

Date & Time: 02-10-2024 4:00-5:00 PM

Subject: | performance review
Meeting Place: Microsoft Teams

Content: Performance review 2 months into development plan initiation [3rd week July].

Self-evaluation:

- Overall improvement efficiency by 50%.
 - Villas : 80%
 - Small/Mid-rise buildings ($\leq G+12$) : 50%
 - High rise buildings ($> G+12$) : 30%
- Gained technical knowledge and understanding on optimization of selections.
- Learned new information working on different type of projects including High rise buildings ($> G+12$).
- Errors noticed:
 - Grouping of units in VRF system to obtain best optimized proposal.
 - Piping overlooked during selection.
- Confirmed no concern in understanding drawings.
- Need to work on High rise buildings to gain experience.

Evaluator Feedback:

- Noticed improvements from on proposal preparation during initial phase.
- Noticed inaccuracy on each proposal reducing to almost nil towards end of 1st month, however inaccuracies resurfaced after mid 2nd month of the development plan. Our conclusion is lack of focus and attention to detail while executing tasks on each project.
 - Note: Confirmed by employee - distraction due to stress (Master's final exam)
- Inconsistent estimated time mentioned in progress track file to be corrected.
- Estimated time for each project should be reduced as expertise level improves and not to be maintained as same from initial stage.

Expectations from employee:

- 100% accuracy on Villa projects.
- Above 90% accuracy on Small/Mid-rise buildings ($\leq G+12$)
- Above 90% accuracy on High rise buildings ($> G+12$)

All criteria mentioned above should be achieved during next evaluation that will be conducted on 4th November 2024. Evaluation will be based on project execution for month of October 2024.

	Employee	Line Manager	Team Manager
Name:			
Signature:			

