



Munir Khanani Securities
Investment and trust, together!

Mohammad Munir Mohammad Ahmed Khanani Securities Limited.
TREC Holder (Code 084) : Pakistan Stock Exchange Ltd
www.munirkhanani.com

M.Munir M.Ahmed Khanani Securities Ltd

Human Resource Policy

MMKSL's values and leadership principles

Values describe how MMKSL employees behave. They are the basis of our business relationships. Therefore, special attention is paid to the MMKSL values and the company culture.

MMKSL's values are:

- ✓ Create value for the customer
- ✓ Commitment to people development
- ✓ Visible leadership
- ✓ Integrity

MMKSL's leaders live these values by showing the way through their actions. Successful team leaders manage with:

- ✓ Respect, trust and fairness
- ✓ Clarity and focus
- ✓ Openness and truthfulness
- ✓ Drive
- ✓ Commitment to employees
- ✓ Accountability
- ✓ Teamwork
- ✓ Truthful, timely and continuous information

People development

MMKSL seeks to attract, retain and develop the right people, who display in addition to their professional skills, the following competencies:

- ✓ Customer orientation
- ✓ People orientation
- ✓ Achievement orientation
- ✓ Leadership
- ✓ Impact
- ✓ Self-confidence

Besides the relevant skills, experience and abovementioned competencies, no consideration is given to employees' origin, nationality, race, religion, gender or age.

The responsibility of people development lies with three partners: the employee, her/his manager, and the human resources manager. Various processes and methods for developing employees are applied, such as:

- ✓ On-the-job training



- ✓ Classroom training
- ✓ E-learning
- ✓ Job rotation
- ✓ Performance management
- ✓ Coaching
- ✓ Project assignments

People development is considered within the broader framework of Manpower Resource Planning (MRP), which aims to anticipate future local and global human resources needs, as well as individual career interests.

Employment and employee motivation

MMKSL offers a broad variety of attractive positions. The majority of them are tightly linked to customers. They require high levels of competence, skills and know-how. MMKSL believes that only highly motivated employees lead to satisfied customers, hence to business success. Therefore, MMKSL conducts periodic employee motivation surveys and creates action plans according to the results in order to constantly improve the motivation level and sustain it.

Work/life balance

MMKSL encourages a good balance between professional and private life to build up motivation. MMKSL is willing to support employees wishing to assume responsibilities in professional, civic, cultural, or charity organizations. However, such activities must not lead to conflicts of interest with MMKSL. Activities during working hours need to be approved by the company beforehand. MMKSL supports flexible working arrangements such as flexible hours, part-time work, job-sharing, etc., whenever possible.

Remuneration

MMKSL believes in competitive and fair remuneration. Remuneration includes base salary, variable pay, social and other benefits. MMKSL follows compensation Policy taking into account profitability, internal equity, individual performance and relevant market practices. MMKSL promotes the use of incentives and bonuses wherever justified. At management levels, the variable component of the remuneration is more important.

Ownership and implementation

The HR manager has the responsibility of implementing this policy. What gets measured gets done! Therefore, HR management together with line management measure and review

- ✓ Annually: number of successors
- ✓ Annually: number of talents
- ✓ Annually: individual development plans
- ✓ Bi-annually: level of employee motivation

The content of this policy is communicated to all those who lead and deal with employees through presentations and workshops.

