

# **KWMCS VENTURES POLICIES**

## **Equal Employment Opportunity (EEO) Policy**

Policy Statement: KWMCS VENTURES is committed to providing equal employment opportunities to all employees and job applicants without regard to race, colour, religion, sex, national origin, age, disability, genetic information, sexual orientation, or any other legally protected characteristic. This policy applies to all employment practices and decisions, including recruitment, hiring, promotion, termination, compensation, and training.

Scope: This policy applies to all employees and job applicants of KWMCS VENTURES. It covers all aspects of employment, from recruitment and selection to career development and advancement.

### **Policy Objectives:**

To ensure that employment decisions are made based on qualifications, skills, and experience, rather than personal characteristics or backgrounds.  
To maintain a workplace that is free from discrimination, harassment, and retaliation.  
To comply with all applicable federal, state, and local laws regarding equal employment opportunities.

### **Responsibilities:**

- Management: KWMCS VENTURES management is responsible for ensuring that the policy is communicated, implemented, and enforced throughout the organization.
- Employees: All employees are expected to adhere to the principles of equal employment opportunity and treat their colleagues with respect and dignity.

### **Policy Implementation:**

Recruitment and Hiring: KWMCS VENTURES is committed to recruiting, selecting, and promoting the most qualified individuals for positions. Employment decisions will be based on qualifications, experience, and skills relevant to the position.



**Equal Pay:** KWMCS VENTURES will ensure equal pay for equal work, regardless of gender, race, or any other characteristic protected by law.

**Harassment and Discrimination:** Harassment or discrimination on the basis of protected characteristics is strictly prohibited. Any complaints will be promptly and thoroughly investigated.

**Reasonable Accommodation:** KWMCS VENTURES will provide reasonable accommodations to qualified employees or applicants with disabilities, where required by law.

**Retaliation:** Retaliation against any employee or job applicant who raises concerns or participates in investigations related to EEO matters is strictly prohibited.

**Reporting Violations:** Employees who believe they have experienced discrimination, harassment, or retaliation, or who have witnessed such actions, should promptly report the issue to their supervisor or the HR department.

**Compliance:** This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws. KWMCS VENTURES is committed to adhering to all applicable EEO laws and regulations.

KWMCS VENTURES is dedicated to fostering a diverse and inclusive workplace that values and respects the unique perspectives and contributions of all employees. This EEO policy underscores our commitment to providing equal opportunities to all individuals and maintaining a workplace that is free from discrimination and bias.

## Anti-Harassment and Anti-Discrimination Policy

**Policy Statement:** KWMCS VENTURES is committed to providing a workplace free from discrimination and harassment. We do not tolerate any form of discrimination, harassment, or retaliation based on race, colour, religion, sex, national origin, age, disability, genetic information, sexual orientation, or any other legally protected characteristic. This policy applies to all employees, job applicants, clients, and contractors of KWMCS VENTURES.

**Scope:** This policy applies to all aspects of employment and the provision of services, including but not limited to recruitment, hiring, training, promotion, compensation, and client interactions.

**Policy Objectives:**



To create a respectful, inclusive, and diverse workplace and client environment.  
To prevent and promptly address discrimination, harassment, and retaliation.  
To comply with all applicable federal, state, and local laws regarding discrimination and harassment.

#### Responsibilities:

- Management: KWMCS VENTURES management is responsible for ensuring that the policy is communicated, implemented, and enforced throughout the organization and when interacting with clients.
- Employees: All employees are expected to adhere to the principles of anti-discrimination and anti-harassment and treat others with respect and professionalism.

#### Policy Implementation:

**Prohibition of Discrimination:** Discrimination against employees, job applicants, clients, or contractors on the basis of protected characteristics is strictly prohibited.

**Prohibition of Harassment:** Harassment based on protected characteristics, including but not limited to sexual, verbal, physical, or visual harassment, is strictly prohibited.

**Reporting and Investigation:** Employees who believe they have experienced or witnessed discrimination or harassment should promptly report it to their supervisor or the HR department. Reports will be promptly and thoroughly investigated, and appropriate corrective actions will be taken.

