

Employees who have worked for the company for longer than 4 months are entitled to 3 days per year for attending to family responsibilities. The following situations for which such leave may be taken:

- When an employee's child is sick.
- In the event of a death of an employee's spouse or life partner, parent, grandparent, child, grandchild or sibling only. (no aunts, uncles, cousin, friends etc)

Family responsibility leave not taken cannot be accrued.

H. TERMINATION

On conclusion of your probationary period, your employment with **Proteus Laboratories** is permanent and subject to 30 day notice in writing by either party to the other. The contract may be terminated with or without notice for misconduct, incapacity or operational requirements of the company, or any other reason recognised in law as being sufficient.

The parties agree that on termination of the contract of employment, the employer shall furnish the employee with a certificate of service and the UI19.

I. CONFIDENTIALITY

The fullest degree of confidentiality is expected from employees not to discuss matters relating to their work with family members, friends etc. Patient information, results etc are to be kept as confidential failing to do such will lead to an immediate dismissal.

J. OTHER INTERESTS

1. No employee may be directly or indirectly engaged in any other business or undertaking that of the Company prior to embarking on such interests. No employee may be involved in any part-time employment without the Company's prior permission given in writing.
2. You may not misuse **Proteus Laboratories** emails, telephone, internet system, Wifi - connection in any way, misusing the above mentioned will be subject to disciplinary action which may lead to dismissal.
3. If any equipment, petty cash etc is to be stolen by you, you will be subject to disciplinary action which may lead to dismissal.

The management of **Proteus Laboratories** welcomes you as a member of staff and trust that the relationship will be a long and constructive one