sick Leave**

PETT applies and/or implements with respect to the Ethiopian Labour-Proclamation-No.: 1156-2019: Part 5, Chapter 3, section 85 - 86 complies.

### **Clause 9: Health and Safety**

PETT keeps a first aid kit in the office for any unforeseen incidents. We also do our level best to keep the workplace and working conditions as healthy, safe, and conducive as possible by creating a good atmosphere and relaxing office setup.

### **Clause 10: Equal Opportunity**



# Pleasure Ethiopia Tours & Travel

Giving equal opportunity to all candidates is one of PETT's sustainability policies. Apart from the qualification, we also pay attention to the willingness, positivity, energy, and passion of the candidates to learn and bring about a change in the designated task for them in particular and the overall company as a whole. No discrimination is made among the people and all are treated equally regardless of their origin, gender, religion, disablement, etc. So is prohibited in the Labour-Proclamation-No -1156-2019.

## **Clause 11: Maternity Leave**

Pregnant employees are entitled to paid maternity leave for 90 days, that is, 30 days prior to the due date of the birth and no more than 60 days after the birth. The medical appointment during pregnancy is also allowed. The workload is minimized for the safety of her health.

## **Clause 12: Child Labor**

PETT commits not to employ younger and early age children to engage in the work that adults are supposed to do.

## **Clause 12: Complaint Handling**

PETT commits to give employees freedom of expression. Whenever they have complaint(s) in the work-related issues, they are warmly welcome to express it in their own preferred way. It shall then be handled accordingly. Since the image of the company shines out with the teamwork, we involve the staff even sometimes the ones we use on a contract basis such as drivers, guides, cooks, even to the extent of those at the destinations/sites. Involving them creates a sense of belongingness and during the discussions, we engage in onboarding them, we learn from one another. By doing this, we address the issues.

## **Clause 13: Representation**

PETT commits to handling any work-related and/or employment issues by their representative(s).

## **Clause 14: Disciplinary Actions**

Should there be any employee who fails to abide by the company's rules and procedures; PETT leaves a room for tolerance, through different advising, consultation, and warning mechanisms. Should the issue continues, it shall take proper and lawful disciplinary measures.

## **Clause 15: Health and Safety**

PETT commits to adhere to the health and safety matters and engages its employees to get trained whenever such trainings are available.