

DENTERVIE CO. LTD

IMPORTANT STAFF / CONTRACTORS MEMO (*PLEASE READ AND PRESERVE*)

I write to inform you that, the above management has reached a concession in policies towards working for DCL and our contractors, please note these conditions very carefully as they will improve our services to our clients/customers and you'll be referred back to this memo as the need arises. Your refusal to comply will precede two verbal warnings after which is dismissal. Please read carefully and preserve it. God bless you as you comply.

I, _____ on this day _____ of _____ 20____ promise to keep to the rules and regulations of DCL, failure to do so will lead to dismissal.

1. All staff must get to work 15 minutes prior to resumption time, lateness to work, is putting your work at risk, and others, this enables you to get your working tools ready.
2. An average of twenty-four hours (24 hrs) notice must be given for being absent or late to work
3. All staff must refrain from using mobile phones at work, except to pass info: DCL Co. Ltd.
4. Staff must keep specified uniform, (Black on black/black shoes) as trainers and jeans are not allowed (*This means plain black with design*). Failure to comply means no pay for the day in question and subsequently two verbal warnings then a dismissal.
5. An average of a day's pay will be deducted from staff wages on failure to comply with No: 2 above.
6. Payment will be made on or before 30th day of every new month and not later than 15th day of the following month.
7. All complaint or ill feelings at work must be reported to DCL Co. Ltd.
8. Staff must always be polite and friendly to all customers and management team. (Good customer service).
9. All working staff must carry out instruction passed to them by venue managers (Team Work) (Rules must be obeyed before any complaint).
10. All sub-managers of DCL Co. Ltd. are responsible to make sure these instructions are carried out as DCL would be happy to act on his recommendations. This is because DCL Co. Ltd. believes in working in a free, fair, friendly and healthy environment.
11. It is the duty of every staff to keep their working place very neat and tidy for hygienic reasons.
12. It is the duty of every staff to notify DCL of any exhausted cleaning materials or they will be charged for neglect of duty.
13. All staff must take note of their working hour by signing in and out the correct time for work, as this multiply to make up wages and payment is strictly by hours on the timesheet.
14. All staff must notify DCL at least 4 weeks before they resign or will forfeit 50/100% of their wages
15. All staff are entitled to holiday but must give a notice of 3 weeks at the minimum.
16. It is your duty to recognize the management team and owners of every venue you work at, if otherwise, please ask?
17. Is the duty of all staff to be mindful of their, utterance to both staff and management of DCL at all venue they work.
18. Verbal abuse or harassment to staff and management of DCL, and all venues they work, lead to suspension or dismissal.
19. Activities of DCL must remain with DCL.
20. If I am sacked, I promise not to work in or for any of DCL's venues, until the expiration of one calendar year.
21. Your visitors are not allowed in your place or work without DCL consent.

22. You must notify your venue manager or DCL at least 30 minute before getting to work late.
23. No training of anybody without DCL consent, this will lead to instant dismissal.
24. Every times DCL comes to your place of work to help tidy up for you means you need instant 2 / 4 weeks suspension.
25. All staff are subjected to work at any venue, either as a sweeper, cloak room, cleaning or valet services without complains.
26. All staff must keep record of their timesheet, and hour worked as DCL will only pay what on timesheet
27. Rudeness to customers, managers and staff of venue / DCL management is prohibited.
28. No hat or any form of hair covering / coloured jacket on duty is allowed
29. If you are late for work, you must report yourself to the manager on duty or loose the days pay.
30. Any difficulty at work with customer must be reported to the duty manager/ security (Don't touch any guest) and DCL after work.
31. Items found on duty, must be reported to the managers on duty (Phone, credit cards money, jewelries etc).
32. All issue regarding work, should be reported directly to DCL and not to be discussed among staff of DCL.
33. All staff must report to DCL if the person working has not arrived in 15 minutes (This is very important).
34. All staff are not allowed to drink alcohol or smoke on duty
35. These rules must be obeyed as this is a criteria to be in employment with DCL Co. Ltd.
36. Most communication will be forwarded to you by SMS please reply as soon as possible if not suitable for you as after six hours from that time it cannot be change, which means you will carry out job specification.
37. Please desist from avoiding work, because it is a private function, as this will lead to dismissal
38. Hence fort any shift given to you is what is available from DCL, refusal means you've an alternative job with another company.
39. If you're happy with these conditions with no pressure on you, please sign and return page one to DCL. You can also call to ask question for more clarity.
40. I, _____ have agreed with the conditions above without any pressure

Signature: _____ Date: _____

Best regards, **PASTOR SAM OBIKUFOR** Management DCL