

Kazi Food Industries Limited

人

Corporate Centre:

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Ref: KFG/HR/2014/1196

Office Memo

Kazi Farms Group

Factory:

Beron, Ashulia, savar

Date: September 03, 2014

Subject: Revised off day policy for KFIL, Head Office employees

Please be informed that the following off day policy will be adhered by KFIL,

Head Office employees:

1. 1st Saturday: Open
2. 2nd Saturday: Closed
3. 3rd Saturday: Open
4. 4th Saturday: Closed
5. 5th Saturday (If any): 1/2 day (1.30 pm - 5.00 pm)

Please note that this will take effect from October 01, 2014.

Director

Kazi Food Industries Ltd.

Copy to:

1. All concerned employees
2. Office copy