TechCorp Malaysia

Employee Handbook & Company Policies

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Approved by: Dato' Ahmad Rahman, CEO

▲ Important Notice

This employee handbook contains important information about TechCorp Malaysia's policies and procedures. All employees are required to read, understand, and comply with these policies. This handbook complies with Malaysian employment laws and regulations.

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1. Welcome to TechCorp Malaysia

Welcome to TechCorp Malaysia! We are excited to have you join our team of innovative professionals dedicated to advancing Malaysia's digital transformation. This handbook will guide you through our company culture, policies, and expectations.

Our Mission

To drive digital innovation in Malaysia and the broader ASEAN region by delivering world-class technology solutions that are culturally relevant, locally supported, and globally competitive.

Core Values

- **Innovation Excellence:** We continuously push technological boundaries
- Cultural Sensitivity: We respect and embrace Southeast Asian diversity
- Local Expertise: We leverage deep market understanding
- **Sustainable Growth:** We build responsibly for the future

2. Employment Policies

2.1 Equal Opportunity Employment

TechCorp Malaysia is an equal opportunity employer. We do not discriminate based on race, religion, gender, age, sexual orientation, disability, or any other protected characteristic under Malaysian law. We are committed to creating an inclusive workplace that celebrates diversity.

Anti-Discrimination Policy

- All hiring, promotion, and compensation decisions are merit-based
- We provide reasonable accommodations for employees with disabilities
- Religious practices are accommodated within operational requirements
- We maintain zero tolerance for workplace harassment

2.2 Employment Classification

Employment Type	Description	Benefits Eligibility
Full-time Permanent	35+ hours per week, indefinite contract	Full benefits package
Part-time Permanent	Less than 35 hours per week	Prorated benefits
Contract	Fixed-term employment	Statutory benefits only
Internship	Students/graduates, 3-6 months	Basic coverage

2.3 Probationary Period

• **Duration:** 3 months for all new employees

• **Evaluation:** Performance review at 1.5 and 3 months

• **Extension:** May be extended up to 6 months with justification

• Termination: 1 week notice during probation period

3. Compensation & Benefits

3.1 Salary Structure

TechCorp Malaysia maintains competitive salary structures aligned with Malaysian market standards and reviewed annually.

Salary Components

• **Basic Salary:** Fixed monthly amount

• **Allowances:** Transport, meal, phone (where applicable)

• **Performance Bonus:** Up to 3 months salary annually

• Annual Increment: Based on performance and market review

3.2 Statutory Benefits

Benefit	Company Contribution	Employee Contribution
EPF (Employees Provident Fund)	13% of basic salary	11% of basic salary
SOCSO (Social Security)	1	
SOCSO (Social Security)	1.75% of salary	0.5% of salary
EIS (Employment Insurance)	0.2% of salary	0.2% of salary
PCB (Income Tax)	Employer deduction	As per tax bracket

3.3 Company Benefits

Healthcare Benefits

• Medical Coverage: RM1,500 annual limit per employee

• Dental Coverage: RM500 annual limit

• Vision Care: RM300 annual limit

• **Health Screening:** Annual comprehensive check-up

• **Dependents Coverage:** Spouse and children up to age 23

Additional Benefits

• **Group Term Life Insurance:** 2x annual salary

• **Personal Accident Insurance:** RM50,000 coverage

• **Professional Development:** RM2,000 annual training budget

• Flexible Working Arrangements: Hybrid work options

• Employee Assistance Program: Counseling and wellness support

4. Workplace Conduct

4.1 Code of Conduct

All employees are expected to maintain the highest standards of professional conduct and represent TechCorp Malaysia with integrity.

Professional Standards

- Maintain honesty and transparency in all business dealings
- Respect confidentiality of company and client information
- Avoid conflicts of interest and disclose potential conflicts
- Use company resources responsibly and for business purposes
- Comply with all applicable laws and regulations

4.2 Anti-Harassment Policy

Zero Tolerance Policy

TechCorp Malaysia maintains a zero-tolerance policy toward harassment, discrimination, or violence of any kind. This includes sexual harassment, racial

discrimination, religious intolerance, and any behavior that creates a hostile work environment.

