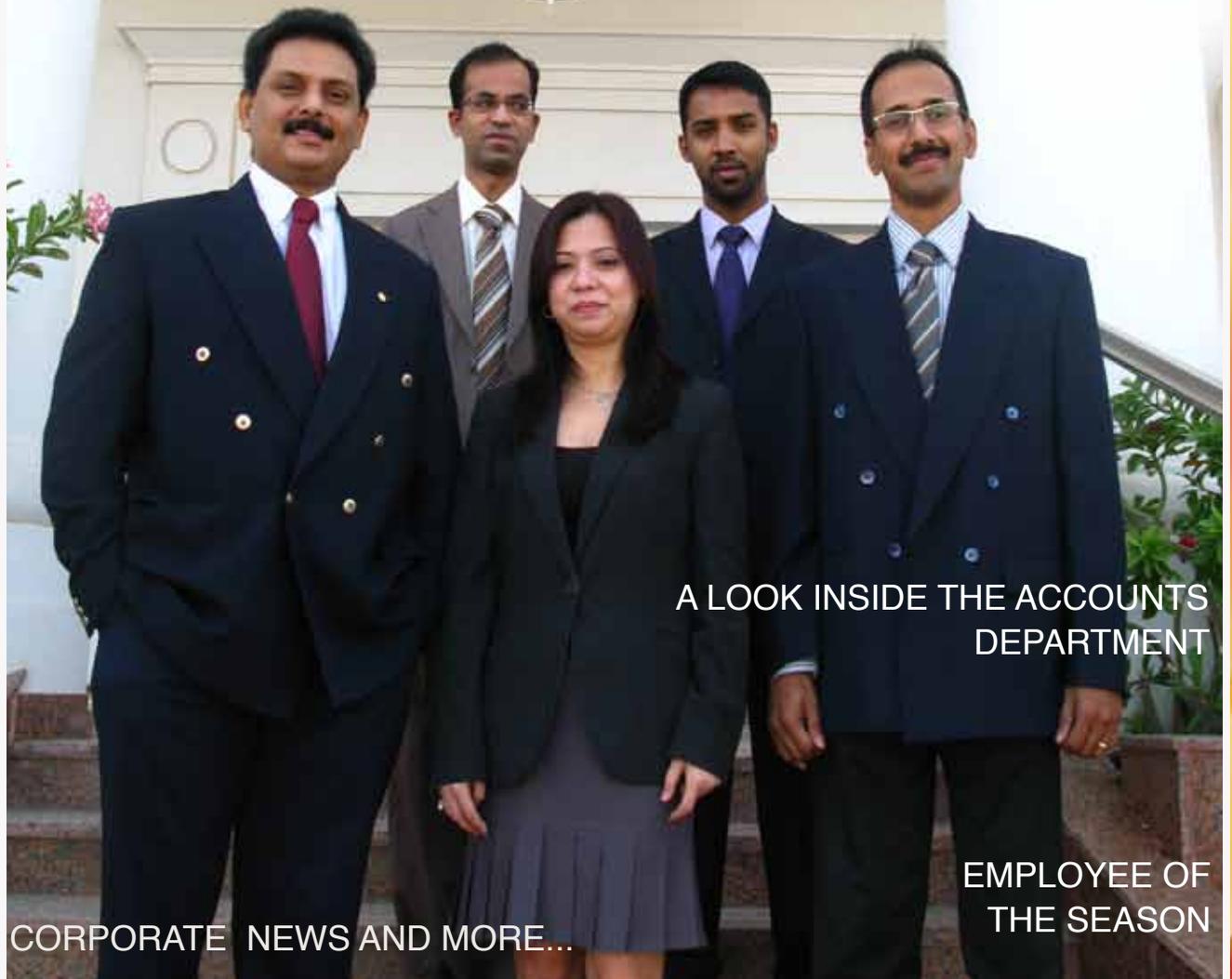


SAWALEF

Newsletter

CONGRATULATIONS TO
MR. MOHAMMED AL HABTOOR

HEALTH FOODS



A LOOK INSIDE THE ACCOUNTS
DEPARTMENT

EMPLOYEE OF
THE SEASON

CORPORATE NEWS AND MORE...

Murtaza F. Dilawar

Finance Manager - Corporate
Al Habtoor Group

Accounting: A journey through time

Since this sawalef issue is on the accounts department, I would like to share with all the readers some interesting facts about the origin, development and its importance in our lives.

If we look at the history of accounting it is as old as civilisation, key to important phases of history, among the most important professions behind successful business. Accountants participate and contribute in development of cities, trade and concept of wealth and numbers.

The big businesses require capital market that depends on accurate and useful information. This was supplied by what became an accounting profession.

In the Holy Qur'an, the word "account" (Arabic: hesab) is used in its generic sense, relating to one's obligation to account to God on all matters pertaining to human endeavour. According to the Holy Qur'an, followers are required to keep records of their indebtedness, thus Islam provides general approval and guidelines for the recording and reporting of transactions

Accountants through scientific accountability, participated in the development of money and banking, invented double entry bookkeeping that fuelled the Italian Renaissance, saved many Industrial Revolution inventors and entrepreneurs from bankruptcy, helped develop the confidence in capital markets necessary for western capitalism, and are central to the information revolution that is transforming the global economy.