**Retaliation:** Retaliation against any employee, job applicant, client, or contractor who raises concerns, participates in investigations, or opposes discrimination or harassment is strictly prohibited.

**Client Interactions:** KWMCS VENTURES will not engage in any form of discrimination or harassment in its client interactions.

**Training and Awareness:** KWMCS VENTURES will provide anti-discrimination and anti-harassment training to employees and raise awareness about these issues.

**Compliance:** This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws. KWMCS VENTURES is committed to adhering to all applicable anti-discrimination and anti-harassment laws and regulations.

KWMCS VENTURES is dedicated to fostering a workplace and client environment where all individuals are treated with respect and dignity, and where diversity is embraced as a



source of strength. This Anti-Harassment and Anti-Discrimination Policy underscores our commitment to providing a safe and inclusive space for all.

## Code of Conduct and Ethics Policy

**Policy Statement:** KWMCS VENTURES is dedicated to upholding the highest standards of ethical conduct, integrity, and professionalism in all its activities and relationships. This Code of Conduct and Ethics Policy outlines the principles and expectations that all employees, contractors, and representatives of KWMCS VENTURES are required to follow. This policy applies to all interactions, whether internal or external, and reflects our commitment to ethical behaviour, honesty, and accountability.

**Scope:** This policy applies to all individuals affiliated with KWMCS VENTURES, including employees, contractors, consultants, and representatives, in the course of their duties and interactions with clients, candidates, and colleagues.

### Policy Objectives:

- To maintain trust and confidence in KWMCS VENTURES services.
- To prevent unethical or illegal activities.
- To ensure compliance with all applicable laws and regulations.

### Key Principles and Expectations:

#### Honesty and Integrity:

- All individuals associated with KWMCS VENTURES must act honestly and with integrity in all professional relationships and transactions.
- Avoid conflicts of interest and disclose them when they arise.

#### Confidentiality:

- Safeguard confidential information, including client and candidate data, and use it only for legitimate business purposes.

#### Professionalism:

- Treat all individuals with respect and professionalism, regardless of their background or characteristics.
- Maintain a safe and inclusive workplace environment.

#### Compliance with Laws and Regulations:

- Adhere to all applicable laws and regulations, both locally and internationally, and ensure that all business activities are conducted in compliance with these legal requirements.

#### Fair and Ethical Practices:

- Conduct all recruitment and hiring processes fairly and ethically, ensuring equal opportunities for all candidates.

#### Transparency:



- Be open and transparent in communications, both within the organization and with clients and candidates.

Gifts and Entertainment:

- Exercise caution and moderation when giving or receiving gifts and entertainment to avoid any influence on business decisions.

Reporting and Accountability:

- Any violation of this Code of Conduct and Ethics Policy should be promptly reported to the appropriate channels within KWMCS VENTURES.
- KWMCS VENTURES will investigate reported violations and take appropriate corrective actions.

Training and Awareness: KWMCS VENTURES will provide training and awareness programs to ensure all individuals understand and adhere to this policy.

Compliance: This policy will be reviewed periodically to ensure its effectiveness and alignment with legal requirements and ethical standards.

KWMCS VENTURES is committed to conducting its business with the utmost integrity, ethics, and professionalism. All individuals associated with the organization are expected to uphold the principles outlined in this Code of Conduct and Ethics Policy.

## Workplace Safety and Health Policy

Policy Statement: KWMCS VENTURES is committed to providing a safe and healthy workplace for all employees, contractors, clients, and visitors. The safety and well-being of our workforce are paramount, and this Workplace Safety and Health Policy outlines our commitment to maintaining a secure and healthy work environment. We will adhere to all relevant laws and regulations to ensure workplace safety and health.

Scope: This policy applies to all individuals affiliated with KWMCS VENTURES, including employees, contractors, clients, candidates, and visitors while on company premises or engaged in company-related activities.

Policy Objectives:

- To prevent workplace accidents, injuries, and illnesses.
- To promote a culture of safety, health, and well-being.
- To ensure compliance with all applicable workplace safety and health regulations.

