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دائرة التعليم والتمويل والادارة (الادارة والتمويل) (الادارة والتمويل)

عنوان المؤسسة

مؤسسة التعليم العالي (التعليم العالي) (التعليم العالي)

الادارة والتمويل

A 037116

رقم

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رقم المؤسسة (التمويل)

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الادارة والتمويل

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Loona 768@Yahoo-Com

24 - 11 - 1984

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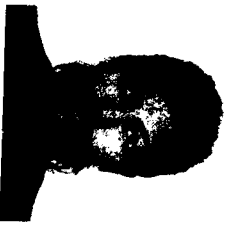
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NATIONAL IDENTITY CARD

REPUBLIC OF MALDIVES

Number: **A037116**

Name Zulaikha Loona Ibrahim	
Sex F	Date of Birth 24/11/1984
Address M. Siththa Male	



EMPLOYMENT AGREEMENT FOR CABIN CREW

This employment agreement (**the "Contract"**) is made between:

1. **Island Aviation Services Ltd**, a company which is incorporated in the Republic of Maldives, of 26 Ameer Ahmed Magu, Male' 20026, Republic of Maldives (**hereinafter referred to as the "Company" or "Employer"**) on the first part, and
2. **Zulaikha Loona Ibrahim (National ID Card No: A 037116)** (**hereinafter referred to as the "Employee", "Staff" or "Cabin Crew"**) of the second part.

Whereas the Company wishes to engage the Employee as per the agreed terms and conditions stipulated hereunder and the Employee agrees to be employed as a staff of the Company pursuant to the terms and conditions herein.

This agreement will only be signed and effective when the Cabin Crew is released for line flying after the line check conducted by the Company and confirms that the Cabin Crew is competent for normal line flying.

The term of the agreement shall be for 03 (Three) years renewable commencing from **01st January 2010**.

Service bond will be calculated for 3 years from the date of employment with the Company and your service bond will be completed on **20th March 2010**.

The terms and conditions in this agreement apply to Cabin Crews in the Company. Each paragraph, sub paragraph or clause herein is independent of each other; therefore if one held by a Court, Government policy or Maldives' law to be invalid or not to apply to the Employee, then the remaining provisions of the agreement shall remain valid.

Any amendments to this agreement should be accepted and agreed by the Employee and such amendments shall be communicated to the Employee in writing not less than 20 (Twenty) calendar days written notice prior to the amendments coming into effect.

No variation or amendment of this agreement or oral promise or commitment related to it shall be valid unless committed to writing and signed by the Company.

The job description of the Employee will be according to Flight Operations Manual and General rules and memos of Flight Operations Department. It is the responsibility of the Employee to regularly check the memo file and notice board for change in general rules at Flight Operations Department.

It is the responsibility of the Employee to keep the airport pass, medical and the license current and to have a contactable number and if any changes to the number it should be informed to Flight Operations Department immediately.



1.0 NOTICE OF EMPLOYMENT

Name (with commonly used name) : Zulaikha Loona Ibrahim (Zulaikha)
 National Identity Card No. : A 037116
 Staff Number : 803
 Country : Maldives
 Current Address : Ma. Cool Stone / Male'
 Permanent Address : M. Siththa / Male'
 Department : Flight Operations
 Designation : Flight Stewardess (Gr.1)
 Salary (Monthly) : As given in Table 01
 Employment Commencement Date : 20th March 007

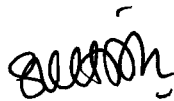
Table 1:

Basic Salary : Mrf 3,700.00 per month

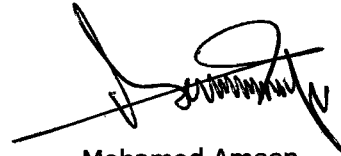
Other Allowances

Allowance	Terms	Amount (Mrf)
Special Daily Allowance	Per day worked without being late	110.00
Food Allowance	Per day worked	75.00
Airport Allowance	Per day worked	25.00
Increment Allowance	Per year after completing 3 years of services	100.00
Layover Breakfast	Per completed layover	30.00
Layover Dinner	Per completed layover	45.00
Flying Allowance	Per hour (Dash8 / Dornier 228)	65.00
Ramadan Bonus	As per Company Policy	-
Ramadan Special Allowance	Per day worked (During the month of Ramadan)	25.00
Duty Transport Allowance	Per day worked	35.00

