



REMINDER 2

Date : 15 April 2016

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

From : Nora Shah Abdul Wahab Shah
Chief Corporate Affairs

Re : REMINDER ON DRESS CODE AND PUNCTUALITY

Dear All,

It has come to the attention of the Management that there have been instances of non-compliance with some of the Bank's regulations on disciplinary issues despite previous reminders. In particular, we wish to again remind all staff to comply with policies regarding the two areas mentioned below.

1. Dress Code

Further to our Circular Memorandum of 18 November 2015 entitled "Adherence to the Code of Ethics and Conduct", instances of non-compliance with the Bank's Dress Code are still occurring, in contravention of Clause 7.3 of the Code of Ethics and Conduct.

Please be reminded that all employees are required to comply with the Dress Code at all times. As a general rule, office attire must not be form-fitting or revealing. Female employees who do not wear the hijab or tudung which covers the head fully are required to wear a head cover at all times while in the office.

For further details on the Dress Code, you may refer to **Clause 18 of Human Capital Policy**, which can be viewed at Deskmate > HR Matters > Policies & Procedures > Policies.

Sample pictures of appropriate office attire may be viewed at X:/Human Resource/HRA Circular.

2. Punctuality and Lunch break

We have observed that some employees who tag in before 8.30 a.m. proceed to leave the office for breakfast and do not return until well after 8.30 a.m. We shall continue to monitor as usual as such conduct is not acceptable.

Similarly, we have also observed that there are employees who take more than the time allowed for lunch breaks, which according to your Letter of Offer is 1.00 - 2.00 p.m. from Monday to Thursday and 12.30 - 2.30 p.m. on Friday.

Circular Memorandum - Reminder on Dress Code and punctuality (cont'd)

We understand that due to operational requirements, some employees who are not able to start their lunch breaks as stated in the Letter of Offer may have it anytime between 12.00 and 2.00 p.m. from Monday to Thursday, but this must be limited to 1 hour. Similarly, the lunch break on Friday is limited to 2 hours. Moving forward, employees' adherence to the time limit for lunch breaks shall be closely monitored.

We wish to remind all employees that professionalism extends to observing working hours and having self-discipline in these matters and breaches may result in disciplinary action.

Should you require further clarification or guidance, please do not hesitate to get in touch with Human Capital.

Thank you and regards.



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NORA SHAH ABDUL WAHAB SHAH
Chief Corporate Affairs