

Ref: L-HR-L-08-61

MEMORANDUM

TO : All Employees

FROM : Human Resource

DATE : 18-Jul-2022

SUBJECT : **FRIDAY PRAYER AND LUNCH BREAK**

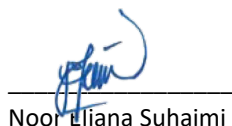
With reference to the above matter, as per the latest Company Employee Handbook, the existing Friday Prayer and lunch break for male Muslim employees starts from 12:30 pm and ends on 2:00 pm (1.5 hours). With careful consideration, the Friday prayer and lunch break is revised.

With immediate effect, Friday prayer and lunch break for male Muslim staff is revised to 12:30 pm until 2:30 pm (2 hours). For male Muslim employees who are not going to the mosque for Friday prayers, the break shall remain from 1.00pm until 2.00pm as usual.

It is understandable that each project site has different time. Do seek manager's confirmation on a fixed and appropriate time and duration, which should not exceed two (2) hours.

While the company is willing to show good faith to the request, we hope all employees could pride themselves with good work ethics such as integrity, reliability and professionalism. We wish we don't have to bring up issues regarding punctuality and abuse of benefits as we are all professional working adults.

Thank you for your kind understanding and cooperation.

A handwritten signature in blue ink, appearing to read "Noor Liiana Suhaimi".

Noor Liiana Suhaimi
Senior HR & Admin Executive