



February 1st , 2011
Ref: C/016/2011

MANAGEMENT RESOLUTION

Subject: SEMI-FLEXI WORKING HOURS

Dear All,

Semi-Flexi time is a scheme where BCDR gives its employees the opportunity of choosing a suitable working hour arrangement related to starting and finishing time.

Under this scheme, there is normally a core period of the day when employees must be at work i.e between 0900 hr and 1600 hr, whilst for start and finish work times staff can choose a starting time of 0800 hr, 0830 hr or 0900 hr and finish work, at 1600 hr, 1630 hr or 1700 hr respectively (excluding lunch break), subject to supervisor approval to ensure that work arrangements are not adversely affected.

All BCDR staff must work between the basic core hours and have the choice to clock in / out as outlined below:

Begin work at	0800 hr, 0830 hr or 0900 hr	(desired time)
Must be there between	0900 hr – 1600 hr	(core time)
Lunch break between	1200 hr – 1400 hr	(flexible lunch of one hour)
Leave at	1600 hr, 1630 hr or 1700 hr	(desired time)

This arrangement will come into effect starting February 1st , 2011 and it is hoped that the introduction of this facility would result in increased job satisfaction and enhanced staff morale at BCDR.

Yours faithfully,

James MacPherson
CEO