

- 1. Official working hours from 10 am to 6 pm throughout the week, Friday and Saturday are off**  
**From 10 to 10:30 allowed.**  
**From 10:31 to 11 a quarter of a day deduction.**  
**From 11 to 11:30 a half-day deduction.**  
**From 11:30 to 12 full day deduction.**
- 2. Absence without permission, two days deduction.**
- 3. Attendance will be calculated automatically from the CRM, so there's no exceptions.**
- 4. from 12 to 12:30 break.**
- 5. from 3 to 3:30 break.**
- 6. Entering the kitchen after 10:30 is forbidden .**
- 7. It is forbidden to leave the office during working hours.**
- 8. Questions during working hours on WhatsApp.**
- 9. In case of any late come or meetings or the like, permission on the company's CRM should be registered on the same day and the line manager agrees to the delay to avoid deduction from the salary. Anything else will not be taken in consideration while closing the salaries.**

- 10. Notification of leave shall be at least one week in advance, and through the company's CRM, any leave not included in the CRM will be deducted in full from the salary.**
- 11. Annual leave balance is 21 days divided into 14 regular days (to be applied in advance) and 7 days (casual to be notified on the same day)**
- 12. Casual leave with a maximum of one day per month, more than one day will be deducted from the salary.**
- 13. Annual leaves start to be calculated after 6 months.**
- 14. Dress code is semi-formal, except for Thursdays (cutting and sweatpants are forbidden) 1 day deduction and leaving the company.**
- 15. Smoking shall not exceed 5 minutes.**
- 16. Do not throw cigarettes except in the ashtrays.**
- 17. It is forbidden to leave cups or bottles and anything outside.**
- 18. The notice of quitting work is two months, otherwise 25% only of any dues will be taken .**
- 19. Please stick to the General morals and ethics with all the employees.**

**20. We don't tolerate with troublemakers at all, they might get fired in order to have more productive environment.**

**21. If you faced a problem please go to its specialist,**

**- Financial problem (an advance payment, commission, etc..) you must send an email to the financial department ( Mr Mahmoud Abdel Reheem ) [finance.z@egyptbestproperties.com](mailto:finance.z@egyptbestproperties.com)**

**- A problem related to purchases you must send an email to Mohamed El Geily.**

**- And other than that, you must send an email to the Human resources department ( Mrs Nada Ahmed )\_ [nada.a@egyptbestproperties.com](mailto:nada.a@egyptbestproperties.com)**

**22. Parking around the company is forbidden, 1 day will be deducted.**

**23. All of these rules are obligatory, so please cooperate and follow these rules to avoid penalties and deductions**