

AWAMBENG CAPENTRY WORKSHOP

Tel: 677998194 / 677829095

Awambeng Carpentry Rules & Regulations

General Rules:

- Working hours start from 7:30 am to 5:30 pm.
- A document or an Attestation shall be needed for workers who work on machines.
- Workers will each have to present their guardian.
- Only the Manager or an appointed person can talk to customers.
- There should be no unauthorized visitation during working hours.
- Absenteeism without a three days notice to the manager shall be punished.

Technician Rules:

- Technicians (carpenters) shall be required to pay for the planks they take before doing any work with it . The finished product shall be assessed and machine bill paid.

NOTE:

- Disrespect by any worker shall not be tolerated and shall be punished.
- In case of theft the accused shall pay back the stolen good with an addition of 50% selling price per good .
- The manager reserves the right to impose fines on and/or expel any worker who does not respect the above rule.
- Terms of this document shall be renewable after three months

Signature of Director

Signature of Manager
