

A HANDBOOK TO KNOW YOUR GROUP



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WELCOME TO PACKAGES GROUP!

Here for You!

Starting a new chapter can be both - exciting, and a little overwhelming. Rest assured, you're not alone in this journey. We are a dedicated team of individuals, committed to making your onboarding experience as smooth, and enjoyable as possible. If you ever find yourself with questions, or simply in need of a friendly face, know that we're here for you.

Navigating Your First Days: A Handy Guide

To help you settle in comfortably, here's a handbook with practical information about our workplace. Whether you're wondering where to grab a cup of coffee, who to contact for IT support, or simply looking for a quiet spot to take a break, you'll find the answers here.





The Values We Share







CEO's Message

Dear All,

At Packages Group, we are driven by a profound mission rooted in the pursuit of excellence, with a keen focus on enriching the quality of life and advancing sustainability initiatives worldwide. Our unwavering commitment to these principles is deeply ingrained in the essence of our organization and is epitomized by our steadfast adherence to the triple bottom line approach of People, Planet, and Prosperity.

Our dedication to fostering sustainability extends beyond mere rhetoric; it is a guiding force that permeates every facet of our operations and decision-making processes. We recognize the interconnectedness of social, environmental, and economic factors, and we believe that sustainable development is not only essential for the well-being of current generations but is also imperative for the prosperity of future ones.



In alignment with our values and in acknowledgment of the global imperative outlined by the United Nations Sustainable Development Goals (SDGs), we are accelerating our efforts to drive meaningful change and contribute to the realization of sustainability objectives on a global scale. By actively engaging with the SDGs, we are leveraging our resources, expertise, and influence to address pressing societal and environmental challenges, with a steadfast commitment to leaving a positive impact on the world.

Central to our mission is our aspiration to become indispensable to all stakeholders, forging enduring partnerships built on trust, integrity, and shared values. From our dedicated employees, who embody our ethos of excellence and innovation, to our esteemed customers, whose satisfaction and well-being remain paramount, and from our valued business partners, who collaborate with us in pursuit of shared goals, to our esteemed investors, who recognize the intrinsic value of sustainability in driving long-term success, we are deeply invested in nurturing relationships that transcend transactional boundaries and foster mutual growth and prosperity.

Moreover, we recognize that our responsibilities extend far beyond the confines of our business operations. As members of the global community, we are acutely aware of the broader societal and environmental challenges facing humanity today. Therefore, we are committed to leveraging our resources and expertise to drive positive change, not only within our own organization but also in the communities we serve and the world at large.

At Packages Group, sustainability is not merely a goal to be pursued but a fundamental principle that guides our actions and defines our purpose. As we continue this journey, we remain steadfast in our commitment to excellence, innovation, and responsible stewardship, and we invite all stakeholders to join us in shaping a better tomorrow for generations to come.



BREW HARMONY WITH CEO



Calling all joiners from **Grades E-II** and above.



You, a cup of coffee, and a conversation with your **visionary CEO.**



Dont worry about missing out! This exclusive meeting awaits you **once every quarter.**





ABOUT US

Packages Limited was established in 1956 as a joint venture between Ali Group of Pakistan and Akerlund & Rausing of Sweden, and is renowned for providing premium packaging solutions.

The Packages Group of companies are involved in the production, and sales of Folding Cartons, Flexible Packaging, Tissue Paper, Paper and board, Corrugated Packaging, BOPP & and CPP Films, Printing Inks, Corn-based Starches and industrial minerals derived from Calcium Carbonate, and Dolomite. The Group also holds investments in insurance, and pharmaceutical companies. Packages Group caters to the needs of various industries in Pakistan and abroad.

It believes in transforming people's lives for the greater good through its ethical practices, outstanding services, and quality products, ensuring all its stakeholders' satisfaction.













Pakistan

Sri-Lanka

South Africa

Canada

UAE





EXPLORE YOUR GROUP COMPANIES













Packages Convertors Limited

• Pakistan's leading packaging solution provider.



Bulleh Shah Packaging

- Leading market provider of corrugated packaging.
- Largest renewable packaging facility.
- The only liquid packaging board facility in Pakistan.







