

November 20, 2024

Dear Sybelle,

I am pleased to inform you that we will be able to offer you a place on this years' Attachment Programme. Should you accept our offer, we will expect that you will abide by the following rules and regulations:

- > **PERIOD:** Monday, January 6, 2025 to Friday, April 25, 2025.
- > **PLACEMENT:** Your place of attachment will be in the Engineering Department (Technical Stores).
- > **TERMS:** As stated below: -
 1. **Working hours** are from **7:30 am** to **4:00pm** with thirty minutes lunch break anytime from 12:00noon to 1:30pm.
 2. You will be given a **Company ID Card**, which must be worn at all times when on our premises.
 3. **Unisex Dress Code:** Plain White T-Shirt with denim/jeans/Khaki trousers. **Acceptable Footwear:** Canvas shoes, or flat-heeled full shoes. Dangling earrings, bracelets, necklaces are not allowed in the factory premises. **We reserve the right to turn you away if you are improperly dressed.**
 4. Free Medical care for job-related ailments will be provided at the **GTP Clinic only** except in cases of referral by the Company Doctor which will be paid for by the Company if treated at the Company's designated hospital or other Government Hospital.
 5. **One free meal a day (Lunch)** will be provided at the **Junior Staff Canteen**. Attendance is not compulsory.
 6. The Company **does not** provide transportation for Attachment Students. The buses at the boarding park are solely for permanent workers/staff.
 7. The company **does not** pay allowance at the end of the attachment, request for extension of the attachment programme are not encouraged.
 8. ID Cards must be handed over to the Manager-in-charge/Supervisor on completion of the programme before you leave.

See the HR Operations Officer - Administrative at the Head Office, Tema with one (1) recently taken passport-sized pictures of yourself for registration and processing of your ID Card.

Yours sincerely,

MICHAEL BUDU
PAYROLL & HR SERVICE MANAGER

CC: CL Planning Office

HEAVY INDUSTRIAL AREA BLOCK 22 PLOT NO 1 TEMA GHANA