An accountant measures, aggregates and reports financial information necessary for the sake of decision making by organizational managers, owners, investors, government agencies and other users. Timely and accurate information on operations is crucial to success in the recent days of rapidly changing business environment, and the accountant is the one responsible for the critical business function that mostly though indirectly affects our career and everyday life.

As long as there will be people in this world, there will be business, and as long as there is business, there will be accounting. Accounting is involved in virtually everything in our lives whether we know it or not, and its importance can sometimes be overlooked. Everything needs accounting. From a baseball cap you wear, to the food you eat, to the company you work for, accounting is needed. Today, a global real-time integrated information system is a reality, suggesting new accounting paradigms.

Accounting promotes a better life style. Life is not as easy as driving on the road with traffic lights and signs along the way, but we still need financial signals in our life whether we are in comfortable phase or in danger phase to detect that signals that requires help. Accounting can help people detect these dangers well in advance and put in place remedial measures.

Murtaza F. Dilawar

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Al Habtoor Group

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Faisal Bouchekhi

For feedback and suggestions please email us at:
sawalef@habtoor.com

A note to our readers;

Ramadan Kareem and Eid Moubarak to all.

Another summer has passed, a quiet season in our warm country the United Arab Emirates, but still the pages of our Sawalef are busy with news from all over our group.

The autumn issue of Sawalef sheds the lights on the biggest department of our group, the finance department. The job of our colleagues in the accounts department seems a little dull sometimes, especially to those of us with the more loud and colorful agenda in the Media & Communication department. But we should never underestimate the characteristics and skills it takes to become an accountant. To be a good accountant, you must have integrity, and objectivity. You must be professional, have management and administration skills, honest, objective, patient, accommodating, always positive, punctual, honest, disciplined, discreet, effective and meticulous among other things. Accountants with those characteristics are rare, but our colleagues and friends in Al Habtoor Group head office have many, if not most of these characteristics.

I have said too much, but I feel not enough... Look to the pages of sawalef, to meet them one by one... And that's not all, we have a lot more.

Noura Badawi



Al Habtoor Group LLC announced today the promotion of Mr. Mohammed Khalaf Al Habtoor to Vice Chairman and CEO of the Habtoor Group, responsible for the entire international and local businesses of the organization.

This is reflective of Chairman Khalaf Al Habtoor's ongoing commitment to establish and maintain a dynamic and innovative leadership team across the group's unique business portfolio.

Mr. Mohammed Al Habtoor, aged 42, who joined Al Habtoor Group in 1990, has been promoted to Vice Chairman, effective the 1st of October 2010, and will continue his current roles as CEO of the Al Habtoor Group and member of the Al Habtoor Leighton Group's board of directors.

Mr. Khalaf proudly stated: "Mohammed will continue his strategic, dynamic, responsive, and futuristic style, and hastened to add that "I personally trained him." Mr. Khalaf praised the achievements Mr. Mohammed has made in the past twenty years: "He has played a very active and successful role in the growth and development of Al Habtoor Motors, Hotels division, Real Estate, Leasing, Education and Investments."

After the announcement, Mr. Mohammed thanked Mr. Khalaf Al Habtoor for his trust and confidence and pledged to dedicate his full effort to the Al Habtoor Group's continual progress. Mr. Mohammed feels it is his personal duty to take the group to a new level, while never ceasing to strive for excellence.

Having graduated from the ATI Career Institute (USA) where he studied Hotel and Restaurant Management and having received certificates in various other disciplines from the University of Surrey, University of Slough (UK) and the Cornell University (USA) as well as Higher Colleges of Technology, Dubai Men's College (UAE) where he successfully completed the Management Development Program, Mr. Mohammed enriches the group with his acute business acumen and professionalism and is ably supported by a strong Executive Board of Directors.



Mr. Mohammed Khalaf Al Habtoor is promoted to Vice Chairman and CEO of Al Habtoor Group





The prize for the best CAS (Creativity, Action and Service) programme was awarded to Tala Odeh who is going to study Mechanical Engineering at the University of Waterloo. In recognition of the selfless contribution he made to school life Harris Rasheed, who is undertaking a double major in Computer Science and Business Administration at the University of Waterloo in Canada, was presented the Service Award.

The Shahna McPherson Award was established by the students in 2001 to celebrate the life of Shahna who died in her final year at school. Shahna brought great joy to many people but particularly in her role as a prefect. Each year her award is given to the student who best fulfills his or her role as a prefect. This year the award was given to Mariam Mohyeddin, who is going to study Physiotherapy at the University of Brighton. Awards for academic excellence and service to the school community were awarded to one student from each year group in Grades 10, 11 and 12. The very moving ceremony was brought to a beautiful conclusion with a piano recital by one of our talented young musicians, Hew Tung Kwai in Grade 11.



Of the 65 Diploma students, 54 successfully achieved the full diploma. Six of our students scored outstandingly with 40 points or more out of a possible 45 points, a school record. The headline score of 43 points was achieved by Nikhil Jethwani. Zahra Mirza, was a close second with 42 points. Both Hiba Hashmi and Vinayak Motwani secured 41 points followed closely by Hoori Kim and Meghna Harjani with 40 points. A further 33 students received 30 points or more which is extremely commendable. We wish our students the very best as they move ahead to the next stage of education in their lives. They will be missed here at EIS - Jumeirah.



Graduation Ceremony Of The Class Of 2010

The Graduation ceremony for the EIS – Jumeirah “Class of 2010” took place in the EIS Theatre on Thursday, 27th May. All 81 students graduated and received the EIS-Jumeirah (EIS-J) High School Diploma. The ceremony was attended by Mr. Sultan Al Habtoor, President of Al Habtoor motors, EIS Board members, many proud parents, family members, friends and teachers, who witnessed the students receiving their diplomas from Mr. Mohammed Al Habtoor, Chief Executive Officer of the Al Habtoor Group. 94% of the graduating class will continue into Higher Education.



The top academic award, The Khalaf Al Habtoor Award, was awarded to Hiba Zia Hashmi who delivered the Val-edicitorian address. She has a place at the London School of Economics and Political Sciences where she will study Business and Management.



The winner of the Headmaster’s Award for the best all round student went to Meghna Harjani who is going to study Economics, Politics and International Studies at the University of Warwick. Our Head Boy, Chirag Menon, who is going to study Aerospace Engineering with Astrophysics at the University of Michigan, Ann Arbor was awarded the International Student Award.



The winner of the prize for Academic Excellence this year was given to two students, Nikhil Jethwani and Zahra Mirza for their outstanding achievement. Nikhil is going to study Finance at the University of Michigan, Ann Arbor, while Zahra intends to study English Language and Literature at King’s College London.

The Senior Athletic Award, which is given to the student with a strong sense of sportsmanship, was awarded to Niklas Summer who is joining the Swiss Air Force followed by an International Law degree at the University of St. Gallen in Switzerland. The Arabic speech was delivered by Habtoor Al Habtoor with an adaptation in English delivered by Meera Al Habtoor. The Arabic and Islamic Cultural Award is awarded to a student who is the best representative of Arabic and Islamic culture in an international context. Our Deputy Head Boy Momin Sherazi, who is taking a gap year to gain work experience at the Elliot Macy Centre and Learning Lab, was the recipient of this award. The winner of the International Baccalaureate Diploma Programme Coordinator’s Award which recognizes the student in the graduating class, who best epitomizes the IB learner profile, was our Head Girl Ingy Jabri who is going to study Engineering at the University of British Columbia.

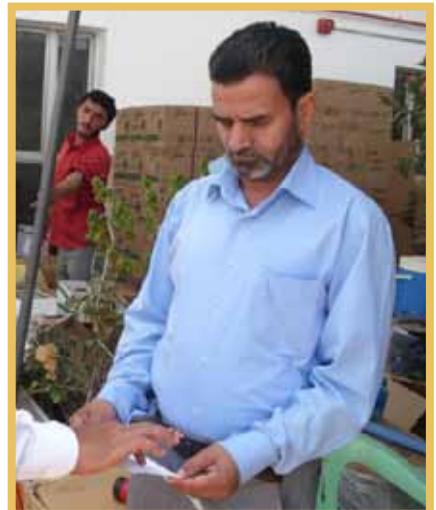




Supplies gathered by a team of hardworking employees. Ready to aid the flood victims in Pakistan.



Dedicated employees giving a helping hand



DiamondLease Relief Efforts

Diamondlease has contributed AED 25,000 worth food stuff, medicines and blankets towards Pakistan Flood Relief;

We had cancelled our Staff Annual Ifthar Party and the same fund was utilized for this noble cause.

Attached is our internal memo we had sent for our staff on this subject;

Also attached are some of the photographs of the items we had sent.



Pakistani flood victims get evacuated as flood waters continue to rise August 11, 2010 in Sangi Patan, Pakistan. The country's agricultural heartland has been hit hard as rice, corn and wheat fields are flooded creating a massive lake that goes on for many miles. Deadly flooding across Pakistan, has claimed the lives of more than 1,600 people and has forced hundreds of thousands from their homes, in what is the country's worst floods since 1929.

Employee Of The Season



Ms. Jenelyn Bulaga Lingo

Ticketing Cashier @ Metroplex Cinema.
DOJ 23.6.2008
Metroplex Cinema

The above candidate was awarded the Employee of the Season award for her outstanding performance in the following areas:

- Knowledge and interest in her job functional areas.
- Timely completion of the tasks assigned.
- Punctuality in attendance and responsibility.
- Friendly and courteous to customers and always smiles.

Congratulations Ms. Jenelyn and may she continue to keep up the hard work!

Outstanding Performance Award



Mr. Rohit Garg

Financial Controller - Habtoor Hotels

Congratulations to Mr. Rohit Garg for winning the "Outstanding Performance Award" for the hotels division Beirut, presented to him in the picture by our Chairman Mr. Khalaf Al Habtoor.

Mr. Rohit Garg is the Financial Controller for Habtoor Hotels Lebanon.