Tri-Pack Films Limited

- A joint venture with Mitsubishi Corporation of Japan.
- Market leader in flexible packaging industry.
- Leading manufacturer of BOPP & CPP packaging films in Pakistan.



DIC Pakistan Limited

- Leading manufacturer of quality printing inks in Pakistan.
- Joint venture with DIC Asia Pacific (Singapore).
- Products Include Rotogravure Inks, Flexographic Solvent Based Inks, Flexographic Water Based Ink, Sheet Fed Offset Inks, and Packaging Adhesives.







OmyaPack

- Joint venture with Omya (Switzerland).
- Producer of industrial minerals mainly derived from calcium carbonate.
- Calcium Carbonate products are used in various industries such as
 Paper & Board, construction, polymers, environmental solutions consumer goods.



Starch Pack Limited

- Uses corn-based starch in the sizing of paper to improve its strength.
- Starches, and its derivatives are used in various industries such as paper & board, packaging, textile, food & beverages, pharmaceutical confectionery, and animal feed.







Packages Lanka Limited

- Leading manufacturers and solution providers of flexible packaging products in Sri Lanka.
- Joint venture with Printcare (Ceylon) Limited of Sri Lanka.



FPC Limited

• South Africa's leading manufacturer, and printer of high-quality monolayer, and co-extruded flexible packaging solutions.







Chantler Packages

- Flexible packaging manufacturer located in Mississauga, Canada.
- Specialized in packaging for the food industry.
- Joint venture with Chantler Packaging Inc.













IGI Holdings Limited

• Multi-line insurance company.

IGI General

- The largest insurance company by market capitalization.
- Offers insurance services such as fire, travel, and home insurance.

IGI Life

• Provides services such as life insurance, retirement planning, family takaful and wealth management solutions.

IGI Securities

- A prestigious name in Pakistan's financial services industry for over 20 years.
- Setting the tone of integrity, insight, innovation and the highest level of ethical standards amongst the investment circles.

Packages Trading FZCO

- First subsidiary in the UAE.
- Primarily engaged in commercial trading.













Hoechst Pakistan Limited

• Formerly Sanofi-Aventis Pakistan, HPL has a proud legacy of over 55 years of improving healthcare in Pakistan.



Packages Mall

- State-of-the-art shopping mall.
- Over 200 local and international brands.
- Located in the heart of Lahore.













GETTING TO KNOW YOUR TEAM

In order to facilitate your onboarding journey at Packages Group, you will be introduced to your colleagues through a series of departmental orientations.

We believe that understanding the diverse functions and talents within each department is crucial for a holistic, and enriching onboarding experience.

YOUR HR BUDDY

- HR Buddy takes on the role of being your interdepartmental connector.
- They are equipped to facilitate communication between departments.
- Feel free to reach out to your HR Buddy for any interdepartmental query.







MANUFACTURING					
1.	SAIRA ASIF	PL/PCL SHARED SERVICES	SAIRA.ASIF@PACKAGES.COM.PK		
2.	MEHWSIH MAHMOOD	PACKAGES CONVERTORS BUCP	MEHWISH.MAHMOOD@PACKAGES.COM.PK		
3.	ALINA KANWAL	PACKAGES CONVERTORS BUFP	ALINA.KANWAL@PACKAGES.COM.PK		
4.	FIZZA KAZMI	PACKAGES CONVERTORS BUFC	FIZZA.KAZMI@PACKAGES.COM.PK		
5.	KHADIJA KHALID	BSP	KHADIJA.KHALID@BULLEHSHAH.COM.PK		
6.	IMRAN ELAHI	BSP	IMRAN.ELAHI@BULLEHSHAH.COM.PK		
7.	NIMRAH ASIF	TRI-PACK FILMS LTD.	NIMRAH.ASIF@TRIPACK.COM.PK		
8.	ANAM YOUSAF	DIC PAKISTAN	ANAM.YOUSAF@PACKAGES.COM.PK		
9.	ALI RAZA BHATTI	OMYAPACK	ALIRAZA.BHATTI@PACKAGES.COM.PK		
10.	NOUSHEEN RASHEED	STARCK PACK	NOUSHEEN.RASHEED@PACKAGES.COM.PK		
11.	TAHIRA SADIQ	PCL KARACHI	TAHIRA.SADIQ@PACKAGES.COM.PK		
FINANCIAL					
12.	JIBRAN ZAMIR	IGI GENERAL	JIBRAN.ZAMIR@IGI.COM.PK		
13.	ASMA MOHIUDDIN	IGI LIFE	ASMA.MOHIUDDIN@IGI.COM.PK		
14.	SHAHBANO MUSHTAQ	IGI SECURITIES	SHAHBANO.MUSHTAQ@IGI.COM.PK		
CONSUMER					
15.	AAFIA RASHEED	PACKAGES MALL	AAFIA.RASHEED@PACKAGES.COM.PK		
16.	AYESHA ANWAR	HOECHST PAKISTAN	AISHA.ANWAR@SAPL.COM.PK		
17.	NAUMAN KHAN	HOECHST PAKISTAN	NAUMAN.KHAN@SAPL.COM.PK		











