

Kazi Farms Limited - Office Circular

Ref: KFG/HR/2018/0152

Date: July 22, 2018

Subject: Deduction against Unauthorized Absence and Resignation (for not serving notice period)

In case of unauthorized absence or failure to serve the notice period as per the appointment letter, the company will deduct salary based on the employee's attendance record from basic wage/salary and other allowances, except the following:

House Allowance - 30% of gross wage/salary

Medical Allowance - 10% of gross wage/salary

Conveyance Allowance - 10% of gross wage/salary

Deduction Calculation:

Basic wage/salary will be divided by 30 days for the month (not calendar days) to calculate daily wage/salary.

Effective Date: Immediate

Director:

Kazi Farms Group

Copy to:

Concerned employees

Office copy

Corporate Office:

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