Key Principles and Expectations:

Responsibility:



- All individuals associated with KWMCS VENTURES are responsible for their safety and the safety of others.
- Employees should report any safety hazards or concerns promptly.

**Safety Training:**

- KWMCS VENTURES will provide safety training to employees and contractors to ensure they understand and adhere to safe work practices.

**Hazard Identification and Control:**

- Regularly identify, assess, and control workplace hazards to minimize risks to health and safety.
- Implement safety measures and procedures to mitigate identified hazards.

**Emergency Preparedness:**

- Maintain and communicate emergency procedures and evacuation plans.
- Conduct regular drills to ensure preparedness in the event of emergencies.

**Health and Well-being:**

- Promote and support the physical and mental well-being of employees.
- Encourage a work-life balance and provide resources for stress management.

**Compliance with Laws and Regulations:**

- Adhere to all relevant workplace safety and health laws and regulations.
- Ensure that all employees and contractors are aware of and follow these requirements.

**Accident Reporting and Investigation:**

- Promptly report and investigate all workplace accidents, incidents, or near misses.
- Implement corrective actions to prevent future occurrences.

**Communication:**

- Maintain open lines of communication regarding safety and health within the organization.
- Encourage employees to share safety concerns and suggestions for improvement.

Compliance: This policy will be reviewed periodically to ensure its effectiveness and alignment with legal requirements and best practices.

KWMCS VENTURES is dedicated to fostering a safe and healthy work environment. We are committed to protecting the well-being of all individuals associated with our organization and ensuring that workplace safety and health remain a top priority.

## Compensation and Benefits Policy

Policy Statement: KWMCS VENTURES is committed to providing competitive and equitable compensation and benefits to attract, retain, and motivate the best talent. This Compensation and Benefits Policy outlines our approach to rewarding our employees for their contributions, recognizing their value, and promoting their overall well-being. This policy reflects our commitment to fairness, transparency, and compliance with relevant laws and regulations.



Scope: This policy applies to all full-time and part-time employees of KWMCS VENTURES. It covers all aspects of compensation and benefits, including salary, bonuses, incentives, and employee benefits.

#### Policy Objectives:

- To attract and retain top talent in the recruitment industry.
- To ensure employees are rewarded fairly for their contributions.
- To provide a comprehensive and competitive benefits package.
- To comply with all applicable employment laws and regulations.

#### Key Principles and Expectations:

##### Compensation Structure:

- KWMCS VENTURES will maintain a transparent and competitive compensation structure based on job roles, responsibilities, and market trends.

##### Salary and Bonus Payments:

- Employees will receive competitive base salaries and performance-based bonuses or incentives where applicable.
- Payroll processing will be accurate and timely.

##### Benefits Package:

- KWMCS VENTURES will provide a comprehensive benefits package that may include health insurance, retirement plans, paid time off, and other perks.

##### Pay Equity:

- KWMCS VENTURES is committed to pay equity and will regularly review compensation to identify and address disparities.

##### Performance Review and Appraisal:

- Employee performance will be evaluated fairly, and performance appraisals will drive compensation decisions.
- Employees will receive constructive feedback and opportunities for development.

##### Compliance:

- KWMCS VENTURES will comply with all relevant employment laws and regulations regarding compensation and benefits.
- Regular audits will ensure compliance and fairness.

#### Confidentiality:

- Employee compensation and benefits information will be kept confidential and will not be disclosed to individuals without a legitimate need to know.



#### Communication:

- KWMCS VENTURES will communicate changes in compensation and benefits and ensure that employees have a clear understanding of their compensation package.

Compliance: This policy will be reviewed periodically to ensure its effectiveness and alignment with legal requirements and best practices.

KWMCS VENTURES is dedicated to fostering a work environment where employees are fairly compensated and provided with competitive benefits. We value our employees and are committed to their financial and overall well-being.

All of the above are mutually agreed with the client.

### Leave and Time-Off Policy

Policy Statement: KWMCS VENTURES is committed to promoting work-life balance and recognizes the importance of providing leave and time-off options to employees. This Leave and Time-Off Policy outlines the various types of leave and time-off available to our employees, the process for requesting and approving time off, and our commitment to ensuring compliance with applicable laws and regulations.

