



Employee Handbook

(Terms and Conditions of Employment)

KRIDENTIA GROUP

KRIDENTIA HOLDINGS SDN BHD

KRIDENTIA TECH SDN BHD

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Message from Management

Welcome to Kridentia Group!

GREETINGS! Congratulations on your choice of your journey. We trust that Kridentia Group will enrich your personal experience as well as enhance your professional development. We hope your journey with Kridentia Tech Group will be enjoyable and fruitful.

This handbook contains information which will be useful to you during your journey at Kridentia Tech. Please take time to familiarize yourself with the information.

Furthermore, we appreciate your feedback to the Management as it will go a long way to improve the quality of our services and enable us to serve you better. Please approach us with your concerns and should you require any further information and clarification pertaining to your course. Please quote your name, employee number and contact details in all correspondence with us.

Company History

Kridentia Tech Sdn Bhd is formerly known as Yasmin Teknologi Sdn Bhd, since its inception in 1995, has been **the LEADING COMPANY** in Malaysia, **providing high end biometric security solutions** to both Private & Public Sectors since 1995.

Kridentia Tech Sdn Bhd has **exclusively partnered with the WORLD MARKET LEADERS** in the biometric industry to provide our clients with only the **BEST OF BREED PRODUCTS**, established to provide **identity accurately, timely and safely**.

The biometric products are also **being used by government and security agencies world-wide** such as **Interpol & FBI** to name a few, to fulfil the most important function; the **AUTHENTICATION OF IDENTITY**.

Kridentia Tech goal's is to design and implement large scale biometrics-based security systems to the satisfaction of our customers. Our track record so far speaks volumes for our capability to handle large scale database deployments in both the criminal and public arenas.

Vision of the Company

Technology Entrepreneur That Enhances Quality Of Life.

Mission of the Company

- The National Security Provider Of Choice
- Deploy the best technology
- Continuous talent development

Values of the Company

- Passion
- Excellence
- Integrity
- Teamwork
- Fun

Kwek Keng Chye
Executive Director

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1.0 INTRODUCTION TO EMPLOYEE HANDBOOK

- 1.1 This Employee Handbook aims to provide employees with a source of reference to the Company's Human Resource policies and procedures, the prevailing provision and practice pertaining to the various fringe benefits and Company rules and regulations.
- 1.2 Unless otherwise expressly provided in your employment contract or by law, provisions contained herein shall form part of the terms and conditions of your employment.
- 1.3 This Handbook is subject to amendments and revisions by the Company as and when the Company deems necessary, in the form of notices, circulars or new editions of this Handbook.
- 1.4 Amendments shall as far as possible be notified to employees from time to time. Such amendments shall nevertheless be applicable and effective even if the employee concerned has not received a notification or copy of such amendments.
- 1.5 This Handbook is the property of the Company and is intended solely for employee reference and internal circulation.
- 1.6 In the event of a dispute or doubt or misinterpretation of this Handbook, the decision of the Chief Executive Officer shall be deemed final.

2.0 GENERAL

2.1 Professional Standard

All employees must have a proper understanding of the professional standards expected of them. Each individual, regardless of the position held in the Company, is responsible for safeguarding the Company's reputation with appropriate behavior and performance in all work assigned in a credible manner.

Employees are expected to enhance the Company's reputation and image by delivering high-quality work performance and professional conduct.

2.2 Confidentiality

Clients entrust information to the Company in the belief that absolute privacy will be maintained. Employee shall not disclose or otherwise make use of any confidential, technical, commercial, trade secrets and financial information concerning the business and affairs of the Company and of third parties associated with the Company, which may be detrimental to the Company's interests.

Employee is required to preserve the confidentiality of information not available in the public domain and all information which he/she has a reasonable basis to believe is confidential or which is treated by the Company as confidential. The clause shall take effect during the course of the employee's employment with the Company and after the termination of his/her employment with the Company.

2.3 Conflict of Interest

Employees shall not engage in any other business or work that may conflict directly or indirectly with the business of the Company and interfere with the performance of the entrusted work.

2.4 Dress Code

You are expected to dress in a manner that is conducive and appropriate to a professional business environment. This applies equally within the office as well as at project sites and/or clients' offices.

Wearing of Company Uniform is compulsory for all employees every Thursday.

2.5 Work Attendance / Punctuality

You are required to adhere to the official working hours applicable to you as specified in your Letter of Employment and maintain a timely and orderly attendance record at all times.

2.6 Physical Incapacity

Should an employee be incapacitated physically or mentally or both, he/she shall be given every attention medically to correct the disorder. However, should the employee be unresponsive to treatment, the Company shall refer the case to its panel of doctors for professional advice and action to be taken.

If it is recommended that the services of the employee need to be terminated, or it is ascertained that the employee can no longer carry out his duties effectively, the Company shall have the right to medically board out the employee.

2.7 Housekeeping & Cleanliness

Employees are required to ensure good housekeeping and cleanliness of their respective work areas and to ensure a conducive, productive and safe working environment.

2.8 Attendance Monitoring System

The Company may implement the appropriate Time Attendance System to monitor the punctuality and/or attendance of employees. The system may be manual, mechanical and/or electronic whichever is preferred by the Management. Upon implementation, all employees are required to adhere accordingly.

2.9 Telephone Calls, Electronic Usage and Personal Mails

The facilities of telephone, both fixed line and mobile, if any, electronic mail, communication devices and office electronic equipment are provided to support the work performance of employees. These properties belong to the Company and all employees are expected to take good care of these devices.

