

KELLS CLEANING SERVICES

(Hereinafter called the "Company")

CONDITIONS OF EMPLOYMENT

4. NEW EMPLOYEES:

- a Newly recruited cleaners shall serve an Initial probationary period of six months.
- b During the initial six months of employment with the Company, the employee's previous background shall be screened. The Company shall not be obliged to disclose details of the screening process or of any criteria leading to the dismissal of an employee on probation.
- c Depending on site, security checks may be carried out from time to time i.e. body searches or personal baggage checks.
- d New employees must submit 2 Passport size photographs together with original Birth Cert. Marriage Cert. Bank A/C No. as required.
- e Wages due will be held until Application Form is completed and returned to Personnel Division. Within the total probationary period the Company shall have absolute right of deciding on the suitability or otherwise of the employee for continued employment.

5. PUNCTUALITY:

Punctuality is essential and must be insisted upon. Regular or persistent lateness will be dealt with in accordance with Disciplinary Procedures as set out by the Company i.e. verbal and written warnings.

10. DISCIPLINE:

- a Insubordination including failure to perform work assigned.
- b Refusal to transfer to another assignment when required.
- c Drinking or possession of alcoholic beverage or taking or possession of drugs while on duty. This includes reporting for work while under the influence of intoxicants or drugs.
- d Fighting, provoking or instigating violence while on duty.
- e Interference to property or goods or theft from any premises or assignment in the employee's care.
- f Deliberate damage, sabotage or destruction of Company property or vehicles, or property of another employee or other property on the Company's own premises or assignments.
- g Being absent from site without permission when on duty there.
- h Allowing unauthorised persons admission to premises which is in the employee's care.
- i Failure to accept and carry out the instructions of Management and failure to accept responsibility for carrying out assigned duties.
- j Any incidents which might lead to their own image or the image of the Company coming into disrepute.
- k Failure to adhere to Company policy and to adhere and abide by the conditions contained in this document.
- l Stealing of any kind will lead to instant dismissal.

12. FALSE INFORMATION:

Any false information given will lead to immediate dismissal by the Company. This information will then be passed onto the relevant Government Department.