



EMMY FRANK  
BONDED TERMINAL

## INTERNAL MEMO

**TO: ALL STAFF**  
**FROM: MD/CEO**  
**DATE: 28<sup>TH</sup> JANUARY, 2025**  
**SUBJECT: RESUMPTION AND CLOSURE POLICY**

**\*EFFECTIVE DATE:** 28<sup>th</sup> January, 2025

### **1. INTRODUCTION:**

This policy outlines the official resumption and closure times for **Emmy Frank Bonded Terminal** and its subsidiaries. This policy aims to ensure efficiency, accountability, and due diligence in the completion of tasks.

### **2. RESUMPTION TIME:**

Official Resumption Time: 9:00 AM

Employees are expected to be at their respective workstations and ready to commence work at this time.

### **3. CLOSURE TIME:**

Official Closure Time: 6:00 PM

Employees are required to conclude their tasks and prepare to leave their workstations at this time.

### **4. WORKLOAD MANAGEMENT:**

- **Emphasis on Due Diligence:** While attendance is important, priority is placed on the diligent and timely completion of tasks.
- **Clearing Urgent Workload:** Employees must ensure that any urgent tasks on their desks are addressed and cleared before the end of the workday. This is to prevent backlog and ensure smooth workflow continuity.

## **5. COMPLIANCE:**

- **Accountability:** All employees are expected to adhere to this policy.
- **Monitoring and Evaluation:** Department heads and managers are responsible for monitoring compliance and evaluating performance based on due diligence and task completion.

## **6. EXCEPTIONS:**

Any exceptions to this policy must be approved by the relevant department head or management.

## **7. REVIEW:**

- This policy is subject to periodic review and may be updated as necessary to ensure continued relevance and effectiveness

A handwritten signature in black ink, appearing to be a stylized 'N' or 'M' with a flourish, positioned above a horizontal line.

**Signed(for MD/CEO)**