EMPLOYMENT CONTRACT WITH NUMBERED CLAUSES

Employer Information
Company Name: BrightSpark Digital Solutions Sdn Bhd
Registration No.: 202101234567
Address: No. 18-2, Jalan Harmoni 3/4, Taman Harmoni, 43000 Kajang, Selangor.

Employee Information
Employee Name: Josephine Ding Jia Xin
IC: 060413-14-5678
Address: 12, Jalan Seri Maju 2, Taman Sri Maju, 43200 Cheras, Selangor.

1. Position & Employment Terms
1.1 The Employee is employed as **Junior AI Engineer**.
1.2 Employment Start Date: 1 December 2025.
1.3 The Employee shall report to the Head of Engineering.

2. Working Hours & Days
2.1 Normal Working Hours:
2.1.1 Start Time: 9:00 AM
2.1.2 End Time: 6:00 PM
2.1.3 Lunch Break: 1 Hour

2.2 Working Days:
2.2.1 Monday to Friday
2.2.2 Weekend work only when required

2.3 Work Location:
2.3.1 BrightSpark Kajang Office

3. Salary & Allowances
3.1 Monthly Basic Salary: RM 3,800
3.2 Allowances:
3.2.1 Transport Allowance: RM 150
3.2.2 Mobile Allowance: RM 80

3.3 Salary Payment Terms:
3.3.1 Salary will be paid on the 28th of each month.
3.3.2 EPF, SOCSO, EIS contributions apply.

4. Probation Period
4.1 Probation lasts 3 months.
4.2 Notice during probation: 1 week.
4.3 Confirmation is subject to performance review.

5. Leave Entitlements
5.1 Annual Leave: 8 days.
5.2 Sick Leave:
5.2.1 As per Employment Act.
5.2.2 Medical certificate required.

5.3 Hospitalisation Leave:
5.3.1 Up to 60 days including sick leave.

5.4 Maternity Leave: 98 days.
5.5 Public Holidays: As declared by the Malaysian Government.

6. Duties & Responsibilities
6.1 The Employee must perform tasks assigned satisfactorily.
6.2 The Employee must maintain confidentiality.
6.3 The Employee must comply with company policies.

7. Confidentiality Clause
7.1 The Employee shall not disclose company information.
7.2 This obligation continues after employment ends.

8. Termination
8.1 Notice Period:
8.1.1 After confirmation: 1 month.
8.1.2 During probation: 1 week.

8.2 Immediate Termination Grounds:
8.2.1 Theft or fraud
8.2.2 Harassment or violence
8.2.3 Absence > 2 days without notice

9. PDPA (Data Protection)
9.1 The Employer may store and process Employee data.
9.2 Data will only be used for employment and statutory purposes.

10. Governing Law
10.1 This contract is governed by Malaysian Employment Law.

Signatures

Employer: _____ Date: _____
Employee: _____ Date: _____