

COMPANY'S STANDARD POLICIES

Dear Ghufran Ahmed Farooqi,

This is with deep pride to inform you that you have been promoted to the position of Team Manager effective from 1st September, 2020. Please note that you are on a 90 days probation period also you will be making calls, and from the starting of your tenure you are required to abide by company's standard Policies and procedures.

Following are the stated clauses that are mandatory to be followed from the start of your Probation period as a Team Manager with Appedology.

1. You will be observed on regular attendance and punctuality as it acts as a vital attribute for a manager. It is significantly advised for a manager to attend work regularly and to arrive at work on time.
2. Temperament is the key to success in supervisory and management jobs; you are advised to not begin to show any signs of it.
3. You are required to follow the assigned JD of a Team Manager.
4. You are responsible to make sure Collectors should be exercising the assigned JD of their role.
5. Your confirmation and salary raise will be based upon your 90 days performance (minimum 80%) of overall assigned target.
6. You are required to directly Report to the Floor Manager and indirectly to VP Operations.

I hereby acknowledge the above stated policy with all my consent.

Employee Name: Ghufran Farooqi

CNIC #: 42101-20979153

Signature: 

Dated: 9-3-2020



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