Mr. Maan Halabi is promoted to Managing Director of Al Habtoor Group

Al Habtoor Group LLC announced today the promotion of Mr Maan Halabi to Managing Director for the Al Habtoor Group, effective October 1st 2010.

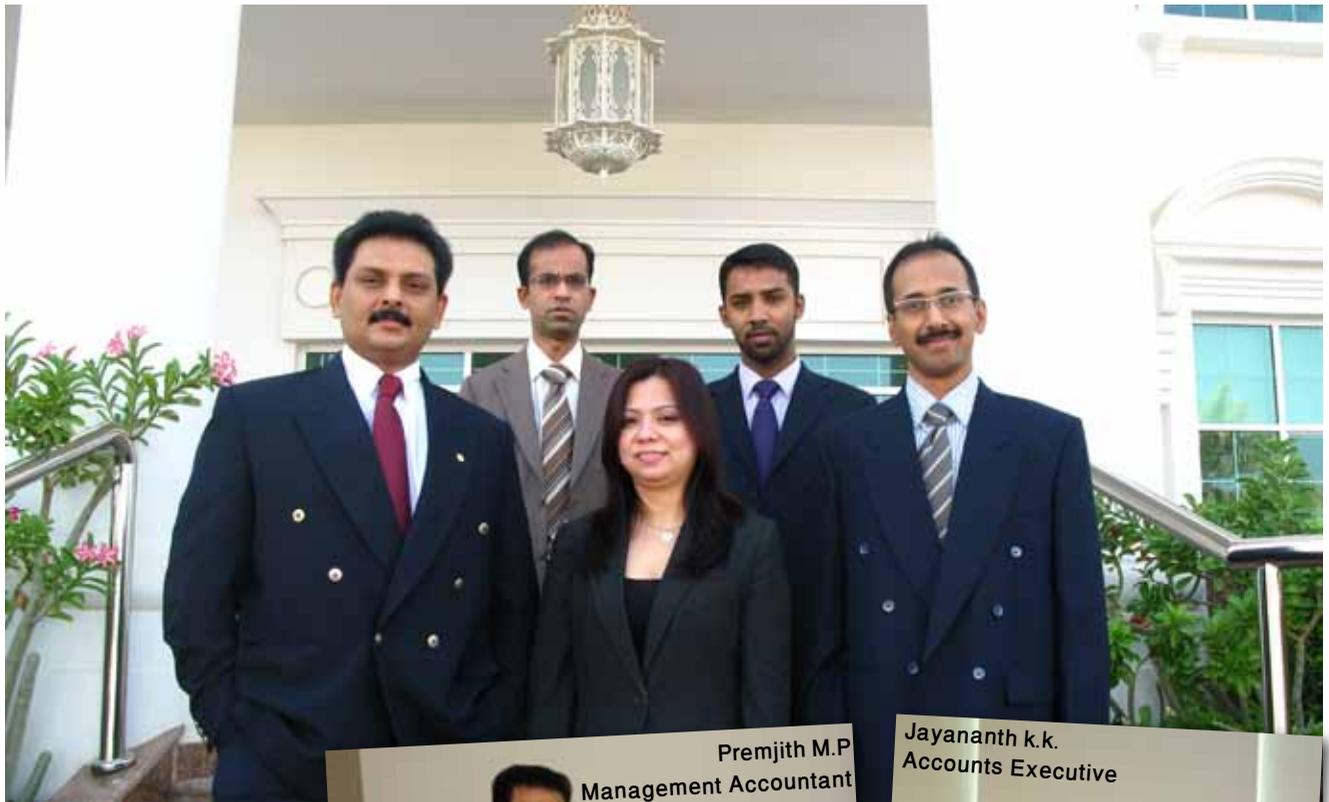
Mr Halabi, who joined the group in 1991, has been promoted from Executive Director for the group, a position he successfully occupied since 1996.

Mr Khalaf Al Habtoor, Chairman of Al Habtoor Group, congratulated Mr Halabi on his promotion and praised him for his dedication, loyalty and leadership skills; “Maan has been with our group for almost two decades, and he played, with all our executives, a very important role in helping rise the Al Habtoor Group to the place it holds now”.

After the announcement, Mr Halabi thanked Mr Khalaf Al Habtoor for his trust and confidence. On the occasion Mr Halabi had this to say: “I thank Mr Al Habtoor for the trust that he placed in me. I always say to our employees to continue to be loyal and proud of our employer, because in turn Al Habtoor Group is always proud of its performing staff. For the hard working, Al Habtoor Group always cares and extends opportunities for internal development and promotions”.



Meet the Accounts Department...



Premjith M.P
Management Accountant

Jayananth k.k.
Accounts Executive

Mohammed Rifkan Zakaria
Accountant



Teresa Panganiban
Secretary



Murtaza Dilawar
Finance Manager - corporate



Girish Pachat
Accountant



Under the Spotlight ...

Jayananth K.K



You might know Jayananth (affectionately known as Anan) from the AI Habtoor Group Head office as the man that brings you the monthly salary slip. Sawalef team decided to get to know the real Anan...

1.Describe your job?

I enjoy my work as an Accounts Executive, working with figures, concepts and being part of making decision.