Scope: This policy applies to all employees of KWMCS VENTURES. It covers various types of leave and time-off, including vacation, sick leave, personal leave, and holidays.

#### Policy Objectives:

- To support employees in maintaining a healthy work-life balance.
- To outline the process for requesting and approving time off.
- To ensure compliance with relevant labour laws and regulations.

#### Key Leave and Time-Off Provisions:

##### Vacation Leave:

- Employees are entitled to a specified number of vacation days based on their length of service.
- Requests for vacation leave should be submitted in advance and approved by the supervisor.

##### Sick Leave:





- Sick leave is provided for employees who are ill or require medical attention.
- Proper documentation may be required for extended sick leave.

#### Personal Leave:

- Personal leave may be granted for personal reasons not covered by other types of leave.
- Requests for personal leave should be made in advance when possible.

#### Holidays:

- KWMCS VENTURES observes certain public holidays. Employees are entitled to these holidays off with pay.

#### Leave Requests:

- All leave requests should be submitted through the company's designated leave management system or to the HR department.
- Requests should be made well in advance, especially for planned vacations or extended leaves.

#### Approval and Notification:

- Leave requests will be reviewed and approved by the employee's supervisor or HR, taking into consideration business needs.
- Employees will receive written notification of leave approval or denial.

#### Leave Balances:

- Employees can check their leave balances through the company's leave management system.
- Unused leave may be carried forward to the next year, as specified by the company's policy.

#### Leave Without Pay:

- Employees may request leave without pay for extended absences. Such requests will be considered on a case-by-case basis.

Compliance: This policy will be reviewed periodically to ensure its effectiveness and alignment with legal requirements and best practices.

KWMCS VENTURES values the well-being and work-life balance of its employees and is committed to providing a flexible and fair leave and time-off policy. We strive to create an environment where employees can achieve personal and professional harmony.

## Attendance and Punctuality Policy

Policy Statement: KWMCS VENTURES recognizes the importance of employee attendance and punctuality in ensuring the smooth operation of our business and the delivery of excellent services to our clients. This Attendance and Punctuality Policy



outlines the expectations and guidelines for all employees to maintain regular attendance, arrive at work on time, and adhere to a consistent schedule.

Scope: This policy applies to all employees of KWMCS VENTURES.

#### Policy Objectives:

- To ensure the efficient operation of our recruitment firm.
- To maintain a productive and professional work environment.
- To clarify the expectations for employee attendance and punctuality.

#### Key Expectations and Guidelines:

##### Regular Attendance:

- All employees are expected to attend work regularly and as scheduled.

##### Punctuality:

- Employees are expected to arrive at work on time and ready to begin their work duties at the designated start time.

##### Schedule Adherence:

- Employees must adhere to their assigned work schedules and breaks.
- Notify your supervisor in advance if a schedule change is necessary.

##### Absence Notification:

- In case of illness or any other reason for absence, employees must notify their reporting manager or the HR department as soon as possible before their scheduled start time.

##### Unscheduled Absences:

- Unscheduled absences (e.g., for personal emergencies or illnesses) should be communicated to the reporting manager and the HR department promptly.

##### Leaving Work Early:

- Employees should not leave work early without prior approval from their supervisor.

##### Request for Time Off:

- All requests for time off, including vacation and personal days, should be submitted well in advance and in accordance with company policy.

##### Consequences of Violation:

- Repeated or unexcused tardiness and absenteeism may result in disciplinary action, up to and including termination.

#### Record Keeping:



- KWMCS VENTURES will maintain accurate records of attendance, tardiness, and absences.

Compliance: This policy will be reviewed periodically to ensure its effectiveness and alignment with best practices. KWMCS VENTURES is committed to fostering a workplace where attendance and punctuality are valued as integral components of a professional and productive work environment.

## Performance Management and Appraisal Policy

Policy Statement: KWMCS VENTURES is committed to promoting a culture of continuous improvement and development. This Performance Management and Appraisal Policy outlines our approach to assessing, evaluating, and enhancing the performance of our employees. Our goal is to provide constructive feedback, recognize achievements, and support employees in achieving their professional goals.

