



Human resources management (personnel) POLICY

Approved by:
Mellat Bank CJSC Board's Resolution
No. 52 of 17.08.2013

Board Chairman: M. Saroukhani

Board Member: F. Khoshbin Qalkhorani

Board Member: H. Bahari

Board Member: M. Sayidi

Board Member: H. Azadi

Approved by:
Mellat Bank CJSC Executive Director's
Decision No 39 of 15.07.2013

Executive Director: M. Bagheri

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Human resources management (personnel) POLICY

1. THE PURPOSE AND APPLICATION AREA

1.1 This Policy defines the procedure (process) of human resources (personnel) management implemented by “Mellat Bank” closed joint-stock company (hereinafter to be referred as Employer).

1.2 Components of the Bank’s personnel policy include principles and procedures of acceptance for employment and dismissal (withdrawal) from work, processes of assessment of the works actually performed by employees, awarding bonuses to employees, their promotion, teaching, training and other activities.

2. RESPONSIBILITY CENTERS

The staff of Executive Director of the Bank shall be responsible for application of this policy.

3. RELATED DOCUMENTS

- ISO 27001:2005 standard;
- The RA Law On Banks and Banking;
- The RA Labor Code.

4. BASIC CONCEPTS AND ABBREVIATIONS

4.1	Bank	Mellat Bank CJSC
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5. APPENDICES

None.

6. DESCRIPTION

6.1 GENERAL PROVISIONS

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6.2 MAIN PURPOSES AND OBJECTIVES OF THE POLICY

6.2.1 Main purposes of the policy are:

6.2.1.1 regulation of labor relations between Employer and employee based on the terms specified under the labor contract concluded with employee.

6.2.2 Main objectives of the policy are:

6.2.2.1 for effective implementation of its objectives the Bank shall involve qualified specialists and arrange proper allocation of human resources in the highest extent possible.

6.3 COMPETENCES AND RESPONSIBILITIES OF THE SUBDIVISIONS (BODIES) ENSURING IMPLEMENTATION OF THE POLICY

6.3.1 Information (full name or entitlement, place of location or residence, type of activity, form of interrelation, nature of relations with the Bank, all types of loans received from the Bank and made investments, the pledge, contingent and other liabilities, deposits invested in the Bank, bonds provided to the Bank, title) concerning the persons related with the Bank shall be stored in the Bank.

The list of this information shall be handled and maintained by the Head of the Bank’s Staff, who will update the above said information once in 6 months based on the information (data) received from Customer Operations Service and Correspondent Relations and LC departments.

6.3.2 The Bank’s employees’ files shall be compiled and maintained by the Head of the Staff.