OFFICE HOURS AND ATTENDANCE



Standard office hours at Packages Group vary depending on your company.



You are recommended to contact your HR Buddy for details.



There is a face scan attendance system in every building.





YOUR PERSONALIZED WORKSPACE



Upon joining, you will be assigned a dedicated desk in your office space.



You will find the essential stationery items you need to kickstart your productivity.



You will also be provided with a work laptop tailored to meet the demands.





LUNCH TIME!

- Lunch break is scheduled from 1:00 PM to 2:00 PM on regular weekdays.
- On Fridays, lunch break is extended from 12:30 PM to 2:00 PM.
- You will find a cafeteria or mess hall in the near vicinity because we care about your well-being.







AMENITIES AND FACILITIES



Grand Masjid Jumma prayer at 12:30 PM





On-Site Gym



Day Care Facility



Women ACTS Platform



Special Restrooms





CRUISE TO PACKAGES MALL!

Cart Commute

- Hop on our company cart for a quick and convenient commute to Packages Mall!
- The carts are **available outside all business** unit buildings, and run at regular intervals.

A Treat for Your Taste Buds!

• Avail **exclusive discounts** at selected food establishments simply by showing your employee ID card.

Vendor	Discount %	Vendor	Discount %
Cinnabon	15%	Jade Express	15%
Salt & Pepper	25%	Tawa Chatkhara	15%
Howdy	20%	Pizza Hut	20%
Bombay Chowpatty	15%	Mangal Arabian Kitchen	15%
Gloria Jeans	30%	Juices Station	10%
Second Cup	15%	Besteiro	15%
Papa John's	30%	Spice Factory	20%
Burger Lab	20%	OPTP	10%
			DISCOUN





REQUIRED DOCUMENTATION

- To streamline your onboarding process, we have established a centralized system for document submission.
- Gather all the required documents as requested via the offer email,
 and proceed to the HR Operations office to submit them.
- HR Operations team will assist you through the processes.
- Please refer to the employee checklist and contact list in the appendix to contact your relevant HR staff.

TECHNOLOGY AND IT SUPPORT

- Your first point of contact with the IT Support team will be the creation of your company email ID.
- They will also help you in configuring your email on your work laptop and mobile device.
- Please refer to the contact list in the appendix to contact your relevant IT staff.





DIGITAL RESOURCES

As you embark on your exciting journey with us, we want to ensure that you have all the tools and resources at your fingertips to navigate your onboarding process seamlessly. In this section of our handbook, you'll find a treasure trove of digital resources, carefully curated to assist you every step of the way. From essential forms and training modules to handy guides and helpful FAQs, consider this your digital roadmap to success. So, buckle up, explore with gusto, and let's embark on this adventure together!

Resource	Use	
Intranet	Our intranet is your go-to for all things related to your role and our organization. Access policies, news, IT support, and more—all in one place.	
Outlook	Access company email, calendar, and contacts easily with Outlook. Stay connected and organized in one place.	
MS Teams	Connect, collaborate, and communicate seamlessly. Stay productive and engaged with your team, whether you're in the office or working remotely.	
Jira	Raise tickets on our online centralized IT Help Desk system regarding issues related to hardware, software, network and await support for timely resolution.	