Reporting Procedures

- Report incidents immediately to HR or your supervisor
- Anonymous reporting available through ethics hotline
- All reports will be investigated promptly and confidentially
- No retaliation against good faith reporters

4.3 Dress Code

General Guidelines

• Business Casual: Standard office attire

• Client Meetings: Business professional required

• Casual Fridays: Smart casual permitted

• Religious Attire: Accommodated and respected

• **Safety Gear:** Required in designated areas

5. Leave Policies

5.1 Annual Leave

Years of Service	Annual Leave Entitlement	Additional Notes
0-2 years	14 working days	Prorated for first year
2-5 years	16 working days	-
5+ years	18 working days	Maximum entitlement

5.2 Public Holidays

TechCorp Malaysia observes all Malaysian federal public holidays plus additional state holidays based on office location. A minimum of 11 public holidays are observed annually.

5.3 Medical Leave

• Entitlement: 14 days sick leave annually

• Medical Certificate: Required for absences over 1 day

• Hospitalization: Up to 60 days annually with medical proof

• Chronic Conditions: Special arrangements available

5.4 Maternity & Paternity Leave

• Maternity Leave: 98 days (14 weeks) fully paid

• Paternity Leave: 7 days fully paid

• **Adoption Leave:** Same as maternity/paternity

• Flexible Return: Gradual return options available

5.5 Special Leave

Leave Type	Entitlement	Conditions
Marriage Leave	3 days	Once per employment
Bereavement Leave	3-5 days	Immediate family members
Hajj/Pilgrimage	Up to 30 days	Once per career, unpaid
Emergency Leave	Case by case	Manager approval required

6. Health & Safety

6.1 Workplace Safety

TechCorp Malaysia is committed to providing a safe and healthy work environment for all employees. We comply with the Occupational Safety and Health Act 1994 (OSHA) and maintain comprehensive safety protocols.

Safety Responsibilities

- **Management:** Provide safe working conditions and safety training
- **Employees:** Follow safety procedures and report hazards
- Safety Committee: Regular workplace inspections and policy updates
- Emergency Response: Trained first aiders and evacuation procedures

6.2 Health & Wellness Programs

- **Annual Health Screening:** Comprehensive medical check-ups
- Mental Health Support: Counseling services and stress management
- **Ergonomic Assessments:** Workstation evaluations and adjustments
- Wellness Activities: Fitness programs and health seminars
- Work-Life Balance: Flexible schedules and wellness days

6.3 COVID-19 Protocols

Health Safety Measures

TechCorp Malaysia maintains dynamic COVID-19 protocols aligned with Malaysian health authorities' guidelines. Current measures include hygiene protocols, social distancing, and flexible work arrangements as needed.

7. Technology & Security

7.1 Information Security Policy

Protecting company and client data is paramount. All employees must comply with information security policies and undergo regular security training.

Security Requirements

- Password Policy: Strong passwords, regular updates, multi-factor authentication
- **Data Classification:** Proper handling of confidential, restricted, and public data
- Access Controls: Role-based access to systems and information
- Incident Reporting: Immediate reporting of security breaches or suspicious activities
- Clean Desk Policy: Secure storage of sensitive documents and materials

7.2 Acceptable Use Policy

- Business Use: Company technology for business purposes primarily
- Personal Use: Limited personal use during breaks permitted
- **Prohibited Activities:** No illegal downloads, gambling, or inappropriate content
- **Social Media:** Professional conduct when representing company
- **Software Licensing:** Use only authorized and licensed software

7.3 Remote Work Technology

Equipment & Support

- Hardware: Company-provided laptops and peripherals
- **Software:** Licensed productivity and security software
- **Internet:** Subsidy for home internet connectivity

- Technical Support: IT helpdesk available during business hours
- Security: VPN access and endpoint protection required

8. Professional Development

8.1 Learning & Development

TechCorp Malaysia invests in employee growth through comprehensive professional development programs aligned with career aspirations and business needs.

Development Opportunities

- **Training Budget:** RM2,000 annual allocation per employee
- **Certification Support:** Technical and professional certifications
- Conference Attendance: Industry events and networking opportunities
- Internal Training: Regular skills workshops and knowledge sharing
- **Mentorship Program:** Pairing with senior professionals

8.2 Performance Management

- **Annual Reviews:** Comprehensive performance evaluations
- **Quarterly Check-ins:** Progress discussions and feedback
- **Goal Setting:** SMART objectives aligned with company goals
- Career Planning: Individual development plans and career paths
- **Recognition Programs:** Excellence awards and peer nominations

8.3 Career Advancement

Promotion Criteria

- **Performance:** Consistent high performance ratings
- Skills Development: Continuous learning and skill enhancement
- Leadership: Demonstrated leadership potential and capabilities
- Cultural Fit: Alignment with company values and culture
- **Business Impact:** Contributions to company success

9. Compliance & Legal

9.1 Regulatory Compliance

TechCorp Malaysia operates in full compliance with Malaysian laws and regulations, including employment law, data protection, and industry-specific requirements.

Key Compliance Areas

- Employment Act 1955: Fair employment practices and worker rights
- Personal Data Protection Act 2010: Data privacy and protection
- Companies Act 2016: Corporate governance and reporting
- Malaysian Communications & Multimedia Act: Technology sector regulations
- Anti-Money Laundering Act: Financial crime prevention

9.2 Intellectual Property

- Work Product: All work-related IP belongs to the company
- **Confidentiality:** Protection of trade secrets and proprietary information
- Third-Party IP: Respect for others' intellectual property rights
- Innovation Disclosure: Reporting of inventions and improvements

9.3 Disciplinary Procedures

Progressive Discipline

1. **Verbal Warning:** Informal discussion and counseling

2. Written Warning: Formal documentation of issues

3. **Final Warning:** Last opportunity for improvement

4. **Termination:** End of employment relationship

Serious Misconduct

Gross misconduct may result in immediate termination without progressive discipline, including theft, violence, serious safety violations, or breach of confidentiality.

10. Contact Information

10.1 Human Resources

Department	Contact Person	Phone	Email
HR General Inquiries	Siti Aminah	+60 3-2123 4567	hr@techcorp.my
Payroll & Benefits	Kumar Selvam	+60 3-2123 4568	payroll@techcorp.my
Training & Development	Dr. Lim Wei Ming	+60 3-2123 4569	training@techcorp.my
Employee Relations	Faridah Rahman	+60 3-2123 4570	relations@techcorp.my

10.2 Emergency Contacts

- **Security Emergency:** +60 3-2123 4500
- Medical Emergency: Call 999 (National Emergency) then notify Security
- **IT Emergency:** +60 3-2123 4580
- **Building Management:** +60 3-2123 4590

10.3 Ethics & Compliance

Reporting Channels

- **Ethics Hotline:** 1-800-ETHICS (1-800-384427)
- Online Portal: ethics.techcorp.my
- Anonymous Email: speak-up@techcorp.my
- Compliance Officer: Ahmad Zaki (+60 3-2123 4575)

Employee Acknowledgment

I acknowledge that I have received, read, and understood the TechCorp Malaysia Employee Handbook. I agree to comply with all policies and procedures outlined in this document.

Employee Signature	Date
HR Representative	Date

TechCorp Malaysia Sdn Bhd

Level 42, Petronas Twin Towers Kuala Lumpur City Centre 50088 Kuala Lumpur, Malaysia **Tel:** +60 3-2123 4500 | **Email:** info@techcorp.my

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