2.When did you join AI Habtoor Group? What position did you occupy?

I joined AI Habtoor Group on 3rd March 1996 as an Accountant. Currently I am working as an Accounts Executive in AI Habtoor Group Corporate Finance.

3.What is your guilty pleasure?

Speeding my car just beyond the speed limit.

4.What is your most treasured possession in your office?

According to me the most treasured possession in the office is the team with whom I have been working for more than a decade. I want to thank them all for providing an excellent working environment.

6.When did you last loose temper at work?

I normally keep cool at work. Loosing temper will affect the work and health.

7.Tell us about your personal life. Are you married?

I am happily married and having two children, Indulekha & Vinayak studying in Grade VI & Grade IV respectively. My family is the main source of my inspiration.

8.What do you do in spare time? Do you have any hobbies?

I spend my spare time with my family, relatives &

friends. My hobbies are long drives, and exploring new places, shopping, watching movies & listening to music.

9.Who is the public figure you most admire?

APJ Abdul Kalam. He was the 11th President of India. He is a man of vision, who is always full of ideas aimed at the development of the country. People loved and respected Dr APJ Abdul Kalam so much during his tenure as President that was popularly called the People's President. He was highly respected as a Scientist and as an Engineer. He is the first Asian to be bestowed the "Hoover Medal", Americas top engineering prize for his outstanding contribution to public service. He is a very humble humanitarian in every sense of the word.

10.If you won a million dollars, what would you do?

I would make my expensive wishes come true, like taking my family for a world tour, an expensive car, invest in business & properties etc. I would renovate the primary school founded by my grandfather & currently run by my father for the poor & under privileged children of my hometown. A hefty amount will surely be kept aside for my children.

11.Any financial tips or how to organize your finances better?

Plan a monthly expense budget and try to adhere to the same. Intelligent spending helps a lot.

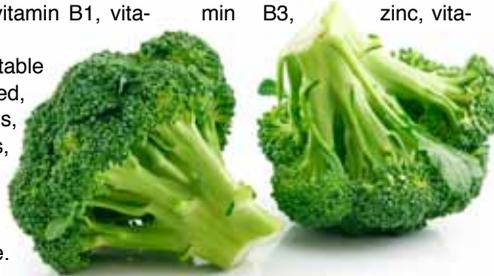
12.Are you under a lot of pressure?

Life without pressure is like sea without water. Aims are achieved only under pressure. After all, it adds to the beauty of life.

6. Broccoli

Another cruciferous vegetable, broccoli is a potent cancer fighter. And, it fights heart disease, prevents cataracts, helps build strong bones, protects against ulcers, rheumatoid arthritis and birth defects and boosts the immune system. Notable Nutrients: vitamin C, vitamin A, folate, fiber, manganese, tryptophan, potassium, vitamin B6, vitamin B2, phosphorus, magnesium, protein, omega-3 fatty acids, vitamin B5, iron, calcium, vitamin B1, vitamin B3, zinc, vitamin E

This versatile vegetable is great raw or cooked, cold or hot, in soups, salads, casseroles, stews or just by itself. Cream of broccoli soup is always a fall favorite.



8. Spinach

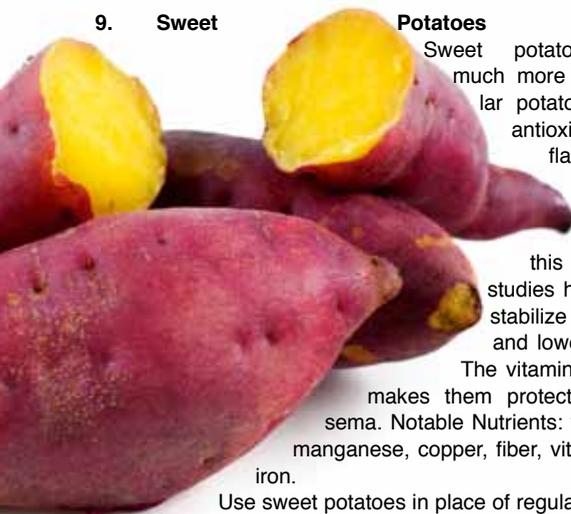
Popeye was right all along! Spinach is a nutrition powerhouse; researchers have found at least 13 different flavonoid compounds in it that function as antioxidants and anti-cancer agents. It also contains lots of vitamin K for your bones, is protective of the heart and against eye diseases such as age-related macular degeneration and cataracts, contains lots of anti-inflammatory nutrients and may help protect the brain from oxidative stress and reduce the effects of age-related declines in brain function. Notable Nutrients: vitamin K, vitamin A, manganese, folate, magnesium, iron, vitamin C, vitamin B2, calcium, potassium, vitamin B6, tryptophan, fiber, copper, vitamin B1, protein, phosphorus, zinc, vitamin E, omega-3 fatty acids, vitamin B3, selenium. Spinach can be added to just about any meal for an easy nutrient boost. Try it with eggs, pasta, fish -- even pizza -- and use it instead of (or mixed with) lettuce in your salad.