Scope: This policy applies to all employees of KWMCS VENTURES.

### Policy Objectives:

- To set clear expectations and goals for employees.
- To provide a framework for performance evaluation, feedback, and professional development.
- To ensure a fair and consistent performance management process.

### Key Principles and Expectations:

#### Performance Appraisals:

- Regular performance appraisals will be conducted for all employees.

#### Clear Performance Expectations:

- Employees will have a clear understanding of their job responsibilities, expectations, and goals.

#### Performance Goals:

- Performance goals will be established in collaboration between employees and their supervisors.

#### Feedback and Communication:

- Supervisors will provide constructive feedback to employees about their performance, strengths, and areas for improvement.

#### Professional Development:

- KWMCS VENTURES is committed to supporting employee growth and development. Professional development opportunities will be explored and encouraged.

#### Performance Improvement Plans:



- When performance issues are identified, employees will have the opportunity to create and implement a performance improvement plan in collaboration with their supervisor.

Fair and Consistent Process:

- The performance appraisal process will be conducted in a fair and consistent manner.

Documentation:

- Records of performance appraisals and feedback will be maintained in employee files.

Privacy and Confidentiality:

- All performance discussions and evaluations will be held in a private and confidential manner.

Appeals Process:

- In case of disputes or concerns about performance appraisals, employees may follow an established appeals process outlined in the employee handbook.

Compliance: This policy will be reviewed periodically to ensure its effectiveness and alignment with best practices. KWMCS VENTURES is committed to supporting employee performance and professional development, creating an environment that fosters continuous improvement.

## Recruitment and Hiring Policy

Policy Statement: KWMCS VENTURES is committed to conducting recruitment and hiring practices that are fair, transparent, and designed to attract top talent while ensuring equal employment opportunities. This Recruitment and Hiring Policy outlines our commitment to the principles of non-discrimination, diversity, and ethical recruitment and hiring practices.

Scope: This policy applies to all aspects of the recruitment and hiring processes within KWMCS VENTURES.

Policy Objectives:

- To ensure the selection of candidates based on their qualifications, skills, and experience.
- To provide equal employment opportunities for all candidates.
- To comply with all applicable employment laws and regulations.

Key Principles and Expectations:

Equal Employment Opportunities:



- All recruitment and hiring decisions will be made without regard to race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, or any other legally protected characteristic.

#### Non-Discrimination:

- Discrimination in any form is strictly prohibited during the recruitment and hiring process.

#### Transparency:

- KWMCS VENTURES will ensure transparency in job postings, qualifications, and selection criteria.

#### Qualifications and Skills:

- Candidates will be evaluated and selected based on their qualifications, skills, and experience relevant to the position.

#### Diversity:

- KWMCS VENTURES is committed to promoting diversity in its workforce and will actively seek candidates from diverse backgrounds.

#### Inclusive Recruitment:

- Inclusive language and practices will be used in job postings and communications to attract a diverse pool of candidates.

#### Confidentiality:

- Candidate information and discussions will be treated confidentially.

#### Fair Assessment:

- The selection process will be conducted in a fair and consistent manner, and all candidates will be assessed using the same criteria.

#### Compliance:

- This policy will comply with all relevant employment laws and regulations, including the requirement to conduct background checks and drug tests, where applicable.

#### Training:

- HR and hiring managers will receive training on non-discrimination, equal employment opportunities, and ethical recruitment practices.

Compliance: This policy will be reviewed periodically to ensure its effectiveness and alignment with legal requirements and best practices.

KWMCS VENTURES is dedicated to providing equal employment opportunities, promoting diversity, and adhering to ethical recruitment and hiring practices. We aim to attract and select the best talent while fostering an inclusive and fair hiring environment.



## Termination and Separation Policy

Policy Statement: KWMCS VENTURES is committed to conducting termination and separation processes in a fair, respectful, and legally compliant manner. This Termination and Separation Policy outlines our approach to addressing employment separations, including resignations, terminations, and layoffs. Our goal is to ensure that these processes are carried out in a way that respects the rights and dignity of both departing employees and the organization.

