



EMMY FRANK
BONDED TERMINAL

INTERNAL MEMO

TO: ALL STAFF
FROM: MD/CEO
DATE: 23RD AUGUST, 2024
SUBJECT: REDUNDANCY POLICY

It has come to the management's attention that many staff of the company do not have assigned / verifiable duty. More so, some with assigned /verifiable duty do not demonstrate dedication to duty but carry out their duty in a lackadaisical manner.

Consequently, all staff of the company are hereby put on notice that effective next month (September, 2024) a comprehensive staff audit will be carried out and any staff found not to have assigned/verifiable duty and have not demonstrated that he/she is adding appreciable value to the company will be disengaged. This measure has become imperative in view of the high and raising overhead cost being incurred by the company.

Again, all staff should note that with immediate effect, there will be annual performance appraisal for each staff of the company to determine value addition to the company. The performance appraisal will henceforth determine staff that remains in the employment of the company.

Signed(for MD/CEO)