



REMINDER

Date : 10 December 2014

To : All KFHMB Employees
All KFH Australia Employees
All KFH Asset Management Employees
All KFH Labuan Employees

From : Human Capital

Re : **STRICT ADHERENCE TO WORKING HOURS POLICY**

Dear all,

We wish to bring attention to all employees on the requirement to fully observe the Bank's working hours.

1. **With immediate effect** all employees **MUST** comply with the Bank's working hours as stipulated in your Letter of Employment. The Bank's working hours are as follows:-

Working Hours	Monday – Friday	:	8.30 am to 5.30 pm
Lunch Hours	Monday – Thursday	:	1.00 pm to 2.00 pm
	Friday	:	12.30 pm to 2.30 pm

Whenever you are assigned to any project, the hours of work at that project shall apply.

The Bank reserves the right to amend the starting and finishing time as required to suit operational requirements. You may be required to work such additional hours as may be necessary for the proper performance of your duties.

2. For those working on shifts, kindly follow your approved shift schedule. In addition, the Chief of Division is to forward the schedule to Human Capital Department 1 week prior.
3. All employees are to strictly adhere to the following:-
 - (i) To tag their office access card at the main entrance of the floor of your division / department as the attendance record will be captured via your access card.

A warning letter will be issued to those categorized as habitual late comers, i.e., more than 3 times in a month. If an employee receives 3 warning letters within a period of 1 year, he/she may be dismissed as they have breached the employment contract. Habitual late attendance is classified as a major misconduct as per the Bank's Employee Relations Policy. Habitual late attendance is defined as clock-in after 8.30 am for three (3) days in a month.

- (ii) If at any time during working hours you require to be out of the office for marketing, meeting customers/clients, regulatory meetings, i.e., external meetings, kindly input into your Time Attendance record in the ep2p system information related to customer's name, contact number, venue and reason(s) for meeting. This includes lunch appointments.
- (iii) For those who need medical attention and require to see a doctor before coming into the office, you must inform your immediate supervisor by 8.30 am. If no medical leave is given, you must be in the office no later than 10.00 am and you are required to provide the Medical Time-Off Sheet from the clinic. Otherwise, you are required to take annual leave.

Similarly, for those who need medical attention during working hours, the time off given is one and a half hours. You are also required to forward the Medical Time-Off Sheet from the clinic. Otherwise, you are required take annual leave.

- (iv) Except for item (iii) mentioned above, there will no longer be a time-off allowed for personal reason(s) or any other reason(s).

4. Employees at Branches are required to comply with all the requirements set in item (iii) above.

You are also required to tag your card access at the entrance door to record your daily attendance. The Branch Manager or Manager Customer Service **MUST** forward the attendance and appointment records on a daily basis via email to both Puan Lailinaam Salleh and Ms Tan Siew Keng of Human Capital Department.

For those involved in Sales, the appointment record must have information related to customer's name, contact number, venue and reason(s) for meeting. This includes lunch appointments.

Take note that employee attendance will be monitored on a daily basis and that your attendance record will be taken into consideration in determining your yearly bonus and salary increment.

Please do not hesitate to contact Puan Lailinaam Salleh or Ms. Tan Siew Keng of Human Capital Department, should you require further clarification.

Thank you and regards.



NORA SHAH ABDUL WAHAB SHAH
Chief Corporate Affairs

Re: AMENDMENT - CIRCULAR ON ADHERENCE TO WORKING HOURS POLICY 

Nora Shah Abdul Wahab Shah to: All KFH Asset Management, All KFHMB Employees, KFH Australia, KFH Labuan Berhad 12/11/2014 07:33 AM

Dear all,

The circular dated 10 December 2014 on the above refers. Kindly note the amendments highlighted in red to item 3(i) of the circular:

"3. All employees are to strictly adhere to the following:-

- (i) To tag their office access card at the main entrance of the floor of your division / department as the attendance record will be captured via your access card.

A warning letter will be issued to those categorized as habitual late comers, i.e., 3 times and more in a month. If an employee receives 3 warning letters within a period of 1 year, he/she may be dismissed as they have breached the employment contract. Habitual late attendance is classified as a major misconduct as per the Bank's Employee Relations Policy. Habitual late attendance is defined as clock -in after 8.30am for three (3) days and above in a month."

Thank you.

Best Regards,

NORA SHAH ABDUL WAHAB SHAH
Chief Corporate Affairs
Kuwait Finance House (M) Berhad
Level 26, Menara Prestige
1, Jalan Pinang
50450 Kuala Lumpur
Direct Line: 03-2168 0877

Nora Shah Abdul Wahab Shah Dear all, Attached is the memo o... 10/12/2014 03:15:55 PM

From: Nora Shah Abdul Wahab Shah/KFHMB
To: All KFHMB Employees, All KFH Asset Management, KFH Australia, KFH Labuan Berhad
Date: 10/12/2014 03:15 PM
Subject: MUST READ - CIRCULAR ON ADHERENCE TO WORKING HOURS POLICY

Dear all,

Attached is the memo on the above. Please do read.

[attachment "CIRCULAR ON ADHERENCE TO WORKING HOURS POLICY 10 DEC 2014.pdf" deleted by Nora Shah Abdul Wahab Shah/KFHMB]

Thank you.

Best Regards,

NORA SHAH ABDUL WAHAB SHAH
Chief Corporate Affairs
Kuwait Finance House (M) Berhad
Level 26, Menara Prestige
1, Jalan Pinang
50450 Kuala Lumpur
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