

LARSA Security Services

HUMAN RESOURCES POLICY

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Revision

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Purpose

This HR policy sets forth the guidelines, expectations, and protocols for employees of LARSA Security Services a private security services company operating within Iraq. We are committed to upholding the highest standards of professionalism, safety, and ethical behaviour while ensuring compliance with both local Iraqi laws and international regulations related to private security operations. The policy aims to foster a work environment that is safe, transparent, and respectful, promoting the well-being of both our employees and clients.

Scope & Objectives

Scope

This policy applies to all employees, contractors and consultants working with or on behalf of LARSA Security Services, including but not limited to operational staff, administrative staff, and management.

Objectives

- To promote a fair, secure, and respectful workplace.
- To ensure compliance with Iraqi labour laws, health, and safety standards.
- To maintain operational efficiency while protecting human rights.
- To establish clear guidelines for employee conduct, safety, and dispute resolution.

Employment Standards

Recruitment & Selection

Recruitment will be carried out transparently and objectively. Candidates must meet minimum qualifications, including relevant certifications, physical fitness, and previous experience in the security or military sector. In addition to a background check and security clearance, candidates will be assessed for language skills (Arabic, Kurdish, or English), cultural awareness, and adherence to ethical standards.

Equal Employment Opportunity (EEO)

The company is dedicated to eliminating discrimination based on race, gender, ethnicity, religion, or disability. We believe in diversity and equal opportunities for all. Reasonable accommodations will be made for employees with disabilities, in line with applicable Iraqi and international labour laws.

Anti-Harassment and Anti-Discrimination Policy

Harassment, bullying, or any form of discrimination is strictly prohibited. This includes sexual harassment, racial slurs, or discrimination based on political affiliation or nationality. Complaints will be handled confidentially, and appropriate disciplinary actions will be taken.

Probation Period

New employees will undergo a 90-day probation period or 1 complete employment rotation, whichever is the shorter of the two. During this period, performance reviews will be conducted to assess suitability for permanent employment. Feedback sessions will also be arranged to ensure clarity on performance expectations.

Probation periods will also extend to include transfer of jobs and promotions where suitability is assessed under the same terms and conditions as above.

Code of Conduct

Professionalism and Ethical Behaviour

Employees are expected to maintain a high level of integrity, discipline, and professionalism. Any form of bribery, corruption, or unethical behaviour, particularly in dealing with clients or local authorities, is strictly forbidden. Employees must abide by all company policies and international standards, such as the International Code of Conduct for Private Security Providers (ICoC).

Use of Force Guidelines

The use of force is regulated by international law and Iraqi legislation. Employees must use force only when absolutely necessary and in proportion to the threat posed. Any incident involving the use of force must be immediately reported and documented. Unauthorized use of firearms or excessive force will result in disciplinary action, including potential legal consequences.

Confidentiality and Information Security

Employees are prohibited from disclosing confidential information related to the company's operations, clients, or fellow employees without prior authorization. Breaches of confidentiality will be treated as serious misconduct.

Conflict of Interest

Employees must avoid situations where their personal interest's conflict with the interests of the company or its clients. Any potential conflicts must be disclosed to management.

Working Hours and Leave Policies

Working Hours

Employees will adhere to either an 8-hour or 12-hour workday unless otherwise agreed upon in the contract. Flexibility is required based on operational needs, including extended shifts or deployment to high-risk areas. Individual operational job descriptions will dictate the terms and requirements of the individuals' working hours and rotations. All working patterns and rotations will adhere to Iraq labour law.

Overtime Compensation

Employees who are required to work beyond their normal working hours shall be compensated in accordance with applicable Iraqi Labour Law and LARSA's internal pay structure. Overtime work must be pre-approved by the relevant line manager and recorded through the company's timekeeping system. Overtime shall be compensated either through additional pay at the prescribed statutory rate or through equivalent time off in lieu, subject to mutual agreement and legal compliance

Annual Leave, Sick Leave and Medical Leave

Annual Leave and/or rotational leave is discussed at contract/job offer signing and is based on contractual and project specific needs. Example rotations could include but are not limited to 12-4, 8-4 or 6-6.