Authorized Signatories



Hussain Suhail
Senior Officer Human Resources



Mohamed Ameen
Director Flight Operations



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2.0 Probation period for new Employees

- 2.1 All new staff must undergo line indoctrination training according to Company Training Manual.
- 2.2 The Employee will be evaluated once in every 90 (ninety) days. Staff must achieve a minimum score as per Flight Operations evaluation system as decided by the Flight Operations Department of the Company. Employee must fully adhere to the standards maintained by the Flight Operations Department of the Company this include Performance Appraisal and other compliance standards.

3.0 Termination of Employment

- 3.1 The Employee is required to complete the service bond stated in this agreement for the Company of which first year of service is mandatory. Should the Employee resigns or the Employee is hindered from carrying out normal duties leading to termination of employment before the end of service period, then the Employee shall be liable to compensate the Employer Mrf 41,885.00 (Maldivian Rufiyaa forty one thousand eight hundred and eighty five) as payment for the recruitment cost. This amount will be pro-rated for the period of service on monthly basis. Monthly cost amounts to Mrf 1,163.47 (Maldivian Rufiyaa Thousand one hundred sixty three rufiyaa and forty seven laari)
- 3.2 If the employee wishes to terminate before the end of three years the employee will be expected to make payment for the remaining recruitment cost (pro-rated amount). This payment should be settled in full before resigning
- 3.3 In addition to the recruitment cost Employee will be liable to pay the Employer the below mentioned development cost in full before resigning.
 - Maldivian Rufiyaa 2,250.00 if Employee wishes to terminate the employment during the first one year of service
 - Maldivian Rufiyaa 2,000.00 if Employee wishes to terminate the employment during the first two years of service
 - Maldivian Rufiyaa 1,750.00 if Employee wishes to terminate the employment during the first three years of service
 - Maldivian Rufiyaa 1,500.00 if Employee wishes to terminate the employment during the first four year of service
 - Maldivian Rufiyaa 1,000.00 if Employee wishes to terminate the employment during the first five years of service
- 3.4 The employment may be terminated by either the Company or the Employee giving to the other at least 3 (three) month's written notice period or by paying the 3 months basic pay in lieu of the notice period.
- 3.5 Employees who have been terminated due to disciplinary reasons would not be reinstated.
- 3.6 Employee is required to return any Company properties including uniforms, handbags, grooming manuals, airport pass, all ID cards, uniform accessories, locker keys and pay back any loans or adjustments owed to the Company before their termination.
- 3.7 If an Employee who has served for 10 (ten) or more years is made redundant the company will pay a gratuity payment upon termination except when terminated due to negligence or



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misconduct of staff. The gratuity Payment is accumulated as basic pay per month for the no of years served.

4.0 Training bond

- 4.1 A training bond will be accrued following training courses by an Employee either abroad or in Male' sponsored by the Company.
- 4.2 The training bond depends on expenses incurred by the Company and the opportunity cost on the specific course that the Employee undertakes as stipulated in the 'Training Agreement'.
- 4.3 Employee must abide by the Training Agreement provided by the Company.
- 4.4 Company shall arrange and pay for any licensing and training matters it requires the Crew Member to undertake, including currency training and medicals.

