

... SAFETY - OUR FIRST PRIORITY ...



DG PACKAGING EMPLOYEE HANDBOOK





Human Resource Handbook – Foreword

This handbook serves as a practical reference for employees, providing an overview of DG Packaging's employment terms, HR policies, benefits, and workplace expectations. It should be read alongside each employee's individual Employment Agreement, which outlines specific terms and conditions.

While we've made every effort to cover common scenarios, there may be situations not explicitly addressed. In such cases, management will review and respond appropriately on a case-by-case basis.

This handbook remains the property of DG Packaging Pte Ltd and is intended solely for personal reference by our employees. Duplication or circulation of this document is not permitted without prior approval from senior management.

If you have any questions, feedback, or concerns, please reach out to our HR Representatives — we're here to help.



Human Resource Handbook

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1. Company Overview

Policy Note: All information provided herein is subject to change. DG Packaging reserves the right to amend, update, or revise any policy or practice without prior notice or prejudice. Employees will be informed of such changes through internal memoranda, circulars, or official notices.

1.1 DG Packaging Pte Ltd

DG Packaging is a global organization led by a team of experienced professionals, each with deep expertise in dangerous goods packaging and freight logistics. No matter the location, DG Packaging offers end-to-end services — covering packaging, handling, and transportation — in strict compliance with IATA Dangerous Goods Regulations. Speed and efficiency drive our service delivery, but safety remains our top priority.

1.2 DGP Vision

To be a leading multinational corporation specializing in packaging, declaration, consulting, and integrated logistics for Dangerous Goods.

1.3 DGP Mission

We are committed to delivering high-quality, UN-tested and approved packaging solutions and integrated logistics services at competitive prices. Across all levels of the organization, our philosophy centers on safety compliance — and more importantly, safety excellence.

1.4 DGP 7C Core Value

- Cohesiveness
- Charity
- Commitment
- Credibility
- Competency
- Compliance
- Creativity

1.5 Our Commitment to the Environment and Corporate Social Responsibility

Corporate responsibility is deeply woven into DG Packaging's operational and ethical framework. Beyond providing exceptional service in dangerous goods handling, we believe in growing responsibly — enriching not just our business, but the communities we serve.



As part of our “*Adopt-a-Charity*” initiative, we’ve partnered with **Life Community Services Society (LCSS)** — a charitable organization dedicated to empowering children and families through mentorship, care, and intervention programs. Since 1996, LCSS has supported thousands of beneficiaries through its Student Care Centres, Friends of Children and Youth outreach, and Mighty Kids, Families & Community programmes.

We believe that everyone can make a difference. By engaging with charitable causes like LCSS, DG Packaging strengthens its commitment to sustainable growth, social inclusion, and meaningful community impact.

To learn more or get involved, visit <https://life-community.org>.

1.6 Discretionary Support Programmes

From time to time, the Company may review and introduce discretionary support programmes to assist employees in specific circumstances. These initiatives may include, but are not limited to, financial assistance schemes, flexible working arrangements, or other support measures as deemed appropriate by management. These programmes do not constitute a contractual entitlement and are not open for general application. Where applicable, eligible employees will be informed by HR or management directly, and participation will be subject to case-by-case review and approval.

Further information is maintained internally for managerial reference and will be communicated at management’s discretion.



2 Employment Terms

2.1 Letter of Appointment

All employees will receive a formal Letter of Appointment outlining job title, salary, responsibilities, working hours, and other terms. By signing, they acknowledge both the appointment and handbook terms. Where discrepancies arise, the Letter prevails.

2.2 Probation & Confirmation

- Standard probation period: 3 months
- Termination during probation: 2 weeks' notice or salary in lieu
- Confirmation issued in writing upon successful completion
- Employment benefits and entitlements begin accruing from the official start date. Statutory benefits (e.g. paid sick leave) apply after three months of service, in line with Ministry of Manpower guidelines. Non-statutory benefits (e.g. outpatient medical claims, dental, and transport reimbursements) are pro-rated from the start date but may only be utilised upon confirmation, subject to the Company's Compensation & Benefits Policy.

2.3 Exclusivity of Service

- Employees must devote full time and attention to DG Packaging duties during scheduled hours
- External engagements are allowed only if pre-approved and do not conflict with job performance or company interests
- Refer to Section 10: Conflict of Interest for declaration procedures

2.4 Notice Periods

Employment Status	Minimum Notice Requirement
Probationary Staff	2 weeks
Confirmed Employees	1 month
Management / Directors	Up to 3 months (as per contract)

- Salary in lieu applies where notice is not served
- Refer to Section 3: Termination of Employment for full process

2.5 Working Hours & Timekeeping

Day	Official Hours
Monday to Friday	9:00 AM – 6:00 PM (1-hour lunch)
Alternate Saturdays	9:00 AM – 12:30 PM

- Departmental variations may apply (e.g. 8:30 AM or 10:00 AM shifts) as advised by managers.