All employees are entitled to sick leave in accordance with the provisions of Iraqi Labour Law. Employees shall inform their line manager as soon as practicable and provide a medical certificate for absences exceeding two consecutive days. During sick leave, employees shall receive salary and benefits as prescribed by law and company policy

Compassionate and Emergency Leave

Employees may apply for emergency leave in cases of urgent personal circumstances, such as the death or serious illness of an immediate family member, or other unforeseen crises. Up to seven (7) working days of paid emergency leave may be granted per event, subject to HR and line-management approval. Requests beyond this period may be considered as unpaid leave or annual leave, depending on the situation and documentation provided

Remuneration and Benefits

Remuneration

Salaries are structured according to the position, level of responsibility, and operational risk. Regular market reviews will ensure that salary scales remain competitive within Iraq's security industry.

Medical Insurance

All employees are covered under a comprehensive health insurance plan, which includes coverage for hospitalization, emergency care, and medical evacuations in the event of injury sustained during duty.

Life Insurance

Employees are provided with life insurance coverage to ensure financial security for their families in case of injury or death in the line of duty.

Performance Bonuses

Employees must complete a rigorous training program that includes but is not limited to covering physical fitness, weapons handling, legal frameworks, de-escalation techniques, and first aid. This ensures readiness for high-risk situations. Regular refresher courses and training on evolving security practices are mandatory.

Cultural Training

All employees will receive training on Iraqi culture, laws, and human rights obligations, emphasizing the importance of respecting local customs and legal frameworks during operations.

Career Enhancement and Employee Retention

The company encourages internal promotions and supports career development through specialized training programs and leadership development initiatives. Employees demonstrating exceptional skills will be considered for leadership roles.

Health, Safety, and Well-being

Health and Safety Compliance

The company is committed to providing a safe working environment in line with local and international health and safety regulations. Protective equipment, BPE, and equipment will be provided to all employees.

Incident Reporting

Employees are required to report all injuries, accidents, or security breaches immediately to their supervisor. These reports will be thoroughly investigated, and corrective measures will be implemented.

Mental Health Support

Recognizing the psychological demands of working in a high-risk environment, the company offers incorporates fatigue management into its daily operations to ensure adequate rest and recuperation.

Disciplinary Procedures and Grievances

Disciplinary Process

Employees found to be in violation of the company's policies or engaged in misconduct will be subject to the following disciplinary process:

- Verbal Warning
- Written Warning
- Suspension
- Termination

Appeal Process

Employees have the right to appeal disciplinary actions. Appeals must be submitted in writing within 7 days of the disciplinary decision.

Grievance Handling

Employees may file grievances related to workplace conditions, disputes, or misconduct by other employees. The HR department along with senior management are responsible for addressing these grievances confidentially and ensuring prompt resolution.

Termination of Employment

Voluntary Resignation

Employees wishing to resign after completion of their probationary period must submit a 30-day written notice. Costs associated with no notice or short notice resignations will be recovered from the employee.

Involuntary Termination

The company reserves the right to terminate employees for misconduct, failure to perform duties, or security breaches. Severance pay and/or monies owed for days worked will be provided in compliance with Iraqi labour law.

Compliance and Legal Framework

Adherence to Iraqi Laws

LARSA is fully compliant with Iraqi labour laws, as well as international conventions governing the use of private security companies. Employees are expected to familiarize themselves with these laws and ensure compliance in all operations.

International Standards

In addition to local laws, the company adheres to international standards such as the Montreux Document and the International Code of Conduct for Private Security Providers (ICoCa), which regulate the conduct of private security companies.

Policy Review and Updates

This HR policy will be reviewed annually to ensure it aligns with any changes in Iraqi law, international security practices, or operational needs. Employees will be notified of any amendments in writing.