Scope: This policy applies to all employment separations within KWMCS VENTURES, including voluntary resignations, terminations, and layoffs.

### Policy Objectives:

- To establish clear procedures for handling employee separations.
- To ensure compliance with all relevant employment laws and regulations.
- To maintain a professional and respectful approach to employment separations.

### Key Principles and Expectations:

#### Resignations:

- Employees are encouraged to provide notice of resignation as per their employment contract or to follow standard industry practices.
- Departing employees are expected to provide written notice to their reporting manager or HR.

#### Terminations:

- Employee terminations will be based on legitimate and documented reasons, such as poor performance, policy violations, or downsizing.
- Terminations will be carried out in a respectful and professional manner.
- 15 days notice period should be served by the candidate

#### Layoffs:

- In the case of layoffs or workforce reductions, KWMCS VENTURES will adhere to legal requirements and provide affected employees with required notices, severance packages, or other applicable benefits.

#### Documentation:

- All separation processes will be documented and maintained in employee records, ensuring compliance with legal requirements.

#### Final Pay and Benefits:

- KWMCS VENTURES will provide final pay, including accrued wages, unused leave, and other applicable benefits, as required by law and the employee's contract.

#### Return of Company Property:



- Departing employees must return all company property, including laptops, badges, and other equipment, before their departure.

#### Exit Interviews:

- Employees may be offered the opportunity to participate in exit interviews to provide feedback on their experience and reasons for departure.

#### Confidentiality:

- KWMCS VENTURES will maintain confidentiality regarding the reasons for separations and employee information.

**Compliance:** This policy will be reviewed periodically to ensure its effectiveness and alignment with legal requirements and best practices.

KWMCS VENTURES is committed to conducting employment separations in a respectful and legally compliant manner, acknowledging the contributions of departing employees and preserving the organization's integrity and reputation.

## Performance Improvement Program Policy

**Policy Statement:** KWMCS VENTURES is committed to supporting the professional development and success of its employees. The Performance Improvement Program (PIP) Policy outlines the procedures and expectations for implementing a PIP when an employee's job performance does not meet established standards. Our goal is to assist employees in improving their performance, contributing positively to the organization, and maintaining clear communication throughout the process.

**Scope:** This policy applies to all employees of KWMCS VENTURES and outlines the steps for implementing a Performance Improvement Program.

#### Policy Objectives:

To provide a structured process for addressing performance issues.  
To assist employees in improving their performance through defined objectives and support.  
To maintain clear communication between employees and management throughout the PIP process.

#### Key Principles and Expectations:

##### Initiating a PIP:

- A PIP may be initiated when an employee's job performance does not meet established standards. PIPs are intended to be 15 to 30 constructive and supportive.

#### Communication:

- The reporting manager or manager will meet with the employee to discuss the PIP, including specific performance issues, objectives for improvement, and the timeline for the PIP.

#### Objective Setting:

- The PIP will outline clear and measurable performance objectives, along with the necessary resources and support available to help the employee meet those objectives.

#### Support and Resources:

- KWMCS VENTURES is committed to providing necessary support and resources to help employees meet the objectives outlined in the PIP.

#### Duration of PIP:

- The duration of the PIP will be determined on a case-by-case basis, but it is typically a defined period during which the employee is expected to demonstrate improvement.

#### Regular Review:

- Supervisors or managers will meet regularly with the employee to review progress, provide feedback, and discuss any challenges or adjustments to the PIP.

#### Possible Outcomes:

- At the end of the PIP, the employee's performance will be assessed. If the objectives have not been met, further actions may be taken,
- including continued support, further training, or, in some cases, termination.

#### Confidentiality:

- Information related to an employee's participation in a PIP will be kept confidential to the extent possible.

**Compliance:** This policy will be reviewed periodically to ensure its effectiveness and alignment with best practices. KWMCS VENTURES is dedicated to supporting employees in improving their performance, fostering professional development, and maintaining open communication throughout the PIP process.

## Information Technology (IT) Privacy Policy





This Privacy Policy outlines the types of information KWMCS we may collect, how we use that information, and the measures we take to protect your personal data when you interact with our services and website. By using our services or accessing our website, you consent to the practices described in this Privacy Policy.