IT SUPPORT

Jira - Packages IT Help Desk System

You can now raise tickets on Jira when you run into any IT-related issues! Simply log in to the Jira portal and choose any of the relevant following key areas:

- ·PCs & Hardware
- ·Applications & Software
- ·Network & Infrastructure

If you're new to Jira, follow this step-by-step guide:

- 1. Login using your company email address
- 2. Click on Microsoft to authenticate yourself officially
- 3. Select 'Packages Group IT Support'
- 4. Choose the relevant category
- 5. Fill in details and submit form
- 6. You're all set! Your ticket has been submitted successfully
- 7. To Access Jira Scan the QR Code or click on the following link:



Click here to access Jira





INFORMATION SECURITY GUIDELINE

In today's digital age, staying safe online is more crucial than ever. Here are some key tips to help protect yourself and the company from cyber threats:

Never Leave Laptop/Mobile Unattended: Employees should constantly monitor their personal belongings such as a laptop, mobile phone or any other device with personal and sensitive information. Ensure it is locked when you are not around.

Never Share Passwords: It may seem safe in the moment but sharing your password means increasing risks of getting hacked. Keep your pin codes and passwords to yourself only.

Use Strong Passwords: Create complex passwords using a combination of letters, numbers, and symbols. Avoid using easily guessable information like your name or birthdate.

Beware of Phishing Attempts: Be cautious of suspicious emails, messages, or links from unknown sources. Phishing scams often mimic legitimate organizations to trick you into revealing sensitive information.

Keep System Updated: Cybercriminals often exploit outdated software to gain access to your devices or data. Regularly update your operating system to patch security vulnerabilities.





INFORMATION SECURITY GUIDELINE

Secure Your Wi-Fi Network: Use strong, unique password to secure your home Wi-Fi network and avoid using default or easily guessable passwords.

Trust Your Instincts: If something seems too good to be true or feels suspicious, trust your instincts, and proceed with caution. Don't hesitate to verify information or seek help from the IT team if you're unsure about a website, email, or online offer.

By following these tips and practicing good cyber hygiene, you can minimize your risk of falling victim to online threats and enjoy a safer and more secure digital experience. Stay vigilant, stay informed, and stay safe online.





EMPLOYEE CHECKLIST



Priorities:

- Required Documentation
- Employee ID card

□ Job Description□ Work Station Assigned□ Stationery Items
☐ Employee Handbook Document☐ Orientation Plan Issued
HR Operations' Tasks:
 □ Required Documents □ Appointment Letter □ Employee ID Card □ Face Scanning □ A brief about the benefits for that Grade & any related documents. □ Fuel Card (If Applicable) □ IGI Medical Insurance Card □ Mobile Sim
☐ Official Email ID☐ Email ID Configuration on Mobile & Laptop
□ PPP & MarkIt Logins





A NEW JOURNEY AHEAD!

Once again, we extend our warmest welcome to you as a valued member of the Packages Family. This handbook serves as a guide to facilitate your onboarding, and the resources available to support you in your professional journey.

At Packages Group, we believe in fostering an environment where every individual can thrive, contribute, and grow. As you embark on your role, we encourage you to embrace the values that define us and contribute to the collective success of our team.

Remember, this handbook is not just a set of rules; it's a roadmap for your experience here. Your journey with us is unique, and this handbook is designed to empower you with the knowledge, and tools needed to navigate the exciting path ahead.

If you have any questions or require clarification on any aspect of this handbook, our HR team is here to assist you. Your success is our priority, and we look forward to working together to create a positive and productive work environment.

We are excited to have you on board and look forward to achieving great things together!