5.0 Hours of Work and Duty

- 5.1 The working hours of Employees shall be as per as Flight Operations Manual of the Company.
- 5.2 Employee must work on monthly issued and revised duty roster accommodating the changes made by the Flight Operations Department of the Company as and when necessary.
- 5.3 It is the responsibility of the Employee to check the next day's schedule from the dispatch and be available on the phone if needed to inform schedule or daily changes by Operation.
- 5.4 Off days will be given as per the Civil Aviation Regulation and Company will have the right to call for duty on the rostered off day if there is no other alternate and if the required regulatory off days has been provided to the Employee within the week.
- 5.5 The Company has the right to call up the Employee on the second rostered off day and if the 35hours of rest hours has been provided. On the second off day the Employee should answer the calls from Flight Operation and check the next day's duty from operation on the rostered second off.
- 5.6 Standby day is part of the duty and must be available to report for flight.
- 5.7 If refused to work with the revised roster, standby call up or daily changes; it will be treated as absent for that day. Salary will be deducted for the absent days as given below:

Basic pay per month divided by thirty = rate per day.

6.0 Staff record/ Attendance policy

- 6.1 It is a requirement to notify the Employer immediately the change of personal information. The information must be submitted in writing or electronically mailed to Human Resources and copied to Flight Operation of the Company.
- 6.2 Employee should abide by the Attendance Policy and standard maintained by the Flight Operations Department of the Company.



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7.0 Leave

7.1 Sick/ Medical Leave

- 7.1.1 Employee is entitled to 10 (ten) days sick medical leave per annum, any further application for leave on the grounds of sick medical leave would be deducted from salary as given below:

Basic pay per month divided by thirty = rate per day.

- 7.1.2 An Employee must apply for sick leave only if the Employee is sick or if a person under the Employee's guardianship (Dependent Parents, Spouse and Children), becomes sick and the Employee has no other alternative.

- 7.1.3 If an Employee does not inform the Company of such medical leave and does not submit medical certificates from IGMH, ADK hospital or any Company approved medical centre to claim sick leave on the first day of reporting back to work will be treated as absent. The only exception is Employee having reasonable cause, which the Director of Flight Operations or his deputy finds acceptable. For such a day if the medical is not submitted salary will be deducted as given below.

Basic pay per month divided by thirty = rate per day.

- 7.1.4 If an Employee does not inform the Company of such leave and does not attend work, the Company may consider the Employee to be "absent". In such cases, salary will be deducted on the basis as follows and disciplinary action will be taken.

Basic pay per month divided by thirty = rate per day.

- 7.1.5 If the Employee steps down due sick after one flight or without completing all the allocated flights for the day, employee should submit a medical certificate or else salary will be deducted for the day as given below:

Basic pay per month divided by thirty = rate per day.

- 7.1.6 If an Employee is injured during work, days taken to recover from such injuries would not be deducted from the Employee's medical leave. Further the Employee will be granted medical leave with pay during such periods.

7.2 Annual Leave

- 7.2.1 Employee shall be entitled 30 (Thirty) days of annual leave with pay after completion of 01 year of service and for each year of service thereafter. The department head shall grant leave after considering that granting such leave would not affect the normal operations of the Flight Operations Department of the Company.

- 7.2.2 The Flight Operations Department may allocate leave based on the operation and advise the employee to take leave. In such a case the employee should take minimum 55% of the annual leave on the allocated period.



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- 7.2.2 Leave must be applied 7 (seven) days prior to commencement of leave. If the leave is applied less than 7 (seven) days of commencement of leave, Employee must submit a letter stating the reason for late application together with the leave form.
- 7.2.3 Annual leave may be taken in full or over spread over a maximum three times each year.
- 7.2.4 The 30 days annual leave will exclude the Fridays and only the public holidays published by the government.

7.3 Emergency/Special Leave

- 7.3.1 Employees may be entitled to 10 (ten) days emergency/special leave with pay including public holidays for extraordinary circumstances subject to:
- i) All the Employee's annual leave being exhausted and / or
 - ii) Approval by the company
- 7.3.2 In such circumstances Employee should submit a letter stating the reason for the leave, along with the leave form.