9. Sweet Potatoes

Sweet potatoes have much more nutrition than regular potatoes. They're rich in antioxidants and anti-inflammatory nutrients, and are classified as an anti-diabetic food. They received this title because animal studies have found they help stabilize blood sugar levels and lower insulin resistance. The vitamin A they contain also makes them protective against emphysema. Notable Nutrients: vitamin A, vitamin C, manganese, copper, fiber, vitamin B6, potassium, iron.

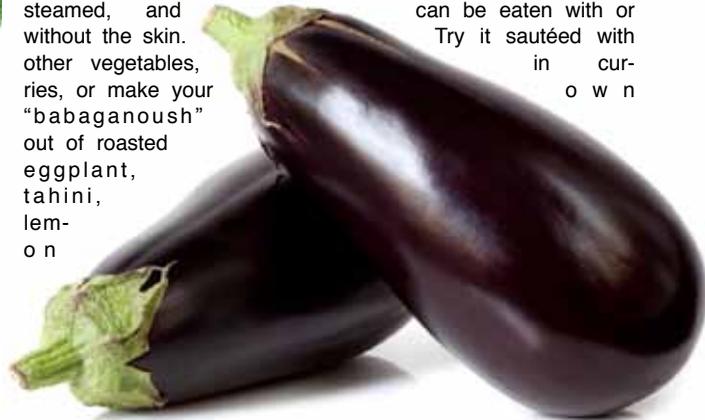
Use sweet potatoes in place of regular potatoes in all your recipes. They're even good cold or as mashed potatoes and oven-baked fries. Or, try them for dessert in sweet potato pie, muffins or bread.



7. Eggplant

Eggplants contain phytonutrients that have antioxidant activity, which makes them anti-cancer, antimicrobial, anti-viral and good for lowering bad (LDL) cholesterol. They're also good for the heart and contain an anthocyanin phytonutrient called nasunin in their skin, which is a potent antioxidant and free radical scavenger that has been shown to protect cell membranes from damage. Notable Nutrients: fiber, potassium, manganese, vitamin B1, vitamin B6, folate, magnesium, tryptophan, vitamin B3.

Eggplant can be baked, roasted or steamed, and can be eaten with or without the skin. Try it sautéed with other vegetables, in curries, or make your "babaganoush" out of roasted eggplant, tahini, lemon juice, olive oil and garlic.



juice, olive oil and garlic.

10. Apples

Apples are a traditional fall favorite, and one of the healthiest, too. They're loaded with powerful antioxidants, including quercetin, catechin, phloridzin and chlorogenic acid, protect against breast and colon cancers, prevent kidney stones, and help to lower bad cholesterol while raising the good kind. Studies have also found that eating at least two apples a week reduces the risk of asthma and type 2 diabetes, and promotes lung health. Notable Nutrients: fiber, vitamin C, vitamin K.

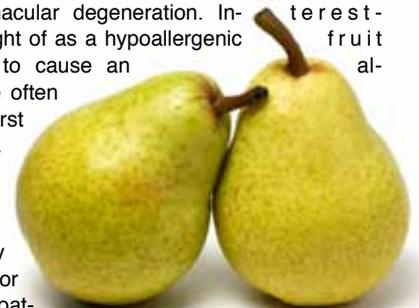
Apples are an easy snack to take with you on-the-go, or try them cut up with peanut butter, cheese or in salads, or in homemade apple sauce.



11. Pears

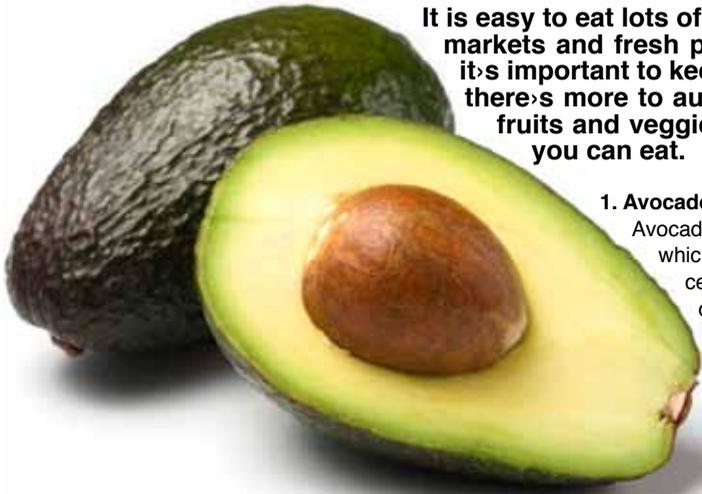
Pears contain antioxidants that help protect the body from free radical damage, help promote heart and colon health, and protect against macular degeneration. Interestingly, they're also thought of as a hypoallergenic fruit (one that's not likely to cause an allergic reaction) and are often recommended as the first fruit to give to infants. Notable Nutrients: fiber, vitamin C, copper.

Pears can, of course, be eaten as is, but they can also be poached or added to salads and oatmeal.



The 11 Healthiest Autumn Fruits and Vegetables

It is easy to eat lots of fruits and vegetables in the summer, when farmer's markets and fresh produce abound, but in order to stay really healthy, it's important to keep eating them year-round. Here's some good news: there's more to autumn produce than potatoes and squash. These 11 fruits and veggies are among the healthiest 'autumn harvest' foods you can eat.



