**CODE OF CONDUCT**

**You are strictly not allowed to:**

* Fraternize with customers.
* Sleep while on duty.
* Be rude to customers and fellow employees including usage of abusive or threatening language or rude behavior.
* Smoke in non-designated areas.
* Be dishonest or carry out theft including being found with illegal possession of company properties or customers or fellow employees’ property, and / or attempted theft.
* Drink alcoholic beverages in the workplace while on duty.
* Report to work in a state of intoxication or under the influence of narcotics.
* Violate of any safety practices and disobeying safety regulations
* Cause deliberate damage to property of Company, guests or other third person.
* Gamble or bet within the Company premises.
* Carry out any act of insubordination to the Department Head, Supervisor or Management or refusing to obey lawful instructions from Superiors.
* Fight, threaten, intimidate, compel or interfere with fellow employees or customers in the Company premises (including those off-site premises which are under the jurisdiction of the company).
* Solicit or collect any contribution for any purpose whatsoever at any time in the Company premises except when authorized by the Management to do so. Vending is also prohibited.
* Leave your work area / workplace whilst on duty without prior permission from the Department Head or Supervisor.

**GENERAL GROUND RULES**

**Working Hours**

* Office: Monday – Fridays (9.00am – 6.00pm)
* Retail: Monday – Sunday (9.00am – 6.00pm)
* Operations: Monday – Sunday (9.00am – 6.00pm) *(Shifts on Alternate Saturdays)*

**Lunch Hours**

* 1.00pm – 2.00pm

**For Male Muslim Employees only**

* 12.30 pm – 2.30pm (*Friday prayer & lunch)*

**Work Attire**

Smart Casual