## Information We Collect

- **Personal Information:**

This may include your name, email address, phone number, and other information you provide to us.

- **Non-Personal Information:**

We may collect non-personal information such as browser information, device type, and IP addresses for analytical and statistical purposes.

- **Cookies:**

We use cookies to enhance your browsing experience and gather information about your usage patterns on our website. You can manage your cookie preferences through your browser settings.

## How We Use Your Information

We use the collected information for the following purposes:

- **Providing Services:**

To provide and maintain our services, and to communicate with you about updates, changes, or issues related to these services.

- **Marketing:**

To send you promotional materials, newsletters, and other marketing communications. You can opt out of these communications at any time.

- **Analytics:**

To analyse and improve the functionality, usability, and performance of our website and services.



### **Data Security:**

We take the security of your data seriously and implement reasonable and industry-standard security measures to protect your information from unauthorised access, disclosure, alteration, or destruction.

### **Sharing of Information:**

We do not sell, trade, or share your personal information with third parties, except when required by law or with your explicit consent.

### **Your Rights:**

You have the right to access, correct, or delete your personal information. You may also request that we stop using your information for marketing purposes. Please contact us at [support@kwmcsventures.com](mailto:support@kwmcsventures.com) for assistance with any of these requests.

### **Changes to this Privacy Policy:**

We may update this Privacy Policy from time to time to reflect changes in our practices or to comply with legal requirements. We will notify you of any significant changes via email or by prominently posting a notice on our website.

## **Replacement Policy**

### **1. Purpose:**

The purpose of this policy is to establish guidelines for the replacement process within KWMCS Ventures. This policy aims to ensure fairness, transparency, and efficiency in handling employee replacements.

### **2. Eligibility for Replacement:**



Replacement may be considered under the following circumstances:

- Backout
- Not joined
- Absconding
- Extended leave of absence (e.g., medical leave)
- Resigned in less than 30 days or as per the agreement

### 3. Notification:

Employees should provide written notice of resignation at least 4 weeks in advance, allowing sufficient time for knowledge transfer and transition planning. In the case of unforeseen circumstances, the employee should notify their supervisor as soon as possible.

### 4. Succession Planning:

KWMCS Ventures is committed to implementing effective succession planning to identify and develop internal talent for key positions. Supervisors and managers are responsible for identifying potential successors and providing necessary training and development opportunities.

### 5. Replacement Process:

a. Job Posting: A replacement position will be posted internally to allow the opportunity to apply and join. Simultaneously, the position may be advertised externally, depending on the circumstances.

b. Selection Criteria: Candidates will be evaluated based on their qualifications, skills, experience, and suitability for the role. Internal candidates will be given fair consideration.

c. Interview Process: The selection process may involve interviews, assessments, and reference checks to ensure the most qualified candidate is selected.

### 6. Internal Mobility:

Encouraging internal mobility is a priority. Employees are encouraged to express their interest in available positions, and efforts will be made to match employees with suitable roles within the organization.

### 7. Notice Period:



The notice period for the departing employee will be 2 - 4 weeks, during which knowledge transfer and transition activities will be coordinated.

In the event that the candidate fails to serve the Notice Period, Company shall have the right to recover the equivalent salary for the unserved notice period from full and final settlement.

#### 8. Exit Interview:

An exit interview may be conducted to gather feedback and insights from the departing employee, contributing to continuous improvement in our workplace.

#### 9. Communication:

Replacement decisions and outcomes will be communicated transparently and respectfully to all employees or clients involved.

#### 10. Equal Opportunity:

KWMCS Ventures is an equal opportunity employer and is committed to providing fair and equal opportunities to all employees, regardless of race, colour, religion, gender, sexual orientation, national origin, age, or disability.

#### 11. Review and Revision:

This policy will be periodically reviewed to ensure its effectiveness and may be revised as needed.

Compliance: This policy will be reviewed periodically to ensure its effectiveness and alignment with best practices. KWMCS VENTURES is committed to supporting flexible work arrangements that enhance employee well-being, support business objectives, and maintain the quality and security of services provided to clients.