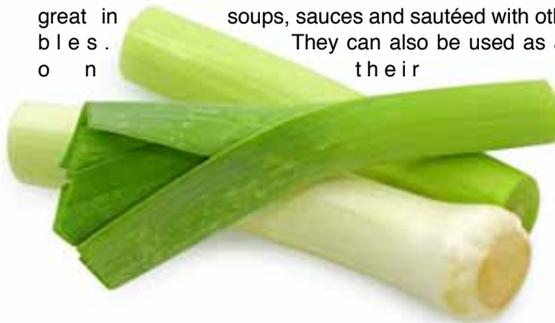
1. Avocado

Avocado is an excellent source of the healthy monounsaturated fat, oleic acid, which has been shown to lower cholesterol and protect against breast cancer. They're also rich in the carotenoid lutein and vitamin E that, when combined with the avocado's healthy fat, inhibit the growth of prostate cancer. Notable Nutrients: oleic acid, lutein, vitamin E, vitamin K, fiber, potassium, folate, vitamin B6, vitamin C, copper. Try them on sandwiches, in salads, as garnishes for soups and to make everyone's favorite--guacamole.

2. Leeks

Leeks are in the same family as garlic and onions, and have many of the same healthy benefits. They've been found to lower bad (LDL) cholesterol while raising good (HDL) cholesterol, fight against cancer, including prostate and colon cancers, and stabilize blood sugar levels. Notable Nutrients: manganese, vitamin C, iron, folate, vitamin B6

Leeks have a milder, sweeter taste than onions and work great in soups, sauces and sautéed with other vegetables. They can also be used as a side dish on their own or as an addition to salads (like onion).



3. Brussels Sprouts

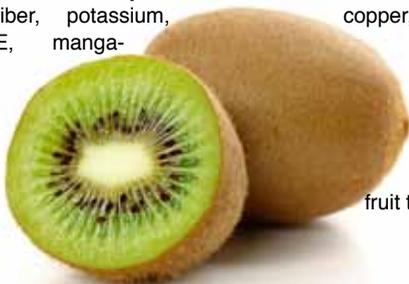
Brussels sprouts belong to the cancer-fighting cruciferous family of vegetables and are a rich source of anti-cancer phytochemicals. They also help you get healthy skin, protect the immune system, fight birth defects and rheumatoid arthritis and support a healthy colon. Notable Nutrients: vitamin K, vitamin C, folate, vitamin A, manganese, fiber, potassium, vitamin B6, tryptophan, vitamin B1, omega-3 fatty acids, iron, phosphorus, protein, magnesium, vitamin B2, vitamin E, copper, calcium. Use Brussels sprouts as a side dish seasoned with butter, salt, pepper, cheese or lemon, or add them to soups and stews.



4. Kiwi

These little fruits contain lots of antioxidants and phytonutrients that are protective of DNA. They also help control blood sugar, protect the heart and colon, fight asthma and macular degeneration, and can lower your risk of blood clots. Notable Nutrients: vitamin C, fiber, potassium, copper, magnesium, vitamin E, manganese.

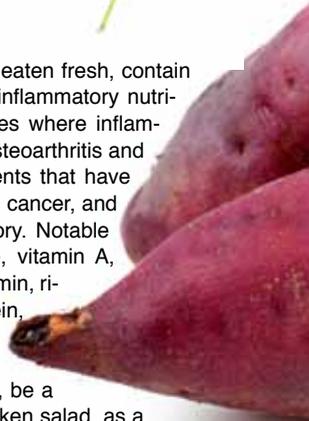
Kiwis are very tasty eaten alone (peeled) or can be added to salads, chilled soups or fruit tarts.



5. Green Beans

Green beans, one of the only beans that are eaten fresh, contain lots of vitamin K for healthy bones and anti-inflammatory nutrients that may reduce the severity of diseases where inflammation plays a major role, such as asthma, osteoarthritis and rheumatoid arthritis. They also contain nutrients that have been found to protect the heart, prevent colon cancer, and support the immune system, skin and memory. Notable Nutrients: vitamin C, vitamin K, manganese, vitamin A, fiber, potassium, folate, iron, magnesium, thiamin, riboflavin, copper, calcium, phosphorous, protein, omega-3 fatty acids, niacin.

Green beans can be used traditionally in side dishes, casseroles, stews and soups, or, be a little creative and try them cold in tuna or chicken salad, as a salad with oil and vinegar or added to a breakfast frittata.



Farewell

Annalyn Ducusin
Metroplex Cinema - F & B Counter



Annalyn has been working with Al Habtoor Group for nearly 4 years. She is friendly funny and outgoing and will be greatly missed by everyone that worked with her. Annalyn is expecting a baby and taking some time off to go home and be a full time mom for her first born.

Anna Marie Badianes
Metroplex Cinema - F & B Counter



Anna has been with Al Habtoor Group for nearly 4 years and is going back to the Philippines to spend more quality time with her family. She said she will miss her friends and regular cinema goes the most. We wish her all the best!

