

- f. During the 3 months probation, if employees need to apply for medical leave, they are allowed to apply for unpaid medical leave.

6. Medical Benefit

- a. Upon confirmation, you will be entitled to a maximum of SGD 50.00 medical fee reimbursement per visit. This will be capped to SGD 300.00 per calendar year.
- b. Upon confirmation, you be entitled to SGD 120.00 dental subsidy per calendar year.

7. Central Provident Fund (CPF)

- a. The Company will contribute a percentage of your basic monthly salary to the in accordance to the CPF Act currently in force.
- b. The Company will contribute fixed amount of your basic monthly salary to the CPF for payments for the following where applicable in accordance to the relevant Act currently in force:
 - i. Foreign Worker Levy
 - ii. Skills Development Levy
 - iii. Mosque Building and Mendaki Fund (MBMF)
 - iv. Singapore Indian Development Association (SINDA) Fund
 - v. Chinese Development Assistance Council (CDAC) Fund
 - vi. Eurasian Community Fund (ECF)

8. Terms and Conditions of Service

While you are in the employment of the Company, you are required to strictly adhere to the following terms and conditions of service:

- a. To exercise the powers and functions and perform the duties assigned to you from time to time by or under the authority of the Company in such manner as shall be specified by or under the authority of the Company and as are appropriate to your position.
- b. To report to your reporting manager or such other person(s) as the Company may from time to time direct, as and when required.
- c. To discharge your duties, responsibilities and assignments loyally, conscientiously, industriously and respectfully at all times.
- d. To attend work punctually and meet work standards or specifications.
- e. To proceed on leave only with the prior permission of the Company.
- f. To comply with the Company's policies, regulations, instructions and term and conditions.
- g. Not to engage directly or indirectly in any business or economic activity during or after normal working hours that conflicts with the Company's interest or adversely affects your work efficiency.
- h. Not to commit any act which in the opinion of the Company is likely to bring the Company into disrepute whether or not such misconduct, dishonesty or act is directly related to the affairs of the Company.

9. Confidentiality

- a. Definition of Confidential Information

- i. "Confidential Information" means such information which is proprietary and confidential to the Company, including but not limited to the terms and conditions of this Clause, information

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