

BEESUP PVT LTD

Memo (01/11/2024)

To: Sub Contractors
From: BEESUP Facility Services
Re: beesupvtltd@gmail.com

Dear Vendor,

- **NO TIME KEEPING NO PAY**
- **Shift Start & End ON app Is Mandatory**
- **Breaks Must Be Accurate On App**
- **Invoice Will Be waved Off from 01/05/2024 We pay only based into timekeeping**
- **Late Arrivals ,App or Phone Malfunctions Must be informed to Management**
- **Late Arrivals must not be covered without Managements Approvals**
- **Mobile PHONES, AIR PORDS, handsfree, tabs are NOT ALLOWED on-site while working**
- **Only reason to use the phone in a case of emergency or work-related MATTER**
- **PROPER SHOES, Work pants, and (PPE) must be worn**
- **Vacuums and all other electronic equipment must be checked before use (if the test and tag are due calls the supervisor immediately (tagged Out of ORDER)**
- **Using the correct chemical with the dilution if you're not sure call the supervisor immediately**
- **Cleaner's store and all cleaning equipment must be clean after use**
- **You must report any property, equipment, or goods damages to the supervisor immediately**
- **Sending the pictures of complaints or requests by the supervisor on the same day via email**
- **Sick Leaves Must be informed at least 4 hours before the Shift Unless you are Critically Injured or Hospitalised**
- **Annual Leaves Must be Informed 14 days Prior (All Casual Events and personal leaves)**

**BREACHING THE ABOVE CONDITIONS MAY CAUSE
YOU WILL BE ASKED TO LEAVE THE SITE IMMEDIATELY WITHOUT PAY BY
SINGHE FACILITY SERVICES**

I Acknowledged that I have reviewed and understand the policies and guidelines within the document provided by the Company. I understand it's my responsibility to comply with and implement all policies and procedures included in Company's policy documents

Date

Signature

Employee Number