Rolando Ducay
Al Khawaneej Farm - Pool Attendant

Unfortunately we do not have a photo of Ronaldo. We bid him a farewell and all the best in the future!

Newcomers - Welcome!

Gelyn Gayamo
F & B Counter
DOJ - 4th August 2010

Gelyn is from the Philippines and just joined the team at Metroplex Cinema. She enjoys reading, surfing the internet, watching TV and meeting new people.



Mohammad Suthar
Electrician - Real Estate
DOJ - 19th August 2010

Mohammed recently joined Al Habtoor Group in the Real Estate division. Mohammad is from India.

Ma. Gretchen Tarriela
F & B Counter
DOJ -12th September 2010

Gretchen is from the Philippines and has been in the UAE for nearly 4 years. She recently joined the Metroplex team. One of her favorite things to do is watching movies.



Announcements

Happy Birthday to...

Marichu D. Bermudez

AHG - Projects - Secretary
1-Sep

Abdulla Al Mazrooei

Real Estate - Real Estate Manager
5-Sep

Dharampal

Al Khawaneej Farm - Gardener
9-Sep

Raju Kalyan

Al Khawaneej Farm - Machine Operator
11-Sep

Marieta Lizel Lumanlan

AHG - Media Comm - Exec. Sec
24-Sep

Mohamed Kutty V. Kulengerea

AHG - Exec & Admin - Driver
5-Oct

Lokesh Shesappa

Real Estate - Maintenance Tech
5-Oct

Venkata Kandragagula

Metroplex Cinema - Door Person
11-Oct

Saeed Al Balooshi

AHG - Exec & Admin - PRO
12-Oct

Abdul Imran Sheikh

Real Estate - A/C Tech
12-Oct

Elizabeth Tidd

Chairman Office - PA to Chairman
15-Oct

Ahmed El Sayed Maharem

AHG - Exec & Admin - Office Assistant
15-Oct

Khamis Al Habtoor

AHG - Exec & Admin - Receptionist
20-Oct

Philomina Pereira

AHG - Exec & Admin - Exec. Sec
23-Oct

Rowell Bayucot

Real Estate - Painter
24-Oct

Jonathan Pangilinan

AHG - Info & Tech - IT Support Engr
31-Oct

Muhamed Jemshad Tharammal

Metroplex Cinema- Door Person
8-Nov

Rajendra Bhoi

Real Estate - Painter
12-Nov

Basheer Ahmed

Metroplex - Movie Projector Operator
15-Nov

Sabry Ibrahim Abdalla Hassan

Real Estate - Helper
16-Nov

Mohammad Afzal Azam

Real Estate - A/C Tech
17-Nov

Alex Dias

Al Khawaneej Farm - Maintenance Super-
visor 29-Nov



Appraisal & Counseling

By: Atef Moosa

This issue of Sawalef will highlight the policy and procedures of the Performance Appraisal. The Performance Appraisal is defined as a structured formal interaction between a subordinate and supervisor, that usually takes the form of a periodic interview (annual or semi-annual), in which the work performance of the subordinate is examined and discussed, with a view to identifying weaknesses and strengths as well as opportunities for improvement and skills development.

Procedures:

- The company is committed to having a simple robust, well defined performance management system in place. Performance appraisals will be conducted by the department heads every 6 months

- Appraisal cycle will be from January to December.

- The performance of all employees will be evaluated in November. A performance Appraisal report should be completed to record the results of each performance appraisal.

- Decisions on salary increments and alterations will be based on the current and past appraisals.

- Employees who have joined before June 30th will be considered for annual increment.

- Mid-term performance evaluations may also be carried out, if employee's performance is below the standard expectation to enable necessary corrective actions.

- Employees will be rated against relevant criteria to reflect the level of performance achieved.

Objectives of Performance appraisal:

- To review the performance of the employees over a given period of time.

- To judge the gap between the actual and the desired performance.

- To help the management in exercising organizational control.

- Helps to strengthen the relationship and communication between superior – subordinates and management – employees.

- To diagnose the strengths and weaknesses of the individuals so as to identify the training and development needs of the future.

- To provide feedback to the employees regarding their past performance.

- Provide information to assist in the other personal decisions in the organization.

- Provide clarity of the expectations and responsibilities of the functions to be performed by the employees.

- To judge the effectiveness of the other human resource functions of the organization such as recruitment, selection, training and development.

- To reduce the grievances of the employees.

“I took this fantastic picture of sun-set on lake Zurich during my recent vacation. The reflection of the Sun, Mountains, water, fountain, clouds, sky (the mix of so many colours) is too brilliant to be expressed in words”

Sanjeev Agarwala
Chief Financial Officer
Al Habtoor Group



Guess who I am?



A hint:
"We come from the same country"

Sudoku

Level Easy

8	4			9				
1								9
3	5		4	2			8	
	2					9		
6		3		4	2	7		
9	7			5	1		6	
	9					8		
		8				6		
4			7		5	2		1

Level Hard

1	9			8		7	4
	5					3	2
			6				
	2		1			4	9
	1					8	3
		8		9			
		4			5		6
			7				
	7		3		6		2

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