



Wage and Hours of Work Policy

Effective Date: 01/01/2020

Policy Statement:

At Sueng Enterprises LTD, we value the dedication and commitment of our employees and strive to ensure fair and equitable compensation for their hard work. This policy establishes guidelines for determining wages and hours of work to promote a positive work environment and comply with applicable labor laws.

Regular Work Hours:

Employees are expected to work 45 hours per week, with [8] hours per day. The standard work schedule is from 8am to 5pm, Monday to Friday and 8am to 1pm on Saturday.

Overtime:

- 2.1. Overtime Eligibility: Non-exempt employees are eligible for overtime compensation as per applicable labor laws. Non-exempt employees are those who are entitled to receive overtime pay.
- 2.2. Overtime Compensation: Overtime hours will be compensated at 1.5 times above the regular hourly rate for all eligible employees. Overtime must be pre-approved by the employee's supervisor, except in cases of emergencies or unforeseen circumstances.

Minimum Wage Compliance:

- 3.1. Sueng is committed to complying with all minimum wage laws. Employees will be paid at least the applicable minimum wage rate for the work performed.
- 3.2. Any changes in the minimum wage rates will be implemented promptly and communicated to affected employees.

Pay Frequency:

- 4.1. Pay periods will be twice every month on the close of the 15th and 30th day, unless otherwise required by law or exceptional circumstances.
- 4.2. Direct deposit is the preferred method of payment, and employees are required to provide the necessary information to facilitate direct deposit.

Deductions and Withholdings:

- 5.1. Deductions or withholdings from employee wages will only be made as required by law or authorized by the employee in writing.
- 5.2. Employees will receive a detailed pay statement, reflecting earnings, deductions, and withholdings.

Recordkeeping:

6.1. Accurate records of employees' hours worked, wages, and overtime will be maintained in compliance with applicable laws.

6.2. Employees are responsible for accurately recording their hours worked and reporting any discrepancies or errors promptly to their supervisor.

Compliance:

7.1. Sueng is committed to complying with all applicable laws regarding wages and hours of work.

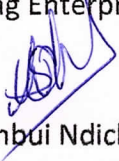
7.2. Employees are expected to adhere to this policy and report any concerns or violations to their supervisor or the Human Resources department.

Policy Review:

This policy will be reviewed periodically to ensure its effectiveness and compliance with evolving laws and regulations. Any necessary updates or revisions will be communicated to all employees in a timely manner.

By acknowledging this policy, employees affirm their understanding and agreement to comply with its provisions.

Sueng Enterprises Ltd



Wambui Ndichu

Managing Director

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