

Employee Handbook – Niugini Swine Farming

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Chairman's Welcome Message

Dear Valued Team Member,

Welcome to Niugini Swine Farming Corporation! We are delighted to have you as part of our growing family, where every individual plays a vital role in shaping the future of our company.

At Niugini Swine Farming Corporation, we are not just building a business; we are creating a sustainable and world-class enterprise in pig farming, agro-based feed manufacturing, and pork production. Our vision is bold—to become a global leader in the industry, ensuring quality, sustainability, and economic growth for the communities we serve.

As part of our team, you are contributing to an ambitious and rewarding journey. We believe in integrity, innovation, teamwork, and excellence—values that define our company culture. Whether you are working in farming, manufacturing, corporate operations, or customer service, your dedication and commitment will be instrumental in our success.

This handbook serves as your guide to understanding our company policies, work ethics, and the benefits available to you. It reflects our commitment to providing a safe, supportive, and growth-oriented work environment where you can thrive professionally and personally.

I encourage you to embrace new challenges, collaborate with your colleagues, and continuously strive for excellence. Together, we will achieve great milestones and set new industry benchmarks.

Once again, welcome to Niugini Swine Farming Corporation. We look forward to achieving success together!

Best regards,

R. RAVINDRAN

Chairman

Niugini Swine Farming Corporation


CENTRALIZED CALL CENTER FOR NIUGINI SWINE FARMING

The centralized call center in Malaysia will act as the primary communication hub, handling all inquiries and requests across our operations for Niugini Swine Farming. Our call center will provide efficient, streamlined, and multi-channel communication services, offering a seamless experience for customers, partners, investors, and employees. This centralized approach is designed to ensure that communication is handled from one location, providing a professional and consistent point of contact across various regions and departments.

CORPORATE OFFICE (USA)

NUIGINI SWINE FARMING CORPORATION


Registration No : (P25000008408)

 Niugini Swine Farming, 7901 4th St N STE 300,
St. Petersburg, FL 33702, USA

FARMING OPERATION (PAPUA NEW GUINEA)

NUIGINI SWINE FARMING PVT, LIMITED


Registration No : (1-136997459)

 Niugini Swine Farming, LOT 2-SEC 27 COUNCIL CHAMBER,
MIX COMPOUND ROAD, Kainantu, Eastern Highlands, Papua New Guinea


MARKETING & CUSTOMER SERVICE (MALAYSIA)

NUIGINI SWINE FARMING SDN BHD

Registration No :

 Niugini Swine Farming, Level 15, DPulze, Lingkaran Cyberjaya
Point Timur Cyber 12, 63000 Cyberjaya, Selangor

CENTRALIZED CALL CENTRE

 Phone: (USA) : +1 30 5404 5077

 Phone: (Papua New Guinea) +675 8195 5482

 Phone: (Malaysia) +603 7890 6656

 Email: callcenter@niuginiswinefarming.com

ABOUT NIUGINI SWINE FARMING

Company Overview

Niugini Swine Farming Corporation is committed to ethical farming practices, environmental sustainability, and providing high-quality pork products. Our core values of sustainability, innovation, quality, integrity, and community impact guide our operations, and we are passionate about maintaining strong relationships with our employees and stakeholders.

We operate in Papua New Guinea, the USA (Florida), and Malaysia, where we manage large-scale pig farming operations, agro-based feed manufacturing, and pork processing.

1. Large-Scale Pig Farming

At the core of our business is large-scale pig farming, where we focus on breeding high-quality pigs for pork production. Through our state-of-the-art facilities and advanced farming practices, we ensure the health, well-being, and productivity of our pigs, while maintaining a sustainable and environmentally-friendly approach. Our pig farming operations are designed to optimize growth rates and efficiency, ensuring a consistent supply of premium pork products to meet global demand.

