

Author Name	Department Name	Main Title	Sub Title	Submission Date
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## Content Details

- It's been decided by top Management that the New official working Hours for CBS employees will be from 08:00AM to 04:30PM, effective from 1st of August 2016. The Lunch break period will be only 30 minutes instead of 1 hour as in the past. There will be a buffer of 30 minutes for late arrival providing that it has to be compensated within the same day. For instance; if any staff reached office at 08:30 AM, then he/she must stay till 05:00PM.
- Dress Code for All Employees
- For male employees, the following are considered acceptable as work attire (must demonstrate corporate look):
  - Formal suit
  - Jacket
  - Formal shirt
  - Trousers with tie
  - UAE national dress (kandoora Ghatra & Aqaal or Esamah)
- For female employees, the following are considered acceptable as work attire (must demonstrate corporate look):
  - Formal suit
  - Formal tops with trousers/skirts
  - Considerable use of jewelry and related accessories
  - Abaya with head cover (Sheila)