



# INTERNAL MEMO

*Date:* 19th June, 2020

*Reference:* EGL/HRM/19620/GM001

*From:* Human Resource Department

*To:* All Staff

*Subject:* **REVIEW OF WORKING HOURS ACROSS DEPARTMENTS/BUSINESS UNITS**

*CC:* GMD/CEO, Department/Unit Heads

Having come to the notice of the management of our dear company the lapses in our internal timing framework occasioned by a shortage of personnel, the management have unanimously and unequivocally agreed that the working hours of workers across departments/business units be reviewed in order to mark good the inherent lapses.

As a responsive organization who put the interest of its workforce at par with its strategic objective, and much as we cannot afford to engage in any further recruitment of additional staff especially now that the economy is hard-hit by the current global COVID-19 pandemic which has forced many organizations to inevitably lay-off their staffs or introduce a pay slash as the case may be, it is our resolve at Ejix Group Ltd, to constantly be on the lookout for practical and possible ways to further strengthen the company-workers relationship by adopting realistic and proactive methodologies.

However, reproduced below is a review of the working hours:

EMPLOYEE NO	EMP. NAME	DEPT/UNIT	OLD WORKING HOURS	NEW WORKING HOURS	ADJ. DURATION
EPMLS/ADF/1196308/019/00122	IKE CHARITY	ADMIN	8:00 A.M - 10:00 P.M	8:00 A.M - 10:00 P.M	0 MINUTE
EPMLS/ADF/1196308/020/00124	BELLO KUBURAT	PHARMACY	8:00 A.M - 9:00 P.M	8:00 A.M - 9:30 P.M	30 MINUTES
EPMLS/ADF/1196308/020/00125	EDAKI WISDOM	ADMIN	8:00 A.M - 10:00 P.M	8:00 A.M - 10:00 P.M	0 MINUTE
EPMLS/PHM/1196308/020/00126	OLUKOSI RAMOTA	ADMIN	7:00 A.M - 8:00 P.M	7:00 A.M - 8:30 P.M	30 MINUTES
EPMLS/ADF/1196308/020/00127	ACHAUNA MARTHA	ADMIN	7:00 A.M - 8:00 P.M	7:00 A.M - 8:30 P.M	30 MINUTES
EPMLS/ADF/1196308/020/00128	BAKARE JAMIU	ADMIN	10:00 P.M - 7:00 A.M	9:30 P.M - 7:00 A.M	30 MINUTES
EPMLS/ADF/1196308/020/00129	IFEANYI NDUBUEZE	PHARMACY	8:00 A.M - 9:00 P.M	8:00 A.M - 9:00 P.M	0 MINUTE

You are dearly enjoined to abide by this new working hours. Do feel free to contact the undersigned for further enquiries.

Thanks for your mutual understanding.

Yours in Service,

Raymon Stephen (Mr.)  
Head - HR