2. Agro-Based Feed Manufacturing

NSFC also leads in agro-based feed manufacturing, producing cost-effective, high-nutrient pig feed made from locally sourced crops like paddy and corn. Our feed production is integrated with our farming operations, utilizing a closed-loop system that promotes sustainability by minimizing waste and maximizing the use of renewable resources. This vertical integration allows us to maintain full control over feed quality, ensuring optimal nutrition for our pigs and reducing our carbon footprint by sourcing raw materials locally.

3. Pork Production & Processing

In addition to pig farming and feed manufacturing, NSFC operates a cutting-edge pork production and processing facility. This facility is designed to produce high-quality pork products, from fresh cuts to value-added products such as sausages, bacon, and ham. We follow strict hygiene and safety standards to ensure that all products meet both local and international food safety regulations. Our processing facility is a key part of our farm-to-table model, enabling us to directly supply our customers with fresh, responsibly produced pork while maintaining ethical practices and transparency throughout the entire production chain.

List of things that can be provided to them upon joining:

1. Welcome Pack:
 - A welcome letter from the CEO/Director.
 - Company brochure and information about Niugini Swine Farming Corporation
 - Employee handbook
 2. Uniforms and Safety Gear:
 - For operational/lower-level employees (Class 4), free uniforms and safety gear will be provided.
 3. Health and Safety Information:
 - Safety guidelines and procedures for the workplace.
 - Emergency contacts and procedures.
 4. Company ID or Access Card:
 - An ID card or access card for office or facility entry.
 5. Work Tools (if applicable):
 - Any specific tools, equipment, or devices required for their role (e.g., uniforms for field employees, office equipment for corporate roles).
 6. HR and Benefits Documents:
 - Information on health insurance options, annual leave, sick leave, and other employee benefits.
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EMPLOYMENT POLICIES & CATEGORIES

Employment Types

- ♦ **Full-Time Employees** – 40+ hours/week, full benefits.
- ♦ **Part-Time Employees** – Less than 40 hours/week, limited benefits.
- ♦ **Contract Employees** – Hired for a fixed duration/project.
- ♦ **Interns & Trainees** – Learning-based roles with mentorship.

Probationary Period

All new hires undergo a **3-month probation period** before confirmation.

COMPENSATION & BENEFIT

GENERAL BENEFIT

- **Health Insurance:**
 - Comprehensive health coverage for the employee and dependents.
 - Includes annual health check-ups and hospitalization benefits.
- **Leave Benefits:**
 - **Annual Leave:** As per the labor laws of the country they are appointed for the job.
 - **Sick Leave:** As per the labor laws of the country they are appointed for the job.
 - **Maternity/Paternity Leave:** As per the labor laws of the country they are appointed for the job.
- **Performance Incentives:**
 - Annual bonus based on individual and company performance.

ADDITIONAL BENEFIT BY CLASS

Class 1: Chairman/Executive Leadership

- **Housing Allowance:** Fully furnished accommodation or a housing allowance.
- **Travel Benefits:** Business-class airfare for official travel and vacation once per year.
- **Vehicle Benefits:** Company-provided car with a driver.

Class 2: Senior Management (Directors/Managers)

- **Housing Allowance:** Partial housing reimbursement.
- **Travel Benefits:** Economy-class airfare for official travel and one family vacation per year.
- **Professional Development:** Funding for advanced certifications and leadership programs.

Class 3: Mid-Level Employees

- **Skill Development:** Access to workshops, training sessions, and certifications.

Class 4: Operational/Lower-Level Employees

- **Uniforms and Safety Gear:** Provided free of cost.
- **Festive Bonus:** Bonus during national holidays or festive seasons.
- **Overtime Pay:** Compensation for extra hours worked, as per labor laws.

SPECIAL BENEFIT FOR LONG-TERM EMPLOYEES

- Family relocation expenses
- Loyalty bonus for employees with 5+ years of service.
- Additional annual leave days for employees serving more than 10 years.