Note: While the formal schedule includes alternate Saturday shifts, actual attendance may vary across departments based on managerial discretion. All staff are officially informed that alternate Saturday shifts apply under the Company's standard working hours policy.

- Time recording is mandatory for all employees and must be performed through the designated method based on their assigned work location: – Facial recognition system – HRM clock-in system – Manual punch card machine (as directed by department heads)

 For TOIL, absenteeism policies, and job activation procedures, see Section 4: Leave & Attendance.



3 Code of Conduct

At DG Packaging, we uphold a culture of professionalism, safety, and respect across all job functions. This Code of Conduct outlines the behavioral expectations for all employees, with particular emphasis on our commitment to safe handling of dangerous goods, ethical practices, and responsible workplace behavior.

3.1 Workplace Conduct Standards

All employees must:

- Comply with company policies, legal regulations, and industry standards, including IATA, IMDG, and ADR guidelines
- Treat coworkers, clients, and vendors with professionalism and courtesy
- Protect confidential cargo, client, and internal data
- Report unsafe practices, misconduct, or violations without fear of retaliation

3.2 Dangerous Goods Handling Protocol

To maintain safety and compliance:

- Follow all Standard Operating Procedures (SOPs) for packing, labelling, and documentation
- Wear Personal Protective Equipment (PPE) in designated zones
- Immediately report any spill, mislabeling, or damage to supervisors
- Avoid shortcuts or unsafe practices that risk compliance or health
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🚫 Prohibited DG Behaviors Include:

- Improper use or neglect of safety equipment
- Tampering with packaging, labels, or DG records
- Falsification of DG declarations or shipment details
- Unauthorized handling of restricted cargo

3.3 Workplace Behavior & Ethics

All forms of the following conduct are prohibited:

- Harassment, bullying, or discriminatory remarks
- Abusive or vulgar language
- Rumor-spreading or malicious content
- Substance use affecting job performance or safety
- Sleeping on duty, loitering, or refusal to carry out reasonable duties
- Playing games or using entertainment apps during working hours (except during designated break times such as lunch)

3.4 Attendance, Appearance & Discipline

- Employees must report to work punctually for scheduled shifts
- Uniforms and safety gear must be worn where applicable
- All conduct violations are subject to the Disciplinary Action Policy



- Serious breaches may result in suspension or dismissal, depending on severity

3.5 Dress Code

DG Packaging upholds a professional and safety-conscious dress standard tailored to the nature of each role and day of the week. All employees are expected to dress neatly and modestly, with attire suited to their duties and any scheduled meetings. The following guidelines apply unless otherwise instructed by Management:

■ Monday – Company Identity Day

All employees must wear the DGP-branded T-shirt with jeans, skirts, or long pants.

■ Tuesday to Thursday – Business Casual

Employees are expected to dress in a neat and professional manner. Acceptable attire includes:

- Collared T-shirts, polo shirts, blouses, modest tops
- Long pants, including neat, non-ripped jeans and clean, well-kept cargo pants
- Skirts or non-revealing dresses

■ Friday & Saturday – Smart Casual

Smart casual attire is permitted, including:

- Denim wear, cargo pants, collared shirts, neat T-shirts, casual skirts or dresses

Important: Employees attending client or official meetings must dress formally.

Note: Covered shoes are mandatory in operational and warehouse areas for safety and hygiene.

☒ Operations Staff – Daily Safety Mandate

- Required: DGP T-shirt, long pants or jeans, and safety shoes always while on duty.

🚫 Prohibited Attire (All Days)

The following items are not permitted at any time:

- Tank tops
- Spaghetti strap tops
- Bermuda shorts or three-quarter pants
- Sandals or slippers
- Revealing or overly casual clothing

Employees may be asked to change if attire is deemed inappropriate for professional or safety standards. Repeated non-compliance may lead to disciplinary action under Section 8.

3.6 Conflict of Interest

Employees must:

- Disclose any personal, financial, or external interest that may influence job decisions



- Refrain from decision-making in areas where conflicts exist
- Submit a Conflict of Interest Declaration Form where applicable

❖ *For full procedures, see Section 10 and Appendix H: Conflict of Interest Policy.*

3.7 Reporting Misconduct

Employees are encouraged to report concerns to:

- HR Department
- Immediate Supervisor
- Designated Compliance Lead (if assigned)

Reports can be submitted verbally, in writing, or anonymously, and will be investigated with discretion. Whistleblower protections apply under internal protocols.

❖ Refer to **Appendix A – Code of Conduct Policy** (Document Ref: HRPOL-C01-2025) for full compliance text.



4 Leave & Attendance

DG Packaging maintains structured attendance expectations and clear leave entitlements to support operational continuity and employee well-being.

4.1 Attendance Expectations

- Employees must report to work at their assigned start times.
- Repeated tardiness (lateness beyond 10 minutes without approval) may lead to disciplinary action, escalating from verbal warning to dismissal.
- Proxy clock-ins or tampering with time records will result in investigation and potential disciplinary review.