These devices and equipment are solely for official use. Any inappropriate use for personal reasons shall be strictly prohibited and failing to adhere to these guidelines shall warrants disciplinary action, deemed appropriate.

2.10 Alcohol and Drug Free Workplace

The Company implements an alcohol and drug-free workplace environment and expects all its employees to uphold and adhere strictly to this policy. Employees found violating this policy could be dismissed immediately without notice.

Superiors who are aware of such abuses by their employees and who do not take any appropriate actions to deal with the matter or have allowed the employees to be endangered may be charged with negligence and disciplinary action can be taken against them.

Any suspicion or knowledge or abuses by any employee must be reported to the HR Department immediately. The Management may require employees to undergo tests for unlawful drug substances, etc as and when deemed necessary.

2.11 Return of Company Property/Equipment

All employees upon resignation/termination from the Company, and who have been issued with Company property, equipment, office keys, stationeries, proximity card, Company cars and etc shall return such items immediately to Human Resources Department before the last working day.

2.12 Change in Personal Status and Information

The employee must immediately notify the HR Department of any changes to his/her personal record. This information includes but is not limited to, inter alia:-

- a) Correspondence and resident addresses
- b) Telephone number
- c) Marital status
- d) Number of dependents
- e) Person to be notified in case of emergency

All personal information and/or particulars of employees shall be kept and maintained by the Company with utmost confidence. The Company undertakes not to use this information inappropriately and shall adhere to the guidelines under the Personal Data Protection Act (PDPA).

2.13 Company Products

Employees are required to handle all Company products with due care and diligence at all times. Should there be any form of wastages and/or loss to Company product(s) due to employees' conduct and/or mishandling either intentional, carelessness or negligent, then the concerned employee shall be made liable for the loss. The Management shall impose the necessary punishment/penalty deemed appropriate.

2.14 Retention of Company Money

Employee must submit all payments made by customers for sales of Company products or services to the Finance Department within 24 hours upon collection from the customers.

Employees are NOT allowed to bring back home any payment collected from customers without prior approval from the Senior Manager.

3.0 EMPLOYMENT CONDITIONS

3.1 Probationary Period and Conduct

All new employees are required to undergo a probationary period as stated in their employment contract. During this period, their performance and suitability for the job will be evaluated. The employee is expected to perform to the expectations of the Company for the services hired for.

In general, the probationary period for all employees is Six (6) months.

At the end of the probationary period, the employee may either be confirmed, terminated or the period to be further extended. His/her performance will be evaluated by the Head of the Department or a person authorized from time to time in order to provide feedback on his/her performance that may need further improvement.

An employee shall be deemed a probationer until and unless being confirmed in writing.

3.2 Resignation/Termination of Service

3.2.1 During the probationary period, either party may terminate the employment by giving the other party notice in writing or payment of salary *in lieu* of such notice as follows:

a) Manager & above : One (1) month notice

b) Executive & below: Two (2) weeks

3.2.2 After confirmation, either party may terminate the employment by giving the other party notice in writing or payment of salary *in lieu* of such notice as follows:

a) Manager & above : Three (3) months' notice

b) Executive : Two (2) months' notice

c) Non – Executive : One (1) month notice

Any party who fails to provide the abovementioned notice will be required to indemnify the other party with salary in lieu of notice thereof.

3.2.3 All letters of resignation/termination must be addressed to the Head of the Department. An employee who has ceased employment with the Company may be required to undergo an exit interview with the Human Resources Manager.

3.2.4 An employee shall be deemed to have terminated his/her employment with the company if he/she is continuously absent from work for more than TWO (2) consecutive working days without prior approval of the Company or without informing his/her Head of Department of the reason(s) for the absence.

3.2.5 Upon resignation, the employee will be required to work until the last day (unutilized leave encashed) or utilize annual leave during the resignation period depending on Company requirements.

3.2.6 If an employee leaving the Company has taken more than his/her earned annual leave entitlement, a deduction will be made from the final salary payment.

- 3.2.7 In case of serious misconduct notwithstanding any other terms, the employee may be dismissed without notice after due inquiry. In other cases, the employee may be given other types of punishment which may include, but are not limited to demotion, written warning or suspension, deemed appropriate and just by the Management.

During the course of the investigation leading to the possible inquiry, the employee may be suspended from service for a period not exceeding two (2) weeks at not less than half his wages during an investigation of any alleged misconduct but if he/she is not found to be at fault, he/she will be restored the full amount so withheld.

- 3.2.8 Any termination benefits shall be based on the provision of the law currently being enforced, if any.

3.3 Transfer

In line with the Company's business needs and job requirements, an employee can be transferred and/or seconded within the Company, subsidiary, department, location and/or branches at the sole discretion of the Management.

3.4 Promotion

Promotion will be based on merit, given a choice among candidates with equal qualifications and job-related skills. Evaluation of the suitability of the candidates will be objective and job-related.

Promotion may be in an 'acting' capacity subject to Management discretion, after which, if the employee's performance is found to be satisfactory, he/she will be confirmed in his/her new post. Salary adjustment upon promotion shall be at the absolute discretion of Management.

