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| RUWAIS REFINERY PROJECT | INTER OFFICE MEMORANDUM |
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| Ref. No. | **IOM–ADMIN-HR-010–2013** | Date | **11 SEP 2013** |
| To | **All Concerned Employees** | Total Page/s | **1** |
| From | **HUMAN RESOURCE MANAGER – SITE** | Attachment | **0** |
| Subject | **NEW WORK TIME SCHEDULE AFTER MIDDAY BREAK** | | |

In connection with IOM-ADMIN-HR-007-2013 which been issued last 10th of June, 2013, we would like to inform you that Midday Break will end on **September 15, 2013**.

In this regard, below is our new bus & working time schedule starting on **16th of September, 2013**.

**Working Time**

| | MORNING DUTY | MIDDAY BREAK | AFTERNOON DUTY |
|---|---|---|---|
| **SAT. TO THU.** | 06:30 to 12:00(**5.5 Hrs.**) | 12:00 to 13:30(**1.5 Hrs.**) | 13:30 to 18:00(**4.5 Hrs.**) |
| **FRIDAY** | 07:00 to 12:00(**5 Hrs.**) | | |

**Bus Schedule**

| | MORNING (CAMP TO SITE) | LUNCH (SITE TO CAMP TO SITE) | AFTERNOON (SITE TO CAMP) |
|---|---|---|---|
| **SAT. TO THU.** | **05:55** | **12:00**(from Site)<br>**13:00**(from Camp) | **18:10** |
| **FRIDAY** | **06:40** | **12:10** | |

This is for everybody information and proper guidance.

Thank you very much.

DAEWOO ENGINEERING & CONSTRUCTION
RRE PROJECT
DAEWOO E&C

**GEUN YEOUL LEE**
***HR Manager***
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