

Zoom meeting in February 2024 between Joshua Farinella and two staffers from the human resources department, to discuss an upcoming audit.

[00:00:07] Joshua Farinella: Hey, what's up?

[00:00:12] Kir\*\*\*\*: Sir, good evening.

[00:00:14] Joshua Farinella: So I just wanted to touch base real quick, um, with all these requirements here.

[00:00:23] Kir\*\*\*\*: [inaudible] Can I share the screen?

[00:00:25] Joshua Farinella: Yeah. Go ahead.

[00:00:27] Kir\*\*\*\*: [inaudible] Uh, which is a free, uh, it is just a, uh, minimum wage schedule, which will revise every six months.

[00:00:38] Joshua Farinella: Right. Right. That's, that's easy. I mean, even I have the, uh, the minimum wage requirements.

[00:00:46] Kir\*\*\*\*: [inaudible] that I'm not aware of. Maybe this might be [inaudible].

[00:00:53] Kir\*\*\*\*: In this FSSA certificate, I have to check with the person.

[00:00:57] Kir\*\*\*\*: [inaudible] Do I know this one? Canteen hygiene certificates.

[00:01:01] Joshua Farinella: Ok.

[00:01:04] Kir\*\*\*\*: All the related contracts with a letter to QQSF. Sample payroll.

[00:01:09] Joshua Farinella: That's, that's what I.

[00:01:10] Kir\*\*\*\*: Which is July, July, October, and January. That, uh, July and October is ready. And for January, we are still working on it, sir.

[00:01:21] Joshua Farinella: Okay, what did we have to do to July and October?

[00:01:26] Kir\*\*\*\*: Well. They were saying we have to update, uh, we have to scan and send it. I'll check with [inaudible], sir. But it is ready. July and October is ready. January month almost completed. Bha\*\*\*\*, what is your status of attendance and time cards?

[00:01:42] Bha\*\*\*\*: Attendance?

[00:01:43] Kir\*\*\*\*: Attendance.

[00:01:44] Bha\*\*\*\*: Attendance is completed and also time card. I am working on, uh, Naj\*\*\*\* time cards now. It is also completed, but I have to check and modify some, some parts because we have to, we are not showing any OT, stuff like that so I have to check [inaudible] for that I have to check and I will come [inaudible] It will take [inaudible] by tomorrow.

[00:02:07] Kir\*\*\*\*: I need, I can get the data. Yes yes. You can share with me the data tomorrow, so I will check the data and I will come. By day after tomorrow, sir, we will submit this, uh, January month also. By that time, Bha\*\*\*\* will be ready with July and October month.

[00:02:24] Joshua Farinella: Okay, but what did, what did, um, what had to be done? Like, what did we have to change on July and October to make them acceptable?

[00:02:34] Kir\*\*\*\*: Uh, just sometimes, those documents are already ready. Uh, it is acceptable, just under complete.

[00:02:41] Joshua Farinella: Okay and for the time cards? You said we had to add

[00:02:45] Kir\*\*\*\*: The time cards also almost ready.

[00:02:47] Joshua Farinella: We had to add overtime to them?

[00:02:48] Bha\*\*\*\*: Yes.

[00:02:51] Kir\*\*\*\*: Yes, yes.

[00:02:52] Joshua Farinella: Okay, um, What was the other ones? Other ones, other ones. Uh, internal audits. Feed mills? No, that's not HR. Yeah, so our big ones are just gonna be the payrolls

[00:03:08] Kir\*\*\*\*: [inaudible] There's also [inaudible]. Sorry, QA. QA. [inaudible] In order to get certifications [inaudible] QA audit records. [inaudible] They are submitting the [inaudible] closure.

[00:03:29] Joshua Farinella: Okay. Okay. Um, my, my only concern, and Kir\*\*\*\*, we talked about it a couple weeks ago.

[00:03:35] Joshua Farinella: Um, with those, uh, with those payroll and attendance records, we had to, when we made the records, we also had to make backup records. So if they wanted to look back.

[00:03:49] Kir\*\*\*\*: Yes, yes, we are maintaining every month, we are preparing every month, we are preparing every month, but this January month, uh, this [inaudible] uh, we will pay, uh, January month, uh, PFESH allowance by 15, [inaudible] 15. Day after tomorrow.

[00:04:06] Joshua Farinella: Okay.

[00:04:08] Kir\*\*\*\*: By the time we will pay, but we need your support sir, we need some amount to pay a [inaudible] allowance to the contractors. The contractors will provide the bill, I'll upload sir. You just recommend to pay them.

[00:04:22] Joshua Farinella: Okay.

[00:04:23] Kir\*\*\*\*: Rest of the things I'll manage.

[00:04:24] Joshua Farinella: Okay. And that should be all that HR needs on that, right?

[00:04:32] Kir\*\*\*\*: Yes, yes sir.

[00:04:33] Joshua Farinella: Okay, cool. I'm okay then. Alright, um, they do, Aldi does want that within three days. Are we able to do that?

[00:04:43] Kir\*\*\*\*: Yes, yes, sir, we are able to. Okay. [inaudible] I'll be ready with the document by day after tomorrow. And tomorrow we need July and October scanned ready. And please share with me, I'll cross check, then we will submit to them. January month, uh, January month I will confirm. Day after tomorrow I will.

[00:05:02] Joshua Farinella: Cool. Alright, in that case, thank you very much.

[00:05:06] Kir\*\*\*\*: Yes, thank you. Awesome.

[00:05:08] Joshua Farinella: Thanks.

[00:05:09] Bha\*\*\*\*: Accommodation balance.

[00:05:11] Kir\*\*\*\*: Sir, about the accommodation. That we will change. That we will do, Bha\*\*\*\*. Before the audit day, we have to make some arrangements to send the workers out, like on the audit day, which all workers involved in [inaudible] only we can maintain. First of all the people, we will send them off, like, we will arrange somewhere an accommodation for them outside for one day. Like, contractors will take care of them.

[00:05:36] Kir\*\*\*\*: They should arrange for that accommodation or they can take them to picnic or something.

[00:05:42] Joshua Farinella: Ok. Is that going to be the same thing that we

[00:05:46] Kir\*\*\*\*: We do for everybody.

[00:05:48] Joshua Farinella: Yeah, yeah, yeah. In that case, like the same thing, we're just going to let them out the back door?

[00:05:52] Kir\*\*\*\*: The back, the back door yes.

[00:05:54] Joshua Farinella: Alright, in that case, thank you much.

[00:05:59] Kir\*\*\*\*: Are you traveling sir now?

[00:06:01] Joshua Farinella: I'm traveling tomorrow morning. Um, was that, is that car arranged for tomorrow morning?

[00:06:08] Kir\*\*\*\*: Yes, yes, arranged.

[00:06:09] Joshua Farinella: Good, good, good. All right, then. Thanks.

[00:06:13] Kir\*\*\*\*: Thank you sir.

[00:06:14] Joshua Farinella: Thanks. Bye.

[00:06:16] Kir\*\*\*\*: Bye, sir.