3.5 Grievance Procedure

The following procedures are recommended to resolve grievances or disputes:

- a) All grievances must be raised formally and in a timely manner.
- b) First, attempt to resolve the grievance informally with the relevant party.
- c) If not possible to resolve, raise the matter formally with your Superior without unreasonable delay. This should be done in writing and should set out the nature of the grievance. If you are not satisfied with the outcome, you may proceed to the next step;
- d) Raise the matter formally with Human Resources. HR will arrange for a formal meeting to be held without unreasonable delay after a grievance is received. If you are still not satisfied with the results, you may proceed to (e) within a reasonable time;
- e) Raise your dissatisfaction to Chief Executive Officer.

The decision of the Chief Executive Officer shall be final and conclusive.

3.6 Performance Evaluation

The Company will conduct a semi-annual KPI review performance appraisal exercise in a year.

The main objective of the evaluation is to give an opportunity for both the Superior and the subordinate(s) to set performance expectations, tasks and goals for mutual benefit. The discussion will also provide an opportunity to identify the training and

development needs of the employee, to help him/her in the current job and/or prepare for future advancement.

A letter of warning for non-performing will be issued by Human Resources to those who have marginal or poor performance. This must be treated seriously as the Company may consider possible termination should there be no improvement after adequate opportunity has been given.

3.7 Training

It is the Company's policy:

- a) To train employees at all levels in order that they can perform competently in their present jobs, and to train those who are considered to have the potential to perform duties with wider responsibilities.
- b) That no training should be undertaken unless there is identified need.

3.8 Retrenchment/Redundancy

In times of redundancy where employees are in excess of work requirements due to a reduction in market demand, closing or cessation of business operations, the Company has the right to retrench employees based on the needs of the Company operations.

In such cases of retrenchment, the Company endeavor to adhere to any fair and industrial accepted practices when dealing with retrenched employees, in terms of retrenchment notice and/or retrenchment benefits, if any.

4.0 WORKING HOURS

The regular office hours are:

HQ-based employees

Monday to Friday : 8.45 a.m. to 5.30 p.m.

Saturday : Off

Sunday : Rest Day

Lunch break : 12.15 p.m. – 1.00 p.m. or
1.00 p.m. – 1.45 p.m.

Lunch break (Friday) : additional 45 minutes (Muslim male staff)

Any specific arrangement on working hours as agreed and stipulated in the Letter of Employment shall take effect and prevail over general provisions herein provided unless expressly agreed otherwise. Employees will be required to observe any change of time schedule that the Company may decide from time to time.

Attendance and punctuality at work is essential and required of you throughout your employment tenure with the Company. Any absence without notice and/or reasonable excuse will be treated as Unpaid Leave and shall warrant disciplinary proceedings.

5.0 REMUNERATION

5.1 Salary Administration

5.1.1 Remuneration Policy

The Company aims to keep its remuneration package competitive by taking into account changing market conditions and in particular, prevailing market wage rates.

5.1.2 Mode of Payment

Employee's monthly salary shall be paid through the bank.

5.1.3 Employees Provident Fund (EPF)

The Company and the employee will contribute the EPF in accordance with the Employees Provident Fund Act 1991, whenever applicable.

The Company will deduct from the employee's salary monthly, the amount of contribution due, and will remit this to EPF along with the Company's contribution.

5.1.4 Employees' Social Security (SOCSO)

The Company and the employee will contribute to SOCSO in accordance with the Employees' Social Security Act 1969, whenever applicable.

The Company will deduct from the employee's salary monthly, the amount of contribution due, and will remit this to SOCSO along with the Company's contribution.

5.1.5 Bonus

A reward or bonus is performance-based and non-contractual. All confirmed employees shall have their performance evaluated and any bonus awarded is solely based on the discretion of the Management based on factors, inter alia company financial performance, employee performance and employee discipline.

Payment of bonus shall be forfeited where an employee:

- a) has been terminated by the Company.
- b) has ceased employment before the bonus payout is made.
- c) serving termination notice before the bonus payout is made.

5.1.6 Overtime

Due to work demands, the Company may require employees to work overtime. The needs and scheduling of such overtime will vary but shall only be performed at the request of the Company.

5.1.7 Advance Pay

Advance on salary for a celebration of any festivals, if any shall be at the sole discretion of the Management.

5.1.8 Salary Increment

Salary increments and/or any employment benefits of an employee shall be directly linked to the company and individual performances, experience, responsibility and at the discretion of the Company.

Salary increment and/or adjustment shall be approved by Chief Executive Officer and only effective upon issuance of increment/adjustment letter duly executed by the Management.

5.1.9 Commission

The company may declare a commission scheme for entitled employees from time to time.

The Management shall have the absolute right in determining the entitlement, eligibility and quantum of the commission scheme.

5.2 Retirement

The retirement age of the employee with the Company is 60 years, based on the date of birth indicated on his/her identity card or birth certificate.

If upon retirement, the service of an employee is still required, the employee may be re-employed on an annual basis or for a shorter period, subject to mutual agreement. Where a retired employee is re-employed, the terms and conditions of re-employment shall be determined by the new fixed-term contract and shall not be assumed to be the same as those enjoyed by the employee concerned prior to the retirement.

5.3 Allowance/Reimbursement/Loan/Donation

5.3.1 Business-Related Travel Reimbursement

Toll and parking expenses can be reimbursed in full from the Company upon production of the relevant receipts.

Employees without their own transport and are required to use public transport to travel on official business, will be reimbursed by the Company based on actual receipt.