7.3 Maternity Leave

- 7.3.1 Female Cabin Crew should refrain from pregnancy for the first 3 (three) years of employment as this will hinder them carrying out their daily operation at work.
- 7.3.2 Upon confirmation of pregnancy female Cabin Crew shall inform Employee's own department as well as Human Resources so that Company can take appropriate action as per the Training Contract or the Service bonded period.
- 7.3.3 Pregnant Employee with more than 03 years of service with Company may work at Flight Operations Department or any other department decided by the Human Resources Department.
- 7.3.4 Female Employees, upon childbirth, shall be entitled to 60 (sixty) days maternity leave with pay excluding Fridays and only the public holidays published by the government.
- 7.3.5 Expecting Employees may claim maternity leave 3 (three) weeks prior to giving birth if they feel they would be unable to attend work regularly. Such leave would be deducted from the 60 (sixty) days maternity leave.
- 7.3.6 For Employees who have to spend long periods of active work under strenuous conditions, the Company may consider assigning them to less strenuous work during periods of pregnancy.
- 7.3.7 Female Employees are expected to keep a normal BMI when reporting back to work after maternity leave, otherwise actions will be taken according to Cabin Crew Service Manual.

7.4 Other Leave

- 7.5.1 Male Employees shall, upon his wife giving birth, be entitled to 3 (Three) days paternity leave including public holidays.
- 7.5.2 Employees shall upon their son's circumcision, be entitled to 5 (Five) days leave including public holidays.



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7.6 Hajj Leave

7.6.1 Employees who make their own arrangements for pilgrimage are entitled to 30 (thirty) days Hajj Leave once in every 5 (five) years. The hajj leave will commence from the time the Employee departs for Hajj and end on the day the Employee returns from Hajj. If an Employee requires additional days, staff may apply to take such leave from the annual or emergency leave.

Hajj leave will be entitled only after completing 03 (Three) years of service, i.e. 03 years from the date of employment contract with the Company.

8.0 Hospitalization/Surgical & Medical Insurance

8.1 The company provides all Employees with a hospitalization/surgical and medical insurance coverage. The scope of cover will be as per the Medical Insurance Policy applicable at that time.

9.0 Personal Accident Insurance (PA)

9.1 All Employees are entitled for personal accident insurance coverage. Detailed extent of the cover is as per the PA policy applicable at that time.

10.0 Retirement age

10.1 The retirement age for Cabin Crew will be 45 years of age.

10.2 The Company will have the right to make an Employee redundant upon the Employee reaching the retirement age, furthermore if any physical disability of the Employee or the Employee being medically not been fit for work which prevents the Employee from carrying out his/her duties efficiently then the Employee may be made redundant.

10.3 The Company will have the right, if there is any requirement, to consider Employees at the retirement age for a further period of service if the Employee is physically and medically fit to carry out his/her duties efficiently. This will be subjected to performance evaluation of the individual Employee by the Flight Operations Department and approved by the Management.

11.0 Annual privilege and Concession Travel on Company's service.

11.1 Annual privilege and concession travel for Employees who has completed minimum of one year of service to the Company shall be considered as detailed below.

Employees will be categorized for Annual privilege and Concession as follows:

- i) Married Employees: spouse and a maximum of 03 (three) eligible children under the age of 18 (eighteen) years and should not be married.
- ii) Unmarried Employees: for the Employee and dependent parents only.
- iii) Divorced Employees: dependent parents and 03 (three) eligible children under the age of 18 (eighteen) years and are not married.

For Domestic Sectors employees will be eligible to claim:

- i) ID00YNI full free on confirm basis once a year
- ii) ID50YNI 50 (fifty) percent free on confirm basis twice a year



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Eligibility for Regional Sectors is as follows:

Employees with 1 year of service:

- i) ID50YNI 50 (fifty) percent free on confirm basis once a year

In addition to the above:

Employees with more than 1 year to 4 years of service:

- ii) ID50YNI 50 (fifty) percent free on seat available basis on two different occasions.

Employees with more than 5 years of service

- iii) ID50YNI 50 (fifty) percent free on seat available basis unlimited

- 11.2 The Company shall have the right to restrict privilege and concessional travel for various periods, due to commercial requirements.
- 11.3 Employee's second year of eligibility for concession travel will be counted as per calendar year.