CODE OF CONDUCT & WORKPLACE ETHICS

Expected Behavior

- ◆ Maintain professionalism and integrity at all times.
- ◆ Treat colleagues, clients, and stakeholders with respect.
- ◆ Ensure confidentiality of company data.

Prohibited Conduct

- ✗ Discrimination or harassment of any kind.
- ✗ Substance abuse (alcohol, drugs) in the workplace.
- ✗ Unauthorized sharing of company information.

Social Media Policy

- Employees must represent the company positively on social media.
 - No disclosure of confidential business information online.
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WORKING HOURS & LEAVE POLICIES



Work Schedule



Corporate & Marketing Offices (Malaysia, USA): 9:00 AM – 5:00 PM



Farm & Factory Operations (PNG): Shift-based



Leave Entitlements

- ✓ **Annual Leave:** 14 days per year (as per local labor laws)
 - ✓ **Sick Leave:** 7 days per year (medical certificate required)
 - ✓ **Maternity/Paternity Leave:** As per local labor laws
 - ✓ **Public Holidays:** Follow national guidelines
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HEALTH, SAFETY & SECURITY



Workplace Safety

- ◆ Adherence to Occupational Health & Safety (OHS) regulations.
- ◆ Personal Protective Equipment (PPE) is required in designated areas.



Emergency Protocols

- ◆ Fire drills & evacuation procedures must be followed.
- ◆ All workplace accidents must be reported immediately.



Security Policies

- ◆ Employees must wear ID badges at all times.
 - ◆ Unauthorized personnel are not allowed in restricted areas.
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PERFORMANCE EVALUATION & CAREER GROWTH



Annual Performance Reviews

- Employees undergo an annual performance appraisal to assess growth, efficiency, and promotion potential.



Learning & Development

- Employees have access to training, mentorship programs, and leadership development courses.

EMPLOYEE STOCK OWNERSHIP PLAN (ESOP)

At Niugini Swine Farming Corporation, we believe that our employees are the backbone of our success. To recognize their contributions and align their interests with the company's growth, we have established a separate Employee Stock Ownership Plan (ESOP). This initiative allows eligible employees to become shareholders, fostering a culture of ownership, accountability, and long-term commitment.

1. Eligibility & Participation

Employees become eligible to purchase ESOP shares after completing their probation period. Participation is open to full-time employees across all departments, from farm operations to corporate leadership.

2. Share Allocation & Vesting

Shares are allocated based on various factors such as position, performance, and tenure. To encourage long-term commitment, ESOP shares will follow a vesting schedule over 1 to 5 years.

3. Employee Contributions & Buy-In Option

Once employees complete their probation period, they can purchase ESOP shares. The company may also offer matching contributions, where Niugini Swine Farming Corporation contributes additional shares for every share an employee purchases.

4. Dividend Payouts & Profit Sharing

Employees who hold ESOP shares receive dividends based on the company's profitability. This ensures that as the company grows, employees directly benefit from the financial success.

5. Exit & Buyback Options

If an employee leaves the company, they have the option to:

- ✓ sell their shares back to the company at fair market value.
- ✓ Hold onto their vested shares and continue receiving dividends (if applicable).
- ✓ Transfer shares according to ESOP guidelines to the retirement plan.

TERMINATION, RESIGNATION & EXIT PROCEDURES

Resignation Process

- Employees must provide 30 days written notice before resignation for operational / lower-level positions employees
- Employees must provide 90 days written notice before resignation for middle and higher-level positions employees

Termination Grounds

- ♦ Violation of company policies.
- ♦ Underperformance after multiple warnings.
- ♦ Business restructuring or downsizing.

Exit Process

- Employees must return all company property before their final salary settlement.
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LEGAL COMPLIANCE & CONFIDENTIALITY

Employment Laws

- Employees must comply with local labor laws in their respective countries.

