Addendum to Work Agreement

between

The Natural Remedy Inc. (*TNR or the Employer*)

and

………………………………………… (*Employee*)

Name Employee

**Working Hours**

If not agreed upon other wise in writing the weekly working hours are:

Monday to Friday from 8:30am to 5:00pm (8 paid hours)

**Breaks**

Morning break 15 min from 10:15am to 10:30am

Lunchbreak is ½ hour from 12:30pm to 1:00pm

Afternoon break 15 min form 3:00pm to 3:15pm

As an additional perk, TNR is willing to pay for the lunchbreak time even if not obligated to do so. TNR reserves the right to change this to unpaid lunchbreak time at any time without advanced notice.

**Personal Contacts and Communication during workhours**

Personal/private communication like phone calls, texting or emailing is strictly prohibited during work hours. Personal/private communication incl. checking of texts, calls and emails can be conducted during breaks.

**Time off during workdays**

Personal appointments like doctors, hairdresser etc. have to be in general scheduled outside the regular work hours. If i.e. for medical reasons an appointment is only possible to be scheduled during work time, the employee will inform TNR at least 3 business days before in writing (form will be supplied) and TNR reserves the right to approve or disapprove the time off depending on the circumstances.
Those missed work hours are unpaid times but can be balanced out within the monthly payment cycle through extra work time outside the regular workhours by discretion of TNR.

**Extra additional worktime**

If mistakes are made by an employee and if those mistakes have to be corrected on the same day in order to avoid harm to a customer or TNR, the employee causing this mistake will be fixing this mistake even if the time to do so exceeds the regular work time without any additional compensation.

With the signature below the employee declares, that she/he has read, understood and agrees to the conditions laid out in this addendum.

Vernon, the …………………………………………

……………………………………………………………… ……………………………………………………………..

The Natural Remedy (Employee)