12.0 Discipline

- 12.1 The Company shall take appropriate disciplinary action against any Employee, in the event of, misconduct, failing to adhere the standards maintained by the Flight Operations Department, negligence or sabotage.
- 12.2 Misconduct, failing to adhere the standards maintained by the Flight Operations Department negligence or sabotage can be classified as follows:
 - a) Failing to carry out duties and responsibilities on Employees own will
 - b) Manipulating staff records or Employer information
 - c) Vandalism (damage to Employer's property)
 - d) Tarnish the image of the Employer
 - e) Indiscipline
 - f) Failing to protect confidentiality of the commercial information of the Employer
 - g) Failing to abide the rules and regulations of the Employer
- 12.3 Depending on the nature of the misconduct, indiscipline/negligence the company may impose any or a combination of the following punishments.
 - a) Caution the Employee orally
 - b) Give the Employee written warning
 - c) Impose a financial penalty (of not more than 50% of total basic salary)
 - d) Suspend the Employee for maximum 15 (fifteen) days (without pay for the no. of days suspended)
 - e) Downgrade the Employee
 - f) Dismiss the Employee
- 12.4 Director Flight Operations or his deputy has the right to take any disciplinary cautions stipulated in 12.3 except dismiss the employee. Dismissing the employee will be decided by the Human Resources Department or by an independent disciplinary committee formed by the management of the company.



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- 12.5 Any Employee found to have engaged in a "corrupt practice" (i.e. the offering, giving, receiving or soliciting of anything of value to influence the action of a third party in the process of procurement of goods or services related to the Company) or a "fraudulent practice" (i.e. a misrepresentation of facts in order to influence the process of procurement of goods or services related to the Company to the detriment of the Company) will be immediately dismissed from employment.

13.0 Grooming

- 13.1 Employee must adhere to the general guidelines for grooming as per the grooming manual of the company and Flight Operations Department Standard. If the grooming guidelines are not adhered, due measures stated in the grooming manual will be taken against the Employee.
- 13.2 Employee must wear clothing and accessories required to comply with health and safety regulations, which are provided by the company. Failure to do so will result in actions stated in 12.3.

14.0 Security

- 14.1 As per the Company Procedure and system of other concerned authorities.

15.0 Company property

- 15.1 It is at the discretion of the Employer to search any properties, which have been provided, by the Employer if required but if there is a valid reason. This must be carried out in the presence of the Employee.
- 15.2 Misuse of Company property or properties will lead to disciplinary actions stated in clause 12.3
- 15.3 An Employee must protect all confidential and commercial information belonging to the Company. If otherwise the Employer will impose disciplinary actions stated in clause 12.3

16.0 Grievance / Appeal procedure

- 16.1 Should an Employee have any grievance / appeal, the issue is to be referred initially to the Director Flight Operations and if necessary to Human Resources Department of the Company.
- 16.2 If the Human Resources Department or the Independent Committee formed by the management does not find any misconduct on the part of the Employee and staff is reinstated, the period of suspension would be with full pay.

17.0 Publication, Interviews, Broadcast, Lectures or Speeches

- 17.1 The Company has an appointed spokesperson to answer queries from the public. Employee shall not, without having obtained the prior written consent of the company, publish or cause to be published any article book photograph, letter or give any interview, broadcast, lecture or speech, on any matter which concerns the staff's duties or any matter connected with the Company.



- 17.2 Employee must obtain prior consent of the Company, to take part in advertisements, TV dramas, video songs and films and it is at the discretion of the Employer to approve or not approve.

18.0 Allowances

- 18.1 All allowances are payable in the following month. However all fixed allowances will be paid in same month.

19.0 Marriage within the Company Employees

- 19.1 This contract does not allow any employ to marry another employ of the same Department.

20.0 Exclusive Service

- 20.1 During hours of work, the Employee must devote the whole of his or her time, attention and abilities to duties for the Company. The Employee may not, under any circumstances whatever, directly or indirectly, undertake any other duties of whatever kind during hours of work for the Company.
- 20.2 The Employee must not be involved in any business or employment that is similar to or in any way connected or competitive with the business of the Company which includes conducting classes to other airlines.