CONTACT LIST

TASK	DEP	POC	LINK TO CONNECT	NOTES
HR OPERATIONS (STARCHPACK)	HR OPERATIONS	QUDRATULLAH	QUDRAT.ULLAH@PACKA GES.COM.PK	
FUEL CARD	HR OPERATIONS	MURTAZA AHMED	MURTAZA.AHMED@PACK AGES.COM.PK	EMAIL TO BE SENT TO MURTAZA.
VISITING CARDS	HR OPERATIONS	MURTAZA AHMED	MURTAZA.AHMED@PACK AGES.COM.PK	EMAIL TO BE SENT TO MURTAZA.
IGI MEDICAL CARD	HR OPERATIONS	QUDRATULLAH	QUDRAT.ULLAH@PACKA GES.COM.PK	EMAIL TO BE SENT TO QUDRAT.
MARKIT STATUS	HR OPERATIONS	AHSAN JAVED	AHSAN.JAVED@PACKA GES.COM.PK	
ERS PORTAL ACTIVATION	HR OPERATIONS	AHSAN JAVED	AHSAN.JAVED@PACKA GES.COM.PK	
PACKAGES & YOU	HR OPERATIONS	AHSAN JAVED	AHSAN.JAVED@PACKA GES.COM.PK	HTTP://INTRANET.PACK AGES.COM.PK/INTRANE T_PACKAGES/ CLICK TO PACKAGES & YOU ONE TIME PASSWORD EMPID123 (E.G 4746123) IN CASE OF ANY ISSUE CONTACT AMEER HAMZA EXT 252 AMEER.HAMZA@PACKA GES.COM.PK
PPP ACTIVATION	HR	YOUR RELEVANT HRBP	PPP.PACKAGESGROUP.CO M CONNECT WITH YOUR RELEVANT HRBP.	ONETIME PASSWORD IS 321 OR 123 IN CASE OF ANY ISSUES CONTACT AMEER HAMZA EXT 252 AMEER.HAMZA@PACKA GES.COM.PK
INTRANET LINK	NA	SELF-SERVICE PORTAL	HTTPS://INTRANET.PACKA GES.COM.PK/INTRANET_P ACKAGES/	
COMPANY POLICIES	HR	YOUR RELEVANT HRBP	HTTPS://INTRANET.PACKA GES.COM.PK/INTRANET_P ACKAGES/HR/PEOPLE- PROCESS/DOCUMENTS	CONNECT WITH YOUR RELEVANT HRBP OR LOG ONTO INTRANET PORTAL.
CODE OF CONDUCT TRAINING	HR	YOUR RELEVANT HRBP		YOUR RELEVANT HRBP WILL ALIGN A COC TRAINING SESSION.
CORPORATE PRESENTATION TEMPLATE	HR	YOUR RELEVANT HRBP	CORPORATE PRESENTATION TEMPLATE - ONEDRIVE (SHAREPOINT.COM)	ALL PRESENTATIONS ARE TO BE MADE IN THE SHARED TEMPLATES.





CONTACT LIST

TASK	DEP	POC	LINK TO CONNECT	NOTES
FOR CONTACT INFO	ADMIN	MS.LUBNA	CONNECT WITH THE RECEPTIONIST AT EXT #9	HAS EXTENSION NUMBERS OF ALL EMPLOYEES IN LHR
LAPTOP	IT	UMER ISMAIL	UMER.ISMAIL@PACKAGE S.COM.PK	
EMAIL ID CONFIGURATION	IT	SHAUKAT HUSSAIN	SHAUKAT.HUSSAIN@PAC KAGES.COM.PK	
HR OPERATIONS (BUFC & RC)	HR OPERATIONS	AHSAN JAVED	AHSAN.JAVED@PACKAGE S.COM.PK	
HR OPERATIONS (BUFP)	HR OPERATIONS	QUDRATULLAH	QUDRAT.ULLAH@PACKA GES.COM.PK	
HR OPERATIONS (BUCP)	HR OPERATIONS	MURTAZA AHMED	MURTAZA.AHMED@PACK AGES.COM.PK	
HR OPERATIONS (DIC)	HR OPERATIONS	AHSAN JAVED	AHSAN.JAVED@PACKAGE S.COM.PK	
HR OPERATIONS (SHARED SERVICES)	HR OPERATIONS	GHAFOOR KHAN	GHAFOOR.KHAN@PACKA GES.COM.PK	
HR OPERATIONS (PREL)	HR OPERATIONS (STARCHPACK)	MURTAZA AHMED	MURTAZA.AHMED@PACK AGES.COM.PK	
HR OPERATIONS (OMYAPACK)	HR OPERATIONS	MURTAZA AHMED	MURTAZA.AHMED@PACK AGES.COM.PK	
HR OPERATIONS (NEW PROJECTS)	HR OPERATIONS	GHAFOOR KHAN	GHAFOOR.KHAN@PACKA GES.COM.PK	
BANK ACCOUNT OPENING (MCB BANK)	HR OPERATION S	GHAFOOR KHAN	GHAFOOR.KHAN@PACKA GES.COM.PK	
VEHICLE	FINANCE	NASIR BUTT	NASIR.BUTT@PACKAGES. COM.PK	
VEHICLE	SUPPLY CHAIN	IMRAN NISAR	IMRAN.NISAR@PACKAGE S.COM.PK	
MOBILE HANDSET	NA	SELF-SERVICE PORTAL		APPLY THROUGH ERS PORTAL.
MOBILE SIM	HR OPERATIONS	MURTAZA AHMED	MURTAZA.AHMED@PACK AGES.COM.PK	EMAIL TO BE SENT TO MURTAZA.





