

 دارة القهوة Darat al-Qahwa THE HOUSE OF COFFEE 2019		MEMORANDUM	
TO	All		
SUBJECT	MEAL ALLOWANCE POLICY		
Date: August 20, 2025	Issued By: Mahmoud Hamdy Training Manager	Implemented By: Mr. Majdi Al- Sameeri Human Resources Manger	Approved By: Mr. Youssef York Directory of Operations

Dear All,

We would like to inform you that Darat Al-Qahwa Company is proud to announce to all employees benefit regarding Meal allowance.

Effective immediately, all employees on duty will have the following items as per policy.

- *Hot or Cold drinks any of your choice (2 cups Regular size) only.*
- *50% less on any food product items.*
- *The items can only be acquired while on duty.*

Dear Team,

This is to inform you about the updated arrangements for staff meals. Please take note of the following details to ensure smooth coordination:

Staff on duty 9 Hours during Break times (1 Hour) are eligible.

Staff On Duty 2 Shift (4 Hours Morning And 4 Hours Night) Are Eligible for 1 Drink Per Shift , And 50% only 1 Time At the Day.

Meals are for on-site consumption only (no takeaways unless approved).

Maintain cleanliness and be respectful of others in the dining area.

If you have any dietary restrictions or allergies, please inform [HR / Supervisor Name].

For Day Off Or Annual Leave , Your Staff Meal Not Allowed , 50 % Less For Any Food Check First With HR Team If They Will Allow That .

For Using Staff Meal From The Store To Another Friend Or Sell Out Side-Inside The Store Not Allowed At All.