



MEMORANDUM

To: All Nepalese Foreign Workers
From: HR Department
Date: 11 July 2017
Title: Overtime (OT) Entitlement

With immediate effect, you will be entitled to 2 hours OT everyday. This means an average of 12 hours per week or an average of 51 hours per month.

However, if you are tired or do not feel like working OT, pls inform your immediate superior, and you do **NOT** have to work OT. Please inform your immediate superior at least 1 week in advance before duty roster is finalised, as NO changes can be made to duty roster once it has been submitted.

Please also note that Company reserves the right to remove your OT entitlement

- if you are not performing in your job area, or
- if you are under disciplinary action for some breach in your work performance.

We look forward to your continued contribution to the success of Fresco. If you have any issues or unhappiness, feel free to email hr@fresco.com.my or speak to the following

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Thank You,
Fresco Management Team

Staff Signatures: