

1. **Punctuality:**

Every candidate is expected to check their routes well in advance of their shift. Repeated lateness or absence from work after confirming the shifts may result in Olerio Group not offering you any future work.

2. **Job Cards procedure:**

You are expected to take a clear picture of the job card's front and back page and email it to info@ores.group. If you face any issues with email, as a last resort, send it via WhatsApp to your immediate line supervisor after your shift. Failure to do so may result in delay/incorrect pay or missed pay for that shift. Please inform us in advance if you do not have the means to take the picture or access to email/WhatsApp.

3. **Shift Pay:**

Please arrive at every shift at least 30 mins before your shift start time which gives you enough time to find your area of work, get uniform and be in your area of work at the exact start time of your shift.

You will be paid from the agreed start time of your shift till the end of the shift even if you arrive a lot earlier than agreed for your shift and convince your managers to clock you in early. We discourage staff from amending start times on the job cards to reflect incorrect start times.

4. **Breaks:**

30 mins break will be deducted for every 6 hours (and over) completed shift. 1 hour break will be deducted from every 12 hour (and over) completed shift. It is your legal right to take at least a 20 min break for every 8 hour shift.

5. **CrewPlanner:**

If you APPLY for a shift on CrewPlanner and your request is accepted, you are BOOKED for the shift. Please read all the information and CONFIRM the shift.

Declaration:

I _____ agree to the above-mentioned points. If I have any concerns, I will contact the management immediately.

Signature

Date