21.0 Liquidation of the Company

- 21.1 If the Company ceases its operations or liquidates, this contract becomes null and void. The Employer will not take any responsibility to seek employment elsewhere on behalf of the Company.



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22.0 CONFIDENTIALITY NOTICE

The Employee shall not disclose or divulge at any time during his or her service with the Company or after he or she leaves employment, any secrets, transactions or information in or relating to the business of the Company which may come within his or her knowledge or possession in the course of employment with the Company.

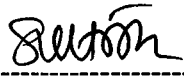
This agreement is a property of the Company. The agreement must not be disclosed to anyone whosoever without prior written permission of the Company. In particular, neither the whole nor any part of this agreement nor any reference thereto may be included or cited in any published or unpublished documents, circular or statement, nor published in any way whatsoever without prior written approval of the Company, as to the form and context in which it may appear.

On signing this agreement, Employee hereby acknowledges all of the above and agrees to abide by the terms and conditions herein. In witness whereof, the parties hereto set their hands the day and the year first above written.

Date: 30th DEC 2009

Signed by: **Hussain Suhail**
For and on behalf of Island Aviation Services Ltd

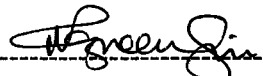
The Employee





ZULAIKHA LOONA IBRAHIM

Witness: 1

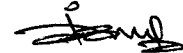


Name: Naaneen Nizam

Staff no: 1241



Witness: 2



Name: FARHA MOHAMED

Staff no: 674

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ISLAND
AVIATION SERVICES LIMITED



Memo

To: Fss Zulaikha Loona Ibrahim (803)

From: Supervisor Cabin Crew

Copy: Director Flight Operations
Asst Director Human Resources and Administration

Ref: SM-F/2008/116

Date: 18th May 2008

Subject: Appreciation

Dear Zulaikha Loona Ibrahim,

On 18th May 2008, the cabin crew for Q2 422/1 and Q2 404/5 (D228 flight) reported sick and you're agreeing to do the D228 flights (Q2 422/3) instead of your scheduled Dash8 Flights (Q2 100/1 and Q2 102/3) helped us to maintain the day's flight schedule without disruption.

I appreciate your support and cooperation at the much needed time and hope you will continue extending your team spirit in the same way.

Thank you,

Hussain Haleem
Supervisor Cabin Crew

ISLAND

AVIATION SERVICES LIMITED



Memo

To: FSS. Zulaikha Loona Ibrahim (SN803)
From: Capt. Mohamed Ameen/ Director Flight Operations
Ref: SM-F/2008/184
Date: 14th August 2008
Copy: Mr. Ismail Sujau, Asst. Director Human Resources & Administration
Mr. Hussain Haleem, Supervisor Cabin Crew
Subj: SEP Exam

This Document is Received and Accepted by:	
Name:	LOONA
Designation:	CABIN CREW
Staff No:	803
Signature:	Loona
Date:	16/08/08
<small>ISLAND Aviation Services Limited Flight Operations</small>	

Dear Loona,

Reference is made to my memo dated SM-F/2008/173 dated 30th July 2008.

As per the referred memo you were given a full SEP exam on 12th August 2008. However, with regret we note that your standard in the exam is not up to the standard we expected from a crew. Hence, with effect from 14th August 2008, you will be rostered as an assist crew for a probationary 03 months.

During this probationary 03 months, you will be evaluated on your SEP knowledge, work performance, attendance and attitude. Failing to perform on this evaluation to the required standard you will be terminated from your employment without a further advise or warning.

Hence, consider this as your last and final warning.

Sincerely,

Capt. Mohamed Ameen
Director Flight Operations

ISLAND

AVIATION SERVICES LIMITED



Memo

To: Fss Zulaikha Loona
From: Capt Mohamed Ameen, Director Flight Operations
Ref: SM-F/2009/215
Date: 15th December 2009
Copy: Hussain Suhail, Senior Officer Human Resources
Hussain Haleem, Supervisor Cabin Crew
Subj: Poor Attendance

This Document is Received and Accepted by:	
Name:	ZULAIKHA LOONA
Designation:	CABIN CREW
Staff No:	803
Signature:	
Date:	16/12/09
<small>ISLAND AVIATION SERVICES LIMITED Flight Operations</small>	

Loona,

In ref to the Caution memo SM-F/2009/174 dated 28th Sep 09 with regard to Poor Attendance.