Confidentiality Agreement

- Employees must not share proprietary business information outside the company.
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FOREIGN WORKERS IMMIGRATION RULES - DO AND DON'T

As a global company, Niugini Swine Farming adheres to the immigration laws of each country where we operate. The following are important guidelines for our foreign workers in Florida (USA), Papua New Guinea (PNG), and Malaysia.

1. Florida (USA):

Do's:

- Ensure foreign workers hold valid work visas (e.g., H-2A for temporary agricultural workers or H-1B for skilled professionals).
- Submit Form I-129 to apply for work visas before hiring foreign workers.
- Maintain records of employee work authorization and ensure timely visa renewals/extensions.
- Pay foreign workers at least the prevailing wage as required by U.S. Department of Labor standards.
- Provide a non-discriminatory workplace and respect workers' immigration status.

Don'ts:

- Do not allow any foreign worker to begin employment without a valid work visa.
- Do not engage in any form of discrimination based on nationality or immigration status.
- Avoid allowing workers to continue working once their visa has expired.
- Do not charge foreign workers any fees for visa processing or job placement.

2. Papua New Guinea (PNG):

Do's:

- Ensure foreign workers have valid work permits and visas before commencing employment.
- Workers must complete health and character checks per PNG immigration laws.
- Require foreign workers to pay a bond before employment, refundable upon successful contract completion.
- Provide clear contracts in compliance with PNG labor laws, detailing terms, wages, and employment duration.
- Ensure wages meet the minimum wage requirements set by PNG labor regulations.

Don'ts:

- Do not allow foreign workers to start work without valid work permits or visas.
- Avoid hiring workers who do not meet the eligibility criteria established by PNG immigration authorities.
- Do not delay or fail to renew workers' visas on time.
- Do not allow workers to perform duties outside the scope of their visa or work authorization.

3. Malaysia:**Do's:**

- Foreign workers must obtain valid work passes or visas (e.g., Employment Pass or Temporary Work Pass) before starting work.
- Ensure compliance with Malaysia's Ministry of Human Resources regulations during recruitment.
- Verify that foreign workers meet health and qualification requirements according to Malaysian immigration policies.
- Ensure timely processing of visa renewals and work passes for foreign workers.
- Offer support and accommodations to foreign workers as per employment terms.

Don'ts:

- Do not allow foreign workers to begin work without valid work permits or visas.
 - Do not fail to comply with Malaysian wage laws and employment regulations for foreign workers.
 - Do not allow foreign workers to overstay their visas or engage in unauthorized employment.
 - Do not fail to maintain accurate records of foreign workers' immigration status.
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Employee FAQ Section

How do I apply for a visa to work in Florida, PNG, or Malaysia?

HR will assist you with the visa application process for the relevant country, ensuring compliance with local immigration laws. All necessary documentation will be provided.

What should I do if my visa is about to expire?

It is important to notify HR at least 60 days before your visa expiration date. HR will help you with the renewal process or extension to ensure there is no disruption to your employment.

What are my responsibilities upon arrival?

Upon arrival, you will need to provide your valid work permit or visa to HR. You will also be required to attend an orientation session to familiarize yourself with company policies and your role.

What happens if I violate immigration laws?

Violations of immigration laws may result in disciplinary action, including possible termination of employment. It is your responsibility to maintain compliance with all visa and work permit regulations.

Conclusion

At Niugini Swine Farming Corporation, we strive to create a work environment where employees are respected, supported, and given opportunities to grow. We expect all employees to adhere to the rules and guidelines set forth in this handbook and to follow the immigration laws of the countries in which we operate. Together, we will continue to achieve our mission of becoming a global leader in sustainable agriculture and premium pork production.

For any questions or further clarification, please reach out to your HR representative.

ACKNOWLEDGMENT & SIGNATURES

Employee Acknowledgment

I, _____, acknowledge that I have read and understood the **Niugini Swine Farming Employee Handbook**. I agree to abide by all policies outlined in this document.

Signature: _____

Date: _____

Employee ID: _____