4.2 Leave Entitlements Summary

Leave Type	Entitlement Overview
Annual Leave	Staff: 10–14 days; Management: 14–18 days (tiered by service years)
Sick / Hospitalisation Leave	Up to 14 outpatient days, 60 hospitalisation days (includes outpatient, scaled by service)
Maternity Leave	16 weeks (SG citizen); 12 weeks (PR/foreign under Employment Act)
Paternity Leave	4 weeks of Government-Paid Leave for eligible fathers
Shared Parental Leave	Up to 6 weeks transferable from maternity leave (10 weeks from Apr 2026)
Childcare Leave	6 days (SG citizen under 7); 2 days (non-citizen under 7); 2 days (SG citizen aged 7–12)
Infant Care Leave (Unpaid)	6 days per year until child turns 2 (SG citizen only)
Compassionate Leave	3 paid days per demise (immediate family only)
Birthday Leave	1 paid day annually
Family Care Leave	1 paid day annually for caregiving or bonding
National Service Leave	Time off for ICT, mobilisation, and NS obligations
Public Holiday Work	Extra pay or day off in lieu, based on Employment Act coverage
Unpaid / Advance Leave	Subject to approval if annual leave exhausted
Time Off in Lieu (TOIL)	For approved after-hours or weekend duty (non-Part IV employees)



4.4 Leave Application Process

- Apply via Million HRM System prior to leave dates.
- Emergency leave must be followed by valid documentation.
- Leave during the notice period requires management approval.

*ⓘ For detailed policies and eligibility guidelines, refer to: **Appendix B – Leave & Attendance Policy** (Document Ref: HRPOL-A01-2025)*



5 Compensation & Benefits

DG Packaging ensures fair, transparent, and compliant compensation practices, guided by the Employment Act and our internal standards.

5.1 Salary Administration

- Pay Date: Salaries are credited on the last calendar day of each month. If it falls on a weekend or public holiday, payment is made on the preceding working day.
- Final Salary: Paid within 3 working days post-clearance or last working day (per Employment Act Section 21).
- Pay Period: 1st to last day of the calendar month; salary is pro-rated for partial service.

5.2 Salary Deductions

Salary deductions follow Section 26 of the Employment Act and may occur for:

- Unauthorized absence or persistent lateness
- CPF/statutory contributions
- Court orders or employee-authorized deductions
- Loss/damage of company property (subject to inquiry, capped at 25%, not exceeding 50% of monthly salary)

Note: All deductions will be formally communicated with a written breakdown.

5.3 Overtime & Job-Related Pay

Work Scenario	Entitled Group	Compensation
Weekday/Saturday Overtime	Part IV employees	1.5× hourly rate
Sunday/Public Holiday Work	Part IV employees	1–2 days' salary + OT (if beyond hours)
Job Activation Fees	All eligible Ops roles	\$70–\$85 (time-dependent) per job
CS Staff After-Hours Activation	Customer Service	\$10 per job

⌚ *TOIL must be used within 3 months. Claims submitted via HR by 23rd monthly.*

5.4 Salary Progression & Bonus



- Annual Reviews: Performance-based, tied to company outlook and appraisal outcomes.
- Promotion Criteria: Based on performance, tenure (min 18 months), training completion, and role availability.
- Bonus: Discretionary and merit-based; not payable to those who resign or are dismissed before payout.

5.5 Benefits Summary

Benefit	Details
Outpatient Medical, Dental & Specialist Benefits	Staff: \$300/year; Management: \$800/year
Work Injury Insurance	Coverage for certified absence, incapacity, or death (WICA)
Mobile Reimbursement	Up to \$50/month with itemized bills (more with approval)
Recognition Gifts	Birthdays, festive occasions, milestones — CPF-compliant review
Wellness Programmes	Occasional events (e.g. D&D, festive gatherings) held at Company's discretion

📌 *Medical claims for non-work-related conditions only. Submit claims with supporting bills.*

5.6 Retirement & Re-employment

- Retirement age: 63
- Re-employment offer up to age 68, subject to citizenship, tenure, and performance
- If not possible, Employment Assistance Payment (EAP) will be provided:
 - Standard: 3.5 months' salary (min \$6,250, max \$14,750)
 - Reduced: 2 months' salary (min \$4,000, max \$8,500)

ⓘ *For full clause details, refer to: Appendix C – Compensation & Benefits Policy (Document Ref: HRPOL-C02-2025)*

5.7 Expense Reimbursement

DG Packaging reimburses employees for eligible business-related expenses incurred in the course of duty. Claims must be submitted with original receipts and adhere to internal guidelines as outlined below.

ⓘ *For full details on eligible claims, conditions, exclusions, and submission format, refer to: Appendix D – Expenses Reimbursement Policy (Document Ref: HRPOL-E01-2025)*



6 Safety & Security

DG Packaging is committed to providing a safe, secure, and respectful workplace, supported by structured conduct guidelines and operational safeguards.

6.1 General Safety Commitment

- All employees, contractors, and visitors must comply with established safety rules, signage, and protocols.
- The Company aligns with the Workplace Safety and Health Act