5.3.2 Education Loan

Permanent employees pursuing further studies are entitled to an education loan as below: -

- i) Executive : RM 10,000.00
- ii) Non-Executive : RM 5,000.00

Employees under the education loan shall be bonded for employment with the Company for at least Three (3) years. Should the employee chooses to terminate the employment before the expiry of the bond tenure, then the employee must pay the balance loan amount to the Company.

The repayment of the loan amount shall be deducted from the employee's monthly salary up to Thirty-Six (36) months installments.

5.3.3 Entertainment

Entertainment is acceptable, provided all of the following are met:

- i) It is consistent with accepted business practice
- ii) The entertainment could not be perceived as a bribe, does not make the recipient feel obligated, or make it difficult for the recipient to make a fair decision; and
- iii) Public disclosure of the gift or entertainment would not embarrass the Company. All entertainment expenses incurred must be approved by Chief Executive Officer.
- iv) Only employees involved in Sales activities are allowed to claim for entertainment. Executive categories are not allowed to claim entertainment expenses unless the employee's KPI is more than 60% in sales.

The following briefly describes the procedure for reimbursement of entertainment expenses.

- a) List the names and titles/positions of all attendees and the respective companies they represent.
- b) Indicate the business relationship, i.e. client, consultant, supplier, etc.
- c) Indicate briefly the purpose for such entertainment.
- d) An employee shall be eligible for entitlement claims only if the claim is attached with supporting documents. Otherwise, the Company reserves the right to reject the claim.

5.3.4 Air Travel

Employees required to travel by air are entitled to travel by plane as follows:-

- i) Company Director : Business Class
- ii) Employees : Economy Class

The selection of airlines and reservations shall be decided by the Management.

5.3.5 Mileage Claim

Employees must use the available Company vehicle and follow these procedures: -

- a) Employees need to arrange with HR Department and fill up the Company Vehicle Log Book.
- b) Employees need to make sure that the petrol balance is at least half of the tank.
- c) Send the key immediately after use to HR to allow another employee to use it and to make sure the Company motor vehicle is in good condition.
- d) Employees are responsible to inform HR Department if the vehicle has issues with repair arrangements.
- e) Employee shall be responsible for any cost incurred due to traffic offences, negligent, reckless driving and failure to exercise due care and diligence towards the Company motor vehicle.
- f) Employees need to make sure that the Touch 'n Go balance is at least RM30.00

Employees required to travel using personal transport are entitled to claim mileage at the below rates: -

- i) Motor car : RM 0.50 per kilometer
- ii) Motorcycle : RM 0.30 per kilometer

For outstation purposes, employees need to carpool or travel in groups as only a single claim will be reimbursed for every 4 employees.

Claims can only be reimbursed for travel from office to site or site to office.

5.3.6 Condolence Donation

The Management shall provide condolence donation assistance in the event of the death of an employee, spouse of the employee or parent of the employee as below: -

- i) Death of employee : RM 3,000.00
- ii) Death of spouse of employee : RM 500.00

iii) Death of parent of employee : RM 500.00

The employee is required to furnish documentary proof to support upon returning to work.

5.4 Financial Claims

All financial claims must be made by the employee personally and not on behalf of another employee.

When making a financial claim, it should be supported by official reports/receipts. The company reserves the right to reject any claim of an irregular or extravagant nature and expenditure which is not in the Company's interest. All claims must be submitted in the relevant forms to the Finance Manager for approval before any payment is made.

Settlement of all claims or refunds which require foreign currency conversion shall be converted to local currency using the bank's exchange rate at the time of settlement. However, if the employee is able to show proof of the rate of exchange, the Company shall then base it on the rate of exchange at the point of exchange.

Falsifying information or making a false claim is a serious offense which may warrant the employee to disciplinary action.

6.0 LEAVE SCHEMES

6.1 Annual Leave

6.1.1 Entitlement

The annual leave entitlement scheme shall be as follows:

<u>Category of Employee</u>	<u>Length of Service</u>	<u>Annual Leave Days</u>
Non Executive	Less than 2 years	10 days
	2 years – 5 years	12 days
	5 years & above	16 days
Executive	Less than 2 years	13 days
	2 years – 5 years	14 days
	5 years & above	18 days

An employee who has not completed 12 months of continuous service in any year shall be entitled to annual leave in proportion to the number of completed months of service in that year.

A maximum of Three (3) days unutilized annual leave balance may be brought forward to the following year with Management approval. The remaining annual leave balance shall be forfeited accordingly.

6.1.2 Advance Leave

Advance leave will be granted only under exceptional circumstances and shall be subject to the extent of the employee's leave entitlement for the current year. All advance leave shall be treated as no pay leave when he/she resigns or his/her service is terminated before he/she becomes eligible for annual leave. The equivalent amount of pay for such advance leave granted shall be deducted from his/her salary.

6.2 Emergency Leave

Please take note of the Emergency Leave Application Procedure:

- a) Staff must inform HR and Immediate Superior via call or WhatsApp on or before 8.45 am
- b) Staff must submit EL through e-leave on the next working day and write the reason for such leave in the Reason column
- c) The supporting documentation must be attached together with the application and the original supporting document must be submitted to HR Department for record purposes

6.3 Medical Leave

An employee is entitled to paid medical leave if he/she has been certified unfit to work by the Company's appointed doctor or government clinic or government hospital.

