

VIAMED Ltd

Company Personnel Manual

Section 10. Breaks Timetable

Morning Break – (Company Time – on site)		
10am – 10.15am	10.15am – 10.30am	10.30am – 10.45am
Repair Staff	Production Staff	Marketing
R & D	Q.A.	I.T.
Stock Control 1	Stock Control 2	Stock Control 3
Mechanical		

Lunch – (Free Time – clock out & clock in)		
12noon – 12.30pm	12.30pm – 13.00pm	13.00pm – 13.30pm
Mechanical	Production Staff	Marketing
R & D	Q.A.	I.T.
Stock Control 1	Stock Control 2	Stock Control 3
		Repair Staff
Sales 1	Sales 2	Sales 3

Afternoon Break – (Company Time – on site)		
14.30pm – 14.45pm	14.45pm – 15.00pm	15.00pm – 15.15pm
Mechanical	Production Staff	Marketing
R & D	Q.A.	I.T.
Stock Control 1	Stock Control 2	Stock Control 3
		Repair Staff

During the morning and afternoon breaks, employees must remain “on-site” within the company

During Lunch breaks, employees are at liberty to leave the company premises. Whether employees remain “on-site” or leave the company premises, they must “clock out” and “clock in” for the Lunch period.

Non-conformance to the above may be dealt with through the company’s disciplinary procedures.