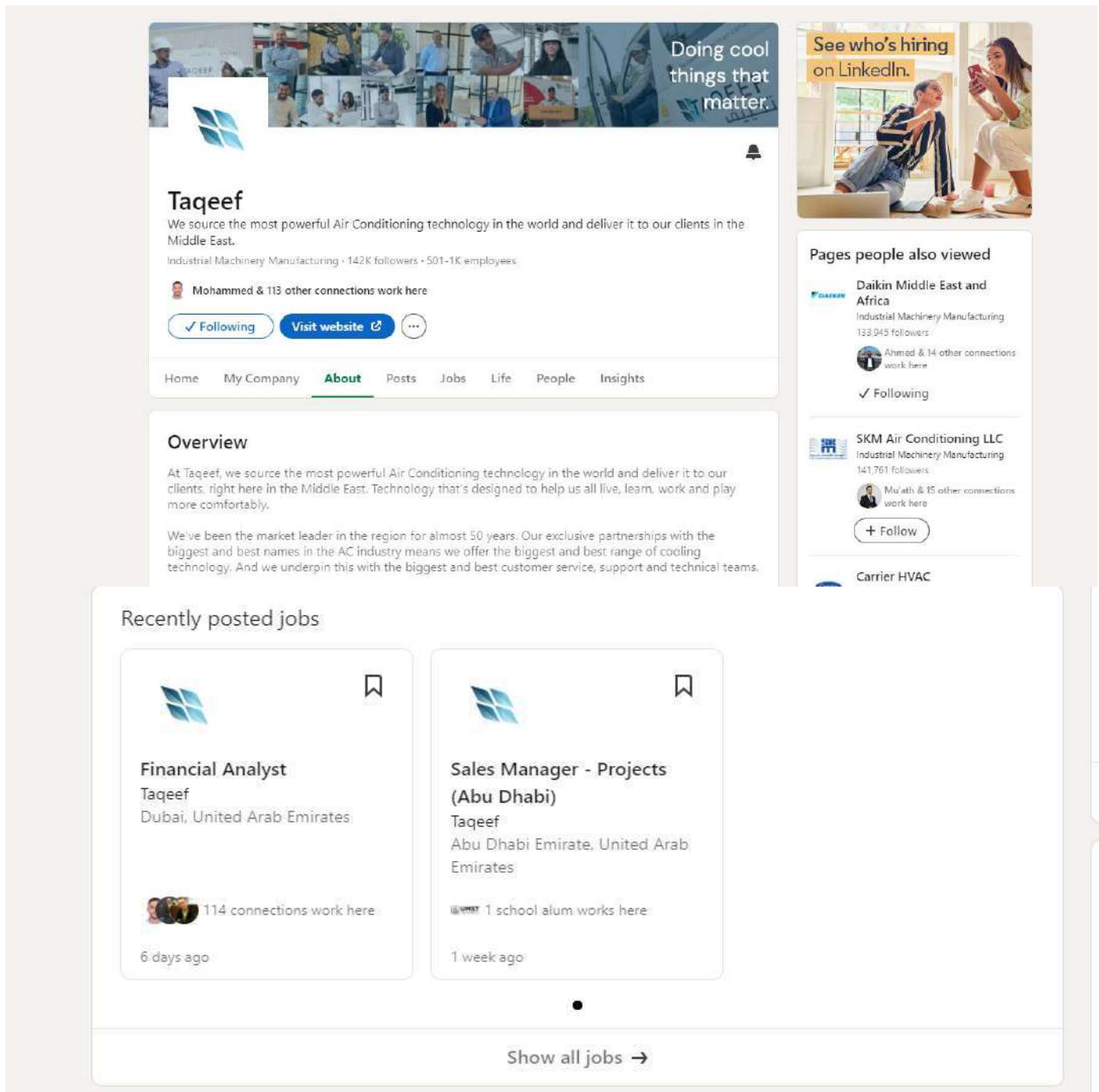
Recruitment process

Taqeef, as one of the industry leaders known for its innovation in air conditioning solutions across the Middle East, positions itself as an employer of choice by offering cutting-edge projects and job opportunities.

The recruitment process begins with a well-crafted LinkedIn company profile that showcases Taqeef's strong brand, culture, and values. This includes highlighting the company's long-standing expertise in the HVAC sector, its commitment to sustainability, and its role in transforming the region's cooling industry. Regular updates on milestones and achievements on the page help maintain visibility and attract talent.

To source the best candidates, Taqeef leverages LinkedIn's advanced search features using targeted keywords. Personalised InMail messages are crafted to engage professionals from reputable competitors, emphasising key selling points such as Taqeef's innovative projects, growth potential, and reputation for leading technological advancements in the region.

Regular job postings clearly outline job opportunities to ensure Taqeef attracts top-tier talent looking to join a forward-thinking and reputable employer in the HVAC industry.



