

VIAMED Ltd

Company Personnel Manual

Section 26. Hours of Work

Your Tasks and duties within the company will be agreed at your commencement of employment. The position you undertake will determine the Hours of Work; as follows:

1. Hours of Work – General Staff

You will work from Monday through to Friday, inclusive; your Hours of work are from 09.00am to 17.00pm, with 30 minutes for Lunch every day.

Your hours are fixed to the above times, however due to the nature of company business, flexibility is required to ensure completion of work.

There is no standard overtime worked within the company, however there may be occasions when extra hours may need to be worked.

2. Hours of Work – Specific functions Staff

You will work from Monday through to Friday, inclusive; your hours of work are from 08.00am to 17.30pm, with 30 minutes for Lunch every day.

Your hours are fixed to the above times, however due to the nature of company business, flexibility is required to ensure completion of work.

There is no standard overtime worked within the company, however there may be occasions when extra hours may need to be worked.

3. Hours of Work – Sales Staff

You will work from Monday through to Friday, inclusive; your hours of work are from 08.45 to 17.15pm, with 30 minutes for Lunch every day.

Your hours are fixed to the above times, however due to the nature of company business, flexibility is required to ensure completion of work.

There is no standard overtime worked within the company, however there may be occasions when extra hours may need to be worked.