



OTG Internal Memo

As per CEO's instructions, kindly note the following points, please:

- ❖ It's completely forbidden for anyone to smoke inside OTG premises, anyone to violate this rule will have a 3 days salary deduction.
- ❖ It's not allowed for mis-using social media such as Facebook, You-Tube..etc for personal use during business working hours as well as listening to un appropriate loud music. Deduction will be applied as well.
- ❖ Developer's team to leave CEO's office immediately and to be effectively from the time of sending this email, as it's not allowed to use CEO's office no more.
(Only girls are allowed to use the ladies room and to pray).
- ❖ Eng. Wael is in the position of OTG General Manager as per CEO's instructions and all divisions should refer back to him in any requests.
- ❖ An internal memo will be having all above mentioned instructions and will be signed by all OTG Employees.

Thank you for understanding in order to enhance a healthy workflow process and friendly working environment.

OTG Administration

Employee's signatures:

Eng. Wael El Taweel
Eng. Mohamed Saleh Hassan
Eng. Mohab Mostafa Sayed Draweesh
Eng. Mohamed Ayman Mohamed Ali
Eng. Ahmed Abo-Zeid Mosalamy
Eng. Moaaz Radwan Ahmed
Eng. Marwa Sayed Mostafa
MNorhan Mounir
Ms. Shorouk Elshal
Ghada Youssef