

INTERNAL MEMO

To: The employees TCG & subsidiaries
From: The HR department.
Subject: Salary increment policy

Dear All,

Today we are announcing a set of new organizational changes that streamline decision-making and increase velocity at Corporate Business Services & subsidiary. We've made terrific progress against the policy & procedures. Our businesses has always been an important part of managing our company for long-term success, therefore we HR department would like to introduce the strategic way of salary increase to the group's subsidiaries.

The HR department has decided on the following mentioned points below;

1. No employee will be eligible for a salary increment if he/she has not completed 1 year of tenure for existing employees. Any further increment should be on Annual basis.
2. HR will be submitting response back to the raised inquiry subject approval by HR department within 1 calendar month to let the employee know about the outcome of his/her request.
3. The increment is subject to recommendation of line manager and approval HR department decision

Ayman Al Awadhi
Group Managing Director

