

# DENTERVIE CO. LTD

## IMPORTANT STAFF / CONTRACTORS MEMO, PLESA READ ME & KEEP ME SAVE

I WRITE TO INFORM YOU THAT, THE ABOVE MANAGEMENT HAS REACHED A CHANGE IN POLICIES TOWARDS WORKING FOR DCL & OUR CONTRACTORS, PLEASE NOTE THESE CONDITIONS VERY CAREFULLY AS THEY WILL IMPROVE OUR SERVICES TO OUR CLIENTS/CUSTOMERS, & YOU'LL BE REFERED BACK TO THIS MEMO AS TIME GOES ON, REFUSAL TO COMPLY, WILL INCLUDE TWO VERBAL WARNINGS AFTER WISH DIMISSAL, PLEASE READ CAREFULLY & KEEP IT SAVE GOD BLESS YOU AS YOU COMPLY

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 (24HRS) 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 SPECIFYING UNIFORM, (BLACK ON BLACK/BLACK SHOES) AS TRAINERS & JEANS ARE NOT ALLOWED. FAILURE TO COMPLY MEANS NO PAY FOR THAT DAY IN QUESTION. (THIS MEANS PLAIN BLACK WITH NO DESIGN) **TWO VERBAL WARNING THEN A DISMISS**
5. AN AVERAGE OF A DAY'S PAY WILL BE DEDUCTED FROM STAFF WAGES, FAILURE TO COMPLY WITH NO: 2 ABOVE
6. PAYMENT WILL BE MADE ON OR BEFORE 30DAYS IN EVERY NEW MONTH, NOT LATER THAN 15DAYS. OF 2<sup>ND</sup> NEW MONTH.
7. WHAT EVER COMPLAINS, OR ILL FEELINGS AT WORK, MUST BE REPORTED TO DCL CO LTD.
8. STAFF MUST ALWAYS BE POLITE, AND FRIENDLY TO ALL CUSTOMERS & MANAGEMENT TEAM. (GOOD CUSTOMER SERVICE)
9. ALL STAFF WORKING MUST CARRY OUT INSTRUCTION, PASSED TO THEM BY VENUE MANAGERS. (TEAM WORK) (RULES ARE OBEY BEFORE COMPLAIN.)
10. **ALL SUB-MANAGERS OF DCL CO LTD, ARE RESPONSIBLE, TO MAKE SURE THESE INSTRUCTION ARE CARRIED OUT, AS DCL, WOULD BE HAPPY TO ACT ON HIS RECOMMENDATIONS, AS DCL CO LTD BELIEVE IN WORKING IN A FREE, FAIR, FRIENDLY & HEALTHY ENVIRONMENT.**
11. IT'S THE DUTY OF EVERY STAFF TO KEEP THEIR WORK PLACE VERY NEAT & TIDY FOR HYGIENIC REASONS.
12. IT'S THE DUTY OF EVERY STAFF, TO NOTIFY DCL OF FINISHED PRODUCTS. OR (**THEY WILL BE CHARGED FOR NEGLET OF DUTY**)
13. **ALL STAFF MUST TAKE NOTE OF THEIR WORKING HOUR; BY SIGNING IN & OUT THE CORRECT WORKED, AS THIS MULTIPLY TO MAKE UP WAGES, AS PAYMENT IS STRICTLY BY HOURS ON THE TIMESHEET.**
14. **ALL STAFF MUST NOTIFY DCL AT LEAST 4WEEKS NOTICE OF THEIR RESIGNATION OR WILL FORFEIT 50/100%**
15. ALL STAFF ARE ENTITLING TO HOLIDAY BUT MUST GIVE A NOTICE 3 WEEKS AT THE MINIMUM.
16. **IT'S YOUR DUTY TO RECOGNIZE THE MANAGEMENT TEAM AND OWNERS OF EVERY VENUE YOU WORK PLEASE ASK?**
17. IS THE DUTY OF ALL STAFF TO BE MINDFUL OF THEIR, ULTRANCE TO BOTH, STAFF & MANAGEMENT OF DCL, AND ALL VENUES THEY WORK,
18. VERBAL ABUSE OR HARASSEMENT TO STAFF & MANAGEMENT OF DCL, AND ALL VENUES THEY WORK, LEAD TO SUSPENSION OR DISMSSAL.
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 CALENDER YEAR
21. **YOUR VISITORS ARE NOT ALLEWEDIN YOUR PLACE OF WORK, WITHOUT DCL CONSENT**

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22. YOU MUST NOTIFY YOUR VENUE MANAGER OR DCL AT LEAST 30MINUTE BEFORE GETTING TO WORK LATE
23. NO TRAINING OF ANYBODY WITH OUT DCL CONSENT, THIS WILL LEAD TO INSTANT DISMISSAL
24. EVERY TIME DCL COMES TO YOUR PLACE OF WORK, TO HELP TIDY UP FOR YOU, MEANS YOU NEED INSTANT 2/4WEEKS 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, & HOUR WORKED AS DCL WILL ONLY PAY WHATS ON TIMESHEET
27. RUDENESS TO COSTUMERS. MANAGERS & STAFF OF VENUES/ DCL MANAGEMENT IS PROHIBITED
28. NO HAT OR ANY FORM OF HAIR COVERING / COLOURED JACKET ON DUTY IS ALLEWED
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 COSTUMER MUST BE REPORTED TO THE DUTY MANAGER / SECURITY (DON'T TOUCH ANY GUEST) & DCL AFTER WORK
31. ITEMS FOUND ON DUTY, MUST BE REPORTED TO THE MANAGERS ON DUTY (PHONES, CREDIT CARDS MONEY, JEWELRIES ETC)
32. ALL ISSUE REGARDING WORK, SHOULD BE REPORTED DIRECTLY TO DCL & NOT TO BE DISCUSSED AMONGS STAFF OF DCL
33. ALL STAFF MUST REPORT TO DCL, IF THE PERSON WORKING HAS NOT ARRIVED IN 15MINUTES (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 DENTERVIE CO LTD
36. MOST COMMUNICATION WILL BE FORWARDED TO YOU BY SMS PLEASE REPLY ASAP IF NOT SUITABLE FOR YOU AS AFTER SIX HOUR FROM THAT TIME IT CANNOT BE CHANGED, 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. HENSFORT ANY SHIFT GIVEN TO YOU IS WHAT IS AVIALABLE FROM DCL, REFUSAL MEANS YOU'VE HAVE AN ALTERNATIVE JOB WITH ANOTHER COMPANY
39. IF YOU'RE HAPPY WITH THESE CONDITIONS WITH NO PRESSURE ON YOU, PLEASE SIGN & RETURN PAGE ONE TO DCL, YOU CAN ALSO CALL TO ASK QUESTION FOR MORE CLARITY