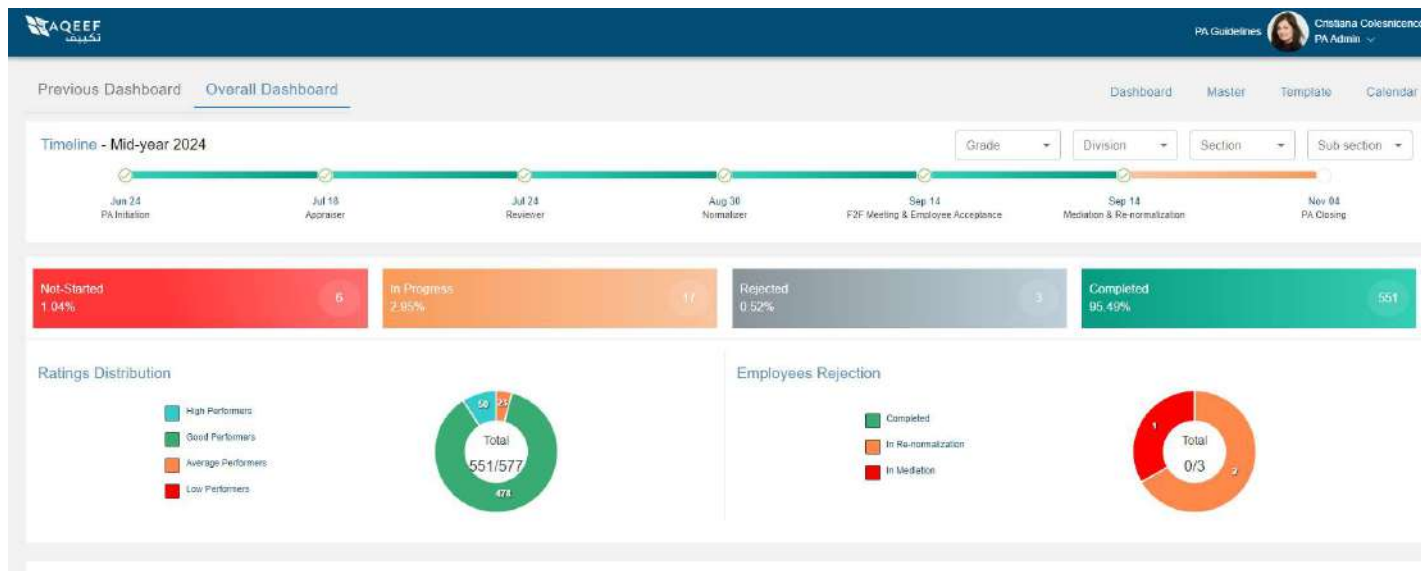
Performance management

In 2023, Taqueef took a significant step forward in enhancing employee development by implementing a robust performance management system. This system is designed to ensure that employee performance is evaluated bi-annually and aligns with the company's core values and the competencies essential for a successful career at Taqueef.

The system fosters an environment of continuous improvement by providing employees with regular feedback, helping them identify areas for growth, and offering support to achieve their full potential.

The performance management system also emphasizes alignment with the competencies required for success within the HVAC industry. It enables managers and employees to set clear, measurable goals and track progress toward these objectives throughout the year. By linking performance to development opportunities, Taqueef ensures that employees have the skills and support needed for long-term career growth.

Through this initiative, Taqueef continues to build a high-performance culture, where every team member is encouraged to excel, ensuring both personal and organizational success in an ever-evolving industry.



Recognition of employees

Each year, Taqueef is committed to celebrating and recognizing the hard work and dedication of its employees through various recognition events. Key initiatives such as the Employee of the Month program and the Long Service Awards exemplify the company's dedication to fostering a culture of appreciation and motivation. The Employee of the Month program acknowledges outstanding individual contributions, where selected employees receive a personalized letter of appreciation along with a monetary reward, which can be in the form of cash. This initiative not only recognizes high performers but also inspires others to strive for excellence by showcasing the impact of hard work and dedication.

The Long Service Awards celebrate employees who have demonstrated loyalty and commitment. Whether marking 5, 10, or 20+ years of service, these employees receive a long-service trophy and a financial award (gold plate) to honor their sustained contributions to Taqueef's success. These events provide an opportunity for team members to come together and celebrate milestones while reinforcing a sense of belonging within the company.

Through these recognition programs, Taqueef nurtures a supportive and motivating work environment, ensuring that employee achievements are celebrated and their efforts are rewarded, fostering a sense of pride and accomplishment across the organization.





Training of the employees

Course Category	Course Title	No of Emp
Functional	AI-Powered Sales Strategies	2
Functional	Digital HR Transformation 3.0	5
Functional	ITIL Foundational Course	1
Functional	Lean Six Sigma White Belt	33
Functional	QMS Training	10
Functional	Service Centre Data Entry Guidelines	10
Functional	SHRM People Manager Qualification (PMQ)	1
Functional	Succession Planning and Talent Management	2
Health & Safety	Emergency First Aid with CPR & AED Fire Safety L1 & Fire Warden L2	40
Health & Safety	Forklift Operator Safety Awareness	23
Product	Ductless Unit Training	26
Product	DX Inverter Troubleshooting	55
Product	Fan ESP Calculation	5
Product	General DX Inverter Installation and T&C	8
Product	Optimised VRF Selection + Compliance Statement (OG and Midea)	15
Product	Testing and Commissioning of DX Split Units	7



	Units & DX kit - OG & Midea - Installation, Troubleshooting and commissioning, Service	
Product	Tool	18
Product	VRF Maintenance & Troubleshooting	28
Product	VRF Maintenance & Troubleshooting	27
Product	Wireless Controls Solutions	55
Product	Midea V8 Master Series	7
Product	Midea V8 Pro Series	1
Product	Midea V8 Control Solution, Commissioning & Troubleshooting	4
Product	Midea Chiller Pre-sales and After Sales Service	5
Product	Midea V8 Master Series Training	3
Product	Midea Magnetic Chiller System	4
Product	DX Selections Guidelines and Procedures	28
Product	General DX Inverter Troubleshooting	45
Product	General VIII Series T&C, Operation and Troubleshooting	15
Product	HVAC Concept of Design	24
Product	Midea and General VRF Systems AHU Kit	13
Product	Midea Chiller After Sales Service	4
Product	Midea Inverter Testing Device Introduction	24
Product	Midea VRF - V8 Pro Series	12
Product	VRF & DX Kit Installation, Testing and Commissioning	14
Product	VRF Maintenance & Troubleshooting	44
Product	VRF Selection Software	22
Product	Wireless Controls Solutions	46
Product	Midea Chiller After Sales Service	5
Professional Certification	Certified Energy Manager (CEM)	3
Professional Certification	Certified Management Accountant (CMA) - Part I	2
Professional Certification	Certified Product Manager® (CPM)	1
Professional Certification	Mastering Digital Marketing	1
Professional Certification	NEBOSH IGC	1
Professional Certification	PMP – Project Management Professional	2
Professional Certification	QMS ISO 9001:2015 Lead Auditor	1
Team Building	Team Building (Social) - Engineering	30
Team Building	Unlocking Power of Collective Intelligence Teambuilding	80
Grand Total		812