The medical leave entitlement scheme shall be as follows:

<u>Length of service</u>	<u>Medical Leave days per calendar year</u>
Below 2 years	14 working days
2 years to 5 years	18 working days
More than 5 years	22 working days

Medical leave granted by a registered dental officer shall be treated as medical leave.

The medical certificate has to be submitted to the Human Resources Department within **TWO (2)** working days upon the employee's return to the office, failing which the Management has the right to refuse acceptance of such certificate and deemed the absence as annual leave or unpaid leave, depending on annual leave balance availability.

Any alteration or forgery of a medical leave certificate is a major act of misconduct and would warrant disciplinary action.

6.4 Hospitalization Leave

If an employee is required to be hospitalized, he/she is entitled to a total of sixty (60) days of hospitalization leave per year which shall be **treated separately from any paid sick leave**. Such leave has to be certified by a registered medical practitioner or medical officer.

6.5 Prolonged Illness Leave

Any employee who is suffering from tuberculosis, leukemia, cancer, paralysis or any other illness of a prolonged nature that renders him/her unable to perform his/her duty and remained absent after utilized the hospitalization leave, shall be considered to be absent on unpaid leave.

However, the period of such prolonged illness unpaid leave shall be at the absolute discretion of the Management. Thereafter, the Management may decide to medically board out the employee.

6.6 Maternity Leave

A female employee shall be entitled to a paid **NINETY-EIGHT (98)** days of maternity leave in respect of each confinement inclusive of rest day and gazetted public holidays in accordance with the **new** provisions of the Employment Act 1955 as follow: -

- a) Female employees who have completed 90 days of continuous service;
- b) Maternity leave only granted after the twenty-eight (28th) week of pregnancy;
- c) Leave on account of miscarriage prior to the twenty-eight (28th) week of pregnancy will not be considered as maternity leave but as normal medical leave
- d) Where a medical officer or a registered medical practitioner certifies that the female employee as a result of her advanced state of pregnancy, is unable to perform her duties satisfactorily, the employee may be required to commence her maternity leave at any time during a period of fourteen (14) days preceding the date of her confinement as determined in advance.
- e) Female employees are only entitled to receive maternity leave up to the birth of her fifth (5th) surviving child, including those born before joining the Company
- f) Female employees must apply for maternity leave in writing within 30-60 days prior to the expected date of confinement. The application must be supported by a medical certification from a registered medical practitioner.

6.7 Paternity Leave

Male employees will be entitled to paternity leave of **SEVEN (7) consecutive days** subject to:-

- a) Up to five confinements (irrespective of the number of spouses).
- b) Employed by the same employer at least twelve months immediately before the commencement of such paternity leave;
- c) He has notified his employer of the pregnancy of his spouse at least thirty days from the expected confinement or as early as possible after the birth.

The employee is required to furnish documentary proof to support the above leave application on the first day upon returning to work.

6.8 Compassionate Leave

The Company grants compassionate leave of not more than;

- i) TWO (2) calendar days for each occasion on the death of the employee's legal spouse, children, siblings, parents, parents-in-law, grandparent and;
- ii) ONE (1) calendar day for natural disasters/ calamities

The employee is required to furnish documentary proof to support the above leave application on the first day upon returning to work.

6.9 Marriage Leave

Permanent employees shall be entitled to marriage leave of not more than THREE (3) consecutive calendar days. This entitlement is given ONCE only throughout the employment tenure with the Company.

The employee must submit the application with documentary proof at least Seven (7) days prior to the commencement of the leave.

6.10 No Pay Leave

Generally, the Management will not entertain the application for No Pay Leave. However, in exceptional cases, the Management may have the discretion to decide otherwise on a case-to-case basis.

6.11 Leave of Absence without Approval

An employee shall be deemed to have breached his/her contract of service with the Company if he/she has been continuously absent from work for TWO (2) consecutive working days without prior approval and/or reasonable excuse.

6.12 Public Holidays

The Company will only adhere to its declared Federal and State public holidays, which will be made known to all employees at the beginning of the year.

Any employee absent immediately preceding and/or succeeding a public holiday, without the prior approval of the Management and/or reasonable excuse shall waive the right of the said employee to the entitlement of paid public holiday.

When a declared public holiday falls on a Rest Day, the next working day shall be a substituted holiday.

Should a public holiday fall during the period of the annual leave, the annual leave taken shall be credited back to the employee's entitlement.

In the case when the Government declares an ad hoc holiday, all employees are required to report to work as usual unless the Company announces otherwise.

6.13 Pilgrimage Leave

Muslim employee is entitled to Thirty (30) calendar days of pilgrimage leave to perform Haj, which shall not include Umrah.

To be eligible for this leave, the employee must fulfill the below conditions: -

- i) Permanent employee who worked with the Company for Five (5) years and above and;
- ii) Must submit the application for pilgrimage leave at least Thirty (30) days prior to the commencement of the leave.

6.14 Study/Exam Leave

Permanent employees pursuing further studies may be entitled to a study/exam leave of Three (3) calendar days in a year subject to Management discretion.

6.15 Leave Application Procedure

Employees applying for Annual Leave will be required to apply from the E-Leave system at least Seven (7) days submit prior to the commencement of the annual leave.

Employees are required to only commence the leave applied after approval was given by the Management, failing which any absences shall be treated as Unpaid Leave and will be subjected to disciplinary action deemed fit.

For any other type of leave of absence, the employee is required to submit documentary proof whenever practicable upon returning to work.

