SECTION 1: TERMS & CONDITIONS OF EMPLOYMENT

1.1. Appointment

1.1.1 All new employees shall be issued two (2) copies of the appointment letter by the Human Resources Department on or before commencement of employment. The first copy shall be kept by the employee and the second copy is to be signed by the employee indicating acceptance of the offer and returned to the Human Resources Department.

1.1.2 All newly appointed employees are required to furnish to the Human Resources Department copies of their documentary evidence of citizenship, academic/professional qualifications, and any other documents deemed necessary on or before commencement of employment.

1.1.3 Chidren and/ or young persons as defined under the Children and Young Persons (Employment) Act 1966 shall not be employed by the Company. A verification on the age of new employees will be made against his/ her identification documents during the recruitment process.

1.1.4 There shall not be any deduction of any portion from the salary offered to new employees as part of the recruitment fees prior to the commencement of employment.