



2019

Queper Technologies
Multan, Pakistan
Dated: 21st January,

Dear Team members,

Queper Technologies was founded in November 2014. It has been almost 4 years that we all have been working hard and making things better for all of us. In all these years we have all worked for Queper Technologies name and its best services to its customers. In 2019 we have around 22 employees working remotely and physical for Queper Technologies. We have made some rules and policies which will effect from 1st February 2019.

1. Queper will be making different departments for project delivery e.g product testing, development, sales etc. Each department will have a lead member which will be answerable for all losses and delays to the project manager.
2. Queper will be hiring new team members to fill all designations. The interviews will conduct from 25th January to 29th January.
3. All team members contracts and designations will be refined with new terms and conditions. Your salaries will increase or decrease according to how much time/profit you give to the company. Your previous contract can also be terminated.
4. Team members who are also studying along with their jobs will be offered with a new contract. The company will be finding there substitutes as well.
5. All team members should obey strict office timings. Leave will only be offered if informed 24 hours earlier to the project manager.

6. Every Team member shall complete the tasks given to him by the project manager on daily basis.
7. There will be no bonuses, overtimes from February. In fact, the company will offer bonuses on occasions like Ramadan,Eid etc.
8. A reward points system will be introduced. You shall be rewarded with points on excellent dressing, proper shoes, card holding, completing tasks on time etc. Similarly, negative points will also be deducted on bad behavior,poor dressing etc. All points records shall be seen on the Queper Pocket Application. These rewards points may gain you gifts, trips etc annually.
9. The team members whose contract will be terminated will be paid partially with 2 cheques of different dates.
10. Every team member should have an account in HBL and should register him/her HBL account number to the financial manager.
11. Salaries for the month January may delay due to new contracts and hirings.

Sincerely,

Ali Haider Derawala
Founder and CEO
Queper Technologies