



# Gwani Software

## Education Ethics & Regulations of Training Department Article

11<sup>th</sup> Shawwal, 1432

10<sup>th</sup> September, 2011



# Gwani Software

## Supervisors' Rights & Responsibilities Article

1. This article as may whenever circumstances warrant be amended, may be cited as supervisors' rights and responsibilities (Hereinafter to be referred to as 'article').
2. There shall be a rank in sales and engineering department to be referred to as supervisor which may be conferred in written on any staff of Gwani Software by the director of sales or director of engineering respectively for least of thirty days.
3. Supervisor of sales department shall:
  - a. Oversee any technical job executed by the department,
  - b. Provide logistic on how best any job may be executed in the department,
  - c. Proof-read any data processing job executed in the department,
  - d. Maintain data security and integrity on the server farms of the department;
  - e. Ensure smooth operation of all machineries in the department,
  - f. Manage Forex trading platforms of the department,
  - g. Attend to facility renters' demands,
  - h. Technically assist any operational staff of the department on how best to conduct his job,

- i. Ensure quality of goods and services of the department.
4. Supervisor of engineering department shall:
- a. Oversee any technical job executed by the department,
  - b. Provide logistic on how best any job may be executed in the department,
  - c. Test-Check any computer repaired by the department and ensure it is fully repaired,
  - d. Test-Check any network designed by the department to ensure it is operationally fit,
  - e. Test-Check any internet access installed by the department to ensure it is operationally fit,
  - f. Test-Check any fairly used device that will be sold by the department,
  - g. Test-Check any device bought by the department;
  - h. Technically assist any operational staff of the department on how best to conduct his job,
  - i. Ensure quality of products and services of the department.
5. Supervisor of sales and engineering department may be paid 3.125% of the monthly net profit generated by the department in question.
6. Supervisor of sales or engineering department shall:
- a. Possessed least of first degree in computer science, computer engineering, information technology or computer related discipline with least of three years working experience in Information & communication Technology, or
  - b. Possessed least of Masters Degree in computer science, computer engineering, information technology or computer related discipline with least of one year working experience in Information & Communication Technology, or

- c. Possessed a Doctorate Degree in computer science, computer engineering, information technology or computer related discipline.
7. Director sales or engineering as the case may be may terminate the offer of supervisor from any staff on the ground of:
- a. The staff not satisfying the minimum requirement as stated in 6 above,
  - b. The staff failed to do his responsibilities appropriately,
  - c. The staff is found with dubious characters unworthy of him,
  - d. The staff revealed the trade secret of the company not as expected of him.
8. Notwithstanding any provision of this article any supervisor suspended or terminated may not be paid any amount for the work he rendered before and during the period of the suspension or termination.
9. Supervisor of sales and engineering department shall be available in the department for complete working hours of the department.
10. Supervisor of sales or engineering department may query the unworthy activities of any operational staff of his department and shall copy such query to the director of the department.
11. A supervisor may terminate his offer as supervisor in written giving one month notice or forfeiting his payment for a month in lieu of notice.
12. Supervisor of sales or engineering as the case may be, may attend management meeting after director of his department has applied for this matter to the managing director and the latter has given his consent on that application.
13. This article shall come into operation after 10<sup>th</sup> day of September 2011 (11<sup>th</sup> day of Shawwal, 1432).