

November 14, 2012

**MANAGEMENT RESOLUTION**  
**SALARY DEDUCTION DUE TO STAFF REPORTING LATE**

As advised by Resolution R19/2102 dated 30 September 2012, that reporting late after 09:00 hrs will result in salary deduction effective October 1st 2012. This now has come into effect until further notice. The deductions will be in accordance to the table below and will be applicable to employees eligible for overtime payment:

(A) MINUTES LATE	ACTION				
1 to 5 minutes	Zero deduction				
Over 5 Minutes	Amount equal to total number of minutes late				
(B) CLOCKING	1st TIME	2nd TIME	3rd TIME	4th TIME	5th TIME
Missing In	1 hr	2 hr	3 hr	4 hr	5 hr
Missing Out	1 hr	2 hr	3 hr	4 hr	5 hr
Missing Both	Absent full day				

Please be guided accordingly.



**James MacPherson**  
Chief Executive Officer