

Notice Period
2 months

- c. The Company may terminate this contract by giving to the other party, written notice of termination with immediate or a determine notice period, based on poor or not up to expectation performance. This is applicable to employees who are under probation.
- d. Employee will require to serve up to the above mentioned notice period based on their grades stated. The service notice period is also applicable to employees who are under probation.
- e. The Company reserves the rights to determine whether employees could be released earlier prior to their stated notice period, based on company's manpower resources and project requirements.
- f. Upon your successful completion of the probation period, the Company will confirm your appointment in writing (if applicable).
- g. Contract terms employees, will need to fulfill their contract terms stated on the contract signed. Regardless contract duration is for 1 year or 2 years. If employee would like to break away from the contract terms, resign within contract stated period, employee will need to compensate earth9.com Pte Ltd 2 months of the paid salary.

5. Annual Leave / Holiday and HR Benefits

- a. Your leave entitlement is set out below:

Annual Leave Entitlement
14 days

- b. The Company observes the public holidays in accordance to the Employment Act. In certain situation when the Company requests you to work on all or any of the public holidays, you will be paid at rates specified under current labor laws.
- c. You shall also be entitled to such other benefits as accorded by the Company from time to time. For a full list of benefits, you should refer to the latest HR Policy which may be updated from time to time at the sole discretion of the Company.

- d. Leave Type:

Leave Type	Entitlement	Yearly Leave Brought Forward
Annual	14	5
Child Care	4	NA
Compassionate	3	NA
Hospital	30	NA
Marriage	1	NA
Maternity	60	NA
No Pay	200	NA
Paternity	1	NA
Sick	12	NA

- e. During the 3 months probation, if employees wish to apply for urgent leave, they are allowed to apply for unpaid leave, but subject to their direct manager's approval.

周宇翀