



## **Mandatory Instructions and policies from SDDS (SERVICES DE DOTATION SIMPLE) for employees**

1. Dropping shifts only possible before one day of that confirmed shift. No penalty will be imposed.
2. The confirmed shift could not be dropped on the shift day. If you do on that day, as a penalty 3 hours of your last shift will not be paid to you.
3. If you are dropping the shift frequently, you will be put on a **BLACKLIST**, meaning you will not be our employee any longer.
4. If necessary, we will provide you pick and drop facilities.
5. If something is happened with you during pick and drop as well as at working time, we are not responsible for any incident.
6. If the employees are found inappropriate behavior with any other employees, the action will be taken against with them.
7. Pay of vacations would be included on the payroll.
8. Safety shoes are mandatory for the work, without safety shoes candidates are not allowed to work.
9. Before quitting the work with us, you have to return all our assets, which are provided by us to you. If they are found damaged, you will be penalized. The amount of damaged product will be automatically deducted from your salary.

**Before signing, you have read all instructions and policies and have understood and agreed completely with our instructions and policies.**

**Date:**

**Signature:**

**Date:**

**Management:**