iMatter

iMatter, pioneered by Taqeef, the leading HVAC supplier in the UAE, stands out as a trailblazing CSR initiative in education. This program breaks cultural, linguistic, and financial barriers, propelling students from under-resourced schools towards STEM excellence. Since its inception in 2017, it reflects Taqeef's commitment to both community enrichment and sustainable cooling solutions in the region.

Program Details

- **Target Audience:**
 - Tailored for children aged 11 and above, particularly from charity and local schools with constrained resources.
- **Educational Approach:**
 - Offers rare, in-person interactive STEM education. The curriculum encompasses experiments, research, and hands-on tasks, granting students an in-depth STEM understanding.
- **Vision:**
 - Extends beyond mere education, aiming to level the academic field. By introducing immersive STEM modules with VR, experiments, and innovation challenges, it sets students on a trajectory toward promising STEM-driven careers.

Courses

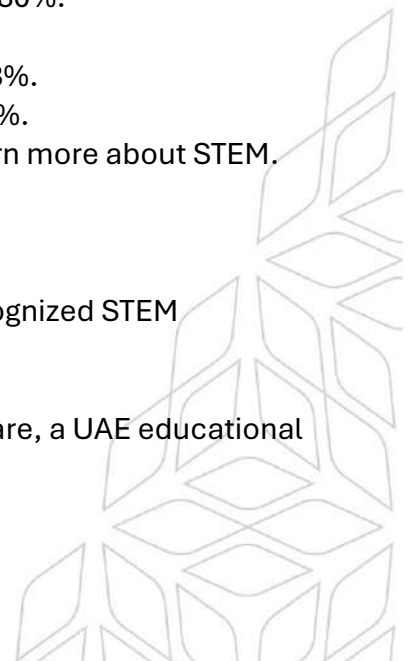
- **Two Main Courses:**
 - **Eco-Cool:** Focused on sustainability in cooling, data analytics, AI, and ML. Includes the "Design Your Cool School" Challenge, fostering critical thinking.
 - **Cool Careers:** Geared towards Grade 8 students, providing insights into STEM careers. Online classes have also expanded its reach.

Achievements

- Reached over 2,400 students in Grades 7, 8, and 9 across 12 schools.
- **Impact Assessment Post-2022/2023 Program:**
 - Understanding of STEM careers increased from 20% to 80%.
 - Confidence in self-learning rose from 22% to 93%.
 - Awareness of climate change increased from 24% to 93%.
 - Knowledge of HVAC sustainability grew from 18% to 94%.
 - 99% stated the program stimulated their interest to learn more about STEM.

Certifications & Partnerships

- Partnered with US-based STEM.org to offer internationally recognized STEM certificates.
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- Top students receive special award certificates from Action Care, a UAE educational consultancy.



Diversity & Inclusion

- Offers courses in Arabic to ensure accessibility for MENA students, including bilingual and Arabic-speaking schools.
- A dedicated course for young girls addresses challenges like stereotypes and balancing family commitments in STEM careers.
 - Pre-course, 25% of female attendees viewed STEM as male-dominated; by the end, all participants had plans for a STEM-based future.
 - Interest in STEM professions among female attendees increased from 30-40% to 90%.

Raising Benchmarks

- Implemented innovative learning techniques, gamification, and cutting-edge technology integration.
- Engaged 48 volunteers and organized 5 face-to-face workshops, impacting 2,508 students across 13 schools.
- The **iCool Project** introduced AI to explore AC mechanics, hands-on coding for drone programming, and Databot sensors for data analysis.
- **Cool Careers Course:** Focused on metacognition, self-learning, and career development, introducing Stanford's "Design Your Life Process."





