



## **Tanmiah Food Company Working Hours Guidelines**

At Tanmiah Food Company, we recognize the importance of ensuring that our colleagues are provided with safe and healthy working conditions, including reasonable working hours. We are committed to upholding our core values of integrity, forward thinking, passion, teamwork, and respect in developing and implementing our working hours policy.

**Standard Workweek:**

Our standard workweek consists of 48 hours or less, in accordance with local laws and regulations. Colleagues are entitled to at least one day off per week.

**Overtime:**

Overtime work is only authorized in exceptional circumstances, such as peak production periods or unexpected events. Colleagues must be compensated for overtime work in accordance with local laws and regulations.

**Breaks:**

Colleagues are entitled to rest breaks and meal periods in accordance with local laws and regulations.

**Flexibility:**

We understand the importance of work-life balance, and we strive to provide our colleagues with flexibility in their working hours wherever possible. We encourage open communication between employees and their supervisors to ensure that their needs are met.

**Compliance:**

We are fully committed to complying with all relevant laws and regulations related to working hours and rest periods. We monitor our compliance regularly and take appropriate measures to address any issues that arise.

**Monitoring and Enforcement:**

We monitor compliance with our working hours policy through regular audits and inspections. Any violations of this policy will be taken seriously, and appropriate corrective action will be taken.

**Transparency and Accountability:**

We are transparent about our working hours policy and encourage our colleagues to provide feedback on how we can improve. We hold ourselves accountable for ensuring that our colleagues are treated with respect and dignity, and we take swift action to address any instances of noncompliance or misconduct.

Overall, we believe that fair and reasonable working hours are essential to creating a positive and productive work environment.