CODE OF CONDUCT

Packages Group's code of conduct has been prepared to assist each one of us in our reports, to not only maintain but also enhance this reputation. It guides business conduct in several areas and references to more detailed corporate policies for further direction. The adherence of all employees to high standards of integrity and ethical behaviour is mandatory and benefits all stakeholders including our customers, communities, shareholders, and ourselves.

The Company carefully checks for compliance with the Code by providing suitable information, prevention and control tools and ensuring transparency in all transactions and behaviours by taking corrective measures if and as required.

Packages Convertors Limited Code of Conduct applies to affiliates, employees and others who act for us countrywide, within all sectors, regions, areas and functions.

Our commitment to corporate governance is reflected in the following policies at Packages Group:

- 1. Sustainability Policy: Packages Limited is dedicated to integrating sustainability into all aspects of our business models and decisions. Employees are expected to champion an ethical company culture that transcends mere regulatory compliance. All team members are empowered to implement and enhance this policy.
- **2. Equal Opportunity Policy:** At Packages Limited, a culture of fairness and non discrimination prevails. Employees are obligated to adhere to the equal opportunity policy, refraining from discrimination based on gender, marital status, age, disability, race, color, religion, or ethnic/national origin.





CODE OF CONDUCT

- **3. Anti-Harassment Policy:** Packages Limited prioritizes creating a safe working environment, promoting higher productivity and improved quality of life at work. Employees must strictly adhere to this policy, fostering an egalitarian space free of harassment, abuse, and intimidation. A Special Inquiry Committee has been constituted to conduct inquiries into complaints under this policy, actively ensuring its efficacy.
- **4. Climate Change and Carbon Management Policy:** Packages Limited aims to integrate environmental considerations into decision-making processes through sustainable products, services, and practices. Employees are expected to comply with the Climate Change and Carbon Management Policy relevant to their job functions.
- **5. Integrated Management Systems Policy:** Packages Limited is committed to allocating sustainable resources for compliance with applicable management standards and establishing individual accountability. All employees must adhere to the policies, procedures, programs, systems, and standards outlined in our Integrated Management Systems Policy







GLOSSARY

Keyword	Abbreviation	Keyword	Abbreviation
ВОРР	Biaxially Oriented Polypropylene	IMS	Integrated Management Systems
BSPL	Bulleh Shah Packaging Limited	PCL	Packages Convertors Limited
виср	Business Unit Consumer Products		Packages Limited
BUFC	Business Unit Folding Cartons	PLL	Packages Lanka (Pvt.) Ltd
	_	PREL	Packages Real Estate Limited
BUFP	Business Unit Flexible Packaging	SBA	Syed Babar Ali
BUMF	Business Unit Mechanical		
БОМЕ	Fabrication	SHA	Syed Hyder Ali
BURC	Business Unit Roll Covers	SHBA	Syeda Hina Babar Ali
СРР	Cast Polypropylene		
DIC	Dainippon Ink & Chemicals		
FPC	Flexible Packages Convertors		
HPL	Hoechst Pakistan Limited		



HRBP

IGI

Human Resources Business

Partner

International General Insurance



THANK YOU FOR CHOOSING **PACKAGES GROUP**

LETS CREATE A BETTER TOMORROW TOGETHER!



