With regret we note your attendance in November was not up to our expectation after the caution memo given on 29th Sep 2009. You are well aware that this is the peak season and the implications on the schedule when you report sick for flights. Please take this as a final warning to improve your attendance and if improvement is not seen you will be referred to Human Resources Department for further action.

Attendance Details November and December
09th November 2009 – Absent for Flight – Flight Operations called up when failed to report and you informed that uniform was not ready
21st Nov 09 – Reported sick when standby call up was given
25th Nov 09 – Sick Report
10th Dec 09 – Sick Report

You're sincerely,

Capt Mohamed Ameen
Director Flight Operation

ISLAND

AVIATION SERVICES LIMITED



Memo

To: FSS. Zulaikha Loona
From: Capt. Mohamed Ameen, Director Flight Operations
Ref: SM-F/2009/174
Date: 28th September 2009
Copy: Mr. Hussain Suhail, Senior Officer Human Resources
 Mr. Hussain Haleem, Supervisor Cabin Crew
Subj: Poor Attendance

This Document is Received and Accepted by:	
Name:	Loona
Designation:	STEWARDS
Staff No:	803
Signature:	Loona
Date:	08/11/09
<small>ISLAND AVIATION SERVICES LIMITED</small> <small>Flight Operations</small>	

We have come to notice that during August and September 2009 you have a poor attendance record. As you are aware frequent sick reports will affect the daily and monthly roster and also the standby is part of your duty and you should be contactable when ever you are rostered as standby.

The attendance record of Aug 09 and Sep 09

August:-

Sick reports: - 3rd & 11th
 Late: - 15min on 15th and 20min on 30th.

September:-

Sick: - 2nd and 9th
 Absent: - Fltops was unable to contact you on 4th Sep (stand by duty)

Disciplinary Memos in File

Memo SM-F/2008/184, Due Failing in SEP Exam 4th Attempt
 Memo SM-F/2008/173, Due Failing in SEP Exam 3rd Attempt
 Verbal Advise: 29th Feb 08 –Not carrying the D228 Cabin Crew Duties efficiently

This is a caution memo to improve your attendance and you will be referred to Human Resources Department without any further advise or warning if your attendance doesn't show improvement.

Sincerely,

Capt. Mohamed Ameen
Director Flight Operations

ISLAND

AVIATION SERVICES LIMITED



Memo

To: FSS. Zulaikha Loona ibrahim (SN803)
From: Capt. Mohamed Ameen, Director Flight Operations
Ref: SM-F/2010/06
Date: 13th January 2010
Copy: Mr. Hussain Suhail, Senior Officer Human Resources
Subj: Weak in Evaluation and SEP Knowledge

This Document is Received and Accepted by:	
Name:	ZULAIKHA LOONA IBRAHIM
Designation:	CABIN CREW
Staff No:	803
Signature:	
Date:	13 th 01 2010
<small>ISLAND AVIATION SERVICES LIMITED Flight Operations</small>	

Ref to the final memo to improve the attendance SM-F/2009/215 dated 15th December 2009, Evaluation of Aug to Oct 09 and the Line check on 21st December 2009.

You have been advised on several occasions to improve on your attendance and SEP knowledge. You failed on 03 attempts on SEP exam and you were downgraded to an Assist Crew. A line check was conducted on 21st December 2009 and the line check form shows that your SEP knowledge is unsatisfactory. Any cabin crew should have an acceptable standard in the SEP and your below standard performance is not acceptable for the Company. Hence, you are removed from flying effective 13th January 2010 for 10 days without pay.

You will be given a theory exam on SEP after 22nd January 2010 and you will only be reinstated for flying if you pass the exam. If you fail on the exam you will be referred to Human Resources for their decision.

Sincerely,

Capt. Mohamed Ameen
Director Flight Operations