

## STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

### A. GENERAL

1. It is a specific term and condition of your employment that you may be required to perform other duties and responsibilities in the scope of your employment with the company.
2. The company reserves the right to apply the terms and conditions of employment as specified in the letter. It is expected that you acquaint yourself with company policies and procedures.
3. The company reserves the right to make reasonable changes to any of your terms and conditions of employment, subject to appropriate notice and consultation, which the changes shall be notified to you in writing from time to time.
4. The contract of employment together with your job description and the company policy make up the conditions of your employment. By signing this contract of employment you acknowledge that you will acquaint yourself with the above documentations and that the terms and conditions contained therein will be applied in the course of your employment at **Proteus Laboratories**.
5. By signing this contract of employment, you hereby give the company permission to verify your qualifications as stated on your CV.

### B. PROBATION

1. During the initial three months of your employment, you will serve a probationary period. The purpose of this period is to allow you to familiarize yourself with the laboratories processes and to provide you with the information and necessary guidance to perform.
2. During your probationary period, two weeks written notice is required by either party.
3. When employee is not performing to standard and is not following company policies and procedures three verbal warnings will be given followed by a written warning. Three written warning will lead to dismissal of employee.
4. In the event that you resign from **Proteus Laboratories** and fail to give the proper notice as stipulated above, you will be liable to pay the company an amount equal to notice that should have been given. Your signature to this contract authorises the company to deduct this amount from the final payment due to you. (For example the outstanding salary due to you)

### C. WORKING HOURS

1. You will be required to work a minimum of 6 hours Monday – Friday. You will be entitled 30 minutes lunch break.
2. The company reserves the right, upon reasonable notice to change your working hours if the need arises.
3. You will be required to work Saturdays on request from your employer and public holidays, only on request. This will be agreed upon between you & Proteus Laboratories management.
  - a. Overtime will only be worked if agreed to between the parties, from