

 <p>Kuwait Finance House بيت التمويل الكويتي</p> <p>Reference Number HC/CM-05/05-2016</p>	<p>HUMAN CAPITAL CIRCULAR MEMORANDUM</p>
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ANNOUNCEMENT

Date : 31 May 2016

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

From : Human Capital

Re : **WORKING HOURS DURING RAMADHAN 1437 HIJRAH**

بسم الله الرحمن الرحيم
السلام عليكم ورحمة الله وبركاته

With the approach of Ramadhan 1437 Hijrah, we wish to inform that working hours during this month are as follows:

1. For Muslim employees

Working hours:	Monday to Thursday	-	8.30 a.m. to 4.30 p.m.
Break time		-	1.15 p.m. to 1.45 p.m.
	Friday	-	8.30 a.m. to 4.30 p.m.
Break time		-	1.15 p.m. to 2.15 p.m.

(Friday prayers for Muslim brothers and break for Muslim sisters)

In conjunction with this holy month, Shariah Division in collaboration with Human Capital, will be organizing congregational Zuhur prayers. There will also be daily talks by Shariah Division staff as well as external speakers to enhance the concept and spirit of Ramadhan. Details are as follows:

Days : Monday – Thursday
Time : 1.15 p.m. – 1.45 p.m. – Ramadhan Talk / Break time
1.45 p.m. – 1.55 p.m. – Congregational Zuhur prayer
Venue : Turkey & Kuwait Training Rooms, Level 22, Menara Prestige

2. For non-Muslim employees

Working hours:	Monday to Thursday	-	8.30 a.m. to 5.30 p.m.
Lunch		-	1.00 p.m. to 2.00 p.m.
	Friday	-	8.30 a.m. to 4.30 p.m.
Lunch		-	1.00 p.m. to 2.00 p.m.

MEMO ON WORKING HOURS DURING RAMADHAN 1437 HIJRAH (CONT'D)

We also wish to remind all employees to complete outstanding work for the day before leaving the office. Chiefs of Divisions are advised to ensure minimal disruption to the Bank's operations especially for critical function areas.

There will be no change in working hours for employees working on shifts or at branches and BDCs, as has been the Bank's past practice.

The Management warmly wishes all Muslim employees "Selamat Menunaikan Ibadah Puasa, semoga diberkati Allah S.W.T".

Thank you.



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Nora Shah Abdul Wahab Shah
Chief Corporate Affairs