The Human Resources Department will update the necessary leave record and submit it to Executive Director for approval.

7.0 MEDICAL BENEFITS

7.1 Medical Benefit Coverage

All employees are entitled to a medical benefit for outpatient medical treatment coverage of: -

Category of Employee	Annual Entitlement
i) Company Director	RM 1,000.00
ii) Employees	RM 800.00

This entitlement shall include spouses and/or children.

All medical claims must be supported with the original bills and receipts from a registered general practitioner, specialist center, medical institution, and/or Government hospital.

The below medical treatment is not to be considered as an outpatient medical treatment:

- a) Injury resulting by suicide or attempted suicide
- b) Pregnancies, abortions, miscarriages, confinement, treatment pertaining to infertility, prenatal and postnatal care.
- c) Injuries or diseases arising from the consumption of alcohol, narcotics or similar drugs or agents,
- d) Optical consultation
- e) Plastic surgery/treatment for beautification/cosmetic purposes
- f) Injuries sustained as a result of participation in wrongful or dangerous activities on the part of the employee
- g) Alternative/Traditional treatment

7.2 Dental Benefit

Permanent employees are entitled to a dental benefit for dental treatment coverage of: -

Category of Employee	Annual Entitlement
i) Company Director	RM 200.00
ii) Employees	RM 200.00

7.3 Group Insurance

All employees are entitled to Group insurance coverage on:

- i) Group Hospitalization & Surgical
- ii) Group Personal Accident
- iii) Term Life

These insurance coverages are only for employees and shall not include spouses and/or dependents

The coverage and entitlement shall be based on the policies and rules to be decided by the insurers from time to time.

8.0 BENEFITS & AMENITIES

8.1 Company Car

An employee provided with a company motor vehicle is required to take good care and security of the motor vehicle at all times.

Any form of reckless driving, unauthorized usage and/or failure to exercise due care and diligent of the motor vehicle shall warrant disciplinary action. Employee shall be responsible for any cost incurred due to traffic offenses, negligent, reckless driving and failure to exercise due care and diligent towards the company motor vehicle.

All company motor vehicles must be sent to the Company authorized workshop for servicing, maintenance and/or repair upon approval by the Management failing which, the employee shall be responsible for the cost of servicing, maintenance and/or repair works personally.

Employees need to get the Management's approval for any parts replacement and the vehicle must be sent to Company's panel workshop.

8.2 Mobile Phone

Employee provided with Company mobile phone is required to ensure the mobile phone is used for official and company-related matters only. Excessive usage of mobile phone on personal matters is strictly prohibited.

A penalty based on the book value of the mobile phone will be imposed should the mobile phone be found to be lost and/or not returned to the Company upon termination of service of the employee.

8.3 Computer/Laptop

An employee provided with a Company computer and/or laptop is required to ensure the computer/laptop is used for official and/or company-related matters only. Any installation of unauthorized software(s), licensed or otherwise, is strictly prohibited unless with prior written consent from the Management.

A penalty based on the book value of the computer/laptop will be imposed should the computer/laptop be lost and/or not returned to the Company upon termination of service of the employee.

9.0 **DISCIPLINARY, SAFETY AND SECURITY**

9.1 **Disciplinary**

All employees are subject to disciplinary procedures which are currently in force and those that will be implemented from time to time. Depending on the seriousness of the misconduct, the Management may impose any or a combination of any of the following disciplinary punishments: -

- i. Verbal caution;
- ii. Written warning;
- iii. Suspend with/without pay
- iv. Demotion/Downgrading
- v. Dismissal

Below are the list of offenses that the Management deemed as major misconduct which may be ground for disciplinary action. This list is merely illustrative and not exhaustive: -

- i. Reporting to work under influence of alcohol, drugs and illegal substances
- ii. Falsifying records or information
- iii. Misappropriation of Company Properties
- iv. Willful insubordination or disobedience
- v. Dishonesty
- vi. Fighting
- vii. Gambling
- viii. Using abusive, vulgar, profane or threatening language
- ix. Habitual lateness/tardiness

In dealing with any allegation of misconduct, the Management endeavored to adhere to the rules of natural justice and sought to provide a fair investigation and just hearing before imposing disciplinary punishment(s).

Chief Executive Officer will have the final and conclusive decision in all matters pertaining to disciplinary actions.

9.2 **Safety & Health**

The Company endeavor to provide a safe and healthy working environment, which ensures that factors that cause or have the potential to cause injury or ill health are controlled. Your observation of safety rules and regulations and knowledge of the location of emergency exits will ensure a safer working environment.

You are required to take reasonable care of your health and safety and strictly adhere to all safety practices implemented by the Company.

All employees are expected to report any unsafe practices to the Management.

9.3 **Security**

The Company may implement security procedures for the safety of employees and to create a safe and secure working environment.

You are required to adhere to all security procedures and practices implemented by the Company at all times.

10.0 SOCIAL MEDIA

An employee policy for appropriate use of social media and related rules and prohibitions. This policy applies to both company social media and personal use as it relates to Kridentia and its subsidiaries.

The use of social media in and outside of the workplace is widespread and continues to grow. Improper and inappropriate use by employees carries legal risk for the employer, including:

- Potential unauthorized disclosure of the company's trade secrets and confidential and proprietary information.
- Infringement of third-party intellectual property rights.
- Employee harassment and privacy violations.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance and to ensure that the company's IT resources and communications systems are used appropriately, Kridentia expects its employees to adhere to the following guidelines and rules regarding social media use.

Social media is a technology that enables online users to interact and share information (including video, audio, photographs and text) publicly or privately with one another. Social media includes a variety of internet-based communication tools, such as Facebook, Twitter, LinkedIn, Pinterest, Tumblr, blogs and wikis.

10.1 What You Should Do:

- **Disclose your Affiliation:** If you talk about work-related matters that are within your area of job responsibility you must disclose your affiliation with the Company.
- **State That It's YOUR Opinion:** When commenting on the business, unless authorized to speak on behalf of Kridentia, you must state that the views expressed are your own.
- **Protect Yourself:** Be careful about what personal information you share online.
- **Act Responsibly and Ethically:** When participating online, do not misrepresent yourself. If you are not a manager, don't say you are.

10.2 What You Should Never Disclose:

- **The Numbers:** Non-public financial or operational information. This includes strategies, forecasts and anything with a dollar figure attached to it. If it's not already public information, it's not your job to make it so.
- **Personal Information:** Never share personal information about our customers.
- **Legal Information:** Anything to do with a legal issue, legal case, or lawyers without first checking with Management.
- **Anything that Belongs to Someone Else:** Let them post their own stuff; you stick to posting your own creations.

- **Confidential Information:** Do not publish, post, or release information that is considered confidential or secret.

Basically, if you find yourself wondering if you can talk about something you learned at work -- don't. Follow policies and live Kridentia's values. They are there for a reason.

10.3 Compliance with Related Policies and Agreements

Employees are reminded that other related company policies may apply equally to social media use and that employees must comply with them when communicating online. Of importance, employees need to remember not to violate the following policies:

- **IT policies.** These policies provide guidance about the use of the employer's technology equipment and systems, including company e-mail, mobile phones, laptops and other technology in the workplace.
- **Confidentiality and proprietary rights policies.**
- **Personal Data Protection Act 2010, Malaysia (PDPA)**

Just in case you are forgetful or ignore the guidelines above, you could:

- Get into disciplinary issues
- Get Kridentia in legal trouble with customers or partners
- Cost the Company the ability to get and keep customers

Always remember to protect the Company and yourself.

11.0 PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE

Introduction

We are fully committed to a safe, healthy and harassment-free work environment for all employees and believe that every employee should be treated with respect and dignity. As a step towards ensuring a secure and comfortable workplace, we have developed the Policy on Workplace Harassment which aims to:

- Prevent harassment of employees in the workplace and provide an effective mechanism to eliminate such harassment and
- Educate all employees to recognize that harassment in the workplace is a demeaning practice that constitutes a profound affront to the dignity of persons

This policy sets out:

- A prohibition statement
- Definition of sexual harassment
- A complaint/grievances procedure
- Disciplinary rules and penalties

You will receive a copy of this Policy when you start working with the Company. If the Company should amend or modify this Policy, the amended or modified version of this Policy will be made available to you.

If at any time during your employment, you have questions or comments about this Policy or its application, you are encouraged to contact Human Resource Development.

11.1 A Prohibition Statement

The Company is committed in providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When the Company determines that the allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

This policy covers full-time or part-time employees with either a permanent, probationary, internship, or temporary appointment and applicants. Breach of this Policy is considered employee misconduct and may result in disciplinary action taken including dismissal.

11.2 Definition and Type of Sexual Harassment

The Employment Act 1955 under part XVA, Section 2, defines sexual harassment as any unwanted conduct of sexual nature, whether verbal, non-verbal, visual, gestural or physical, directed at a person which is offensive or humiliating or is a threat to his well-being, arising out of and in the course of his employment.

11.2.1 Types of Sexual Harassment

The Malaysian Code of Practice states 5 types of Sexual Harassment:-

a) Verbal Harassment

E.g. offensive or suggestive remarks, comments, jokes, jesting, kidding, sounds, questioning.

b) Non-Verbal/Gestural Harassment

E.g. leering or ogling with suggestive overtones, licking lips, holding or eating food provocatively, hand signal or sign language denoting sexual activity and persistent flirting.

c) Visual Harassment

E.g. showing pornographic materials, drawing sex-based sketches or writing sex-based letters, sexual exposure.

d) Psychological Harassment

E.g. repeated unwanted social invitations, relentless proposals for dates or physical intimacy.

e) Physical Harassment

E.g. Inappropriate touching, patting, pinching, stroking, brushing up against the body, hugging, kissing, fondling and sexual assault.

Sexual harassment is not limited to the workplace. It will also be considered as sexual harassment occurring outside the workplace if it:

- i) Work related travel
- ii) Social functions
- iii) Job Assignment
- iv) Conference or training session
- v) Over the telephone
- vi) Through electronic media

11.3 A Complaint/ Grievances Procedures

Raise the matter directly with the person harassing you, and ask him/her to stop behaving in this manner. It is possible that the alleged harasser may not realize that this behavior is unwelcome or offensive.

Victim to write an "Official Complaint" to the Human Resources Department in charge of employee relations or industrial relations stating: -

- i) Date of incident
- ii) Time of incident
- iii) Location of incident
- iv) Name of the harasser & what he/she has done
- v) Frequency of incident
- vi) Name of witness (if any)

The HR department must proceed with a preliminary investigation within 30 days from the date of receiving the complaint. The outcome of the investigation must be notified to the complainant or the victim. Since sexual harassment is a form of misconduct, any disciplinary action against the accused employee should be preceded by a proper domestic inquiry.

11.4 Disciplinary Rules and Penalties

The nature and type of penalty should depend upon the severity of the offense which may include the following:

- i) Dismissing the employee without notice
- ii) Downgrading the employee
- iii) Imposing any other lesser punishment as he deems just and fit and where the punishment of suspension without wages is imposed, it shall not exceed a period of two weeks

An employee accused and found not guilty of harassment will be granted restitution deemed false and frivolous complaints. False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith that cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can result in disciplinary action.

12.0 FAVOURITISM

12.1 Scope

This policy applies to all Kridentia Group employees regardless of status, position or department. It is to avoid favoritism, the appearance of or potential for favoritism, and conflicts of interest and loyalty often associated with nepotism. This policy must be considered when hiring, promoting or transferring any employee.

This policy does not prohibit (but does not encourage) the Company from simultaneously employing relatives or engaging in commercial activities with the relatives of employees. For example, relatives are permitted to work in the same Company so long as the relatives comply with the requirements outlined above (e.g., there is no direct reporting or supervisory relationship between the relatives and all employment decisions are made by others)."

12.2 Policy

For the purposes of this policy the term “relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee’s: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin.

12.3 Guidelines

1. Employees who are related must not be involved in a supervisory/reporting relationship with one another.
2. Employees cannot be transferred, promoted or hired inside a reporting relationship with a relative.
3. Please report any relationship with a relative to HR, if you find yourself in a reporting relationship with that relative or in a hiring committee that considers that relative for employment.
4. If two employees who are in a reporting relationship become relatives in the course of their employment, one of the two must be transferred. The couple can decide which one of them will accept the transfer or the Management will make a decision.
5. Employees should neither initiate nor participate, directly or indirectly, in employment actions (initial employment or appointment, retention, promotions, salary, work assignments, leave of absence, etc.) involving family members, domestic partners, significant others and/or similar personal relationships.
6. Employment will not be offered anywhere in Kridentia Group to relatives of Kridentia’s employees who have access to confidential information (such as wages and salaries, employee benefits, personnel records, etc.)
7. Employment will not be offered anywhere in Kridentia Group to relatives of Kridentia’s employees who are in a position to influence or appear to influence employment or personnel decisions that might be made on behalf of the related applicant

12.4 Exceptions

The Management may authorize an exception to the provisions of the policy if it is found that:

1. The position to be filled requires a person with specialized training and experience not generally available in the employment market;
2. There is a vital corporate need to fill the position;
3. Substantial bona fide efforts have been made to locate and employ such a person who is not a relative of an employee; and
4. The relationship between the relative and the applicant or employee is unlikely to materially affect their employment.

12.5 Disciplinary Consequences

If a previously unreported relative relationship is discovered, one of them will be transferred. If incidents of favoritism or conflict of interest have occurred, both employees will be subjected to disciplinary actions that range from reprimand to termination for cause.

13.0 PRE-EMPLOYMENT HEALTH SCREENING**13.1 Policy Statement**

Prospective employees may be asked to undertake a pre-employment medical examination, including a drug screen.

13.2 Purpose

Kridentia Tech Sdn Bhd requires current employees and applicants to whom a conditional offer of employment has been extended to undergo medical examinations whenever Management determines that these are necessary for the safe operation of the organization or job-related as consistent with business necessity, as allowed by federal and state law.

13.3 Scope

Successful applicants for employment may be required, as a condition of employment, to take a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If Management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made should be examined.

The doctor is to report and assess within a range of classifications and to comment on special requirements.

13.4 Result Classifications

The classifications are:

1. Suitable for employment.
2. Suitable for employment but with a minor problem that will not affect his/her work but which may need protection, or modification of task or workplace
3. Suitable for employment in the position proposed, may be unsuitable for other positions.
4. Not suitable for employment in the position or a substantial worker's compensation insurance risk. Would place themselves or others at risk if required to perform tasks stated.

13.5 Outcomes

Previous injuries or current impairments do not jeopardize prospective employment unless:

1. An applicant would be unable to do the job
2. If doing the job constitutes a substantial risk to themselves or others
3. If the special requirements of the applicant cannot reasonably or practicably be met

14.0 ANTI-BRIBERY AND ANTI-CORRUPTION

14.1 Bribery and corruption compromises business ethics and damages an organization's reputation. As such Kridentia Group of Companies strongly opposes any practice that improperly or illegally disrupts proper business conduct.

14.2 The Group uphold a zero-tolerance approach to all forms of bribery and corruption and shall continuously conduct its business activities ethically, honestly and with high standards of integrity.

14.3 The anti-bribery and anti-corruption statement applies equally to the Group's business dealings with Government (public sector) and commercial (private sector) entities, and includes their directors, employees, agents, consultants and representatives.

This Employee Handbook is the property of Kridentia Group and the Management has the right to make changes, alterations and/or amendments to its contents from time to time whenever it is deemed fit.

THE MANAGEMENT

ACCEPTANCE OF EMPLOYEE HANDBOOK

The Management,

I, _____ (*full name*), NRIC no. _____, hereby acknowledge having received a copy of this Employee Handbook and agree to adhere to its contents, as policies, procedures and guidelines applicable throughout my employment with Kridentia Group of Companies and further acknowledge that the Management shall have the exclusive rights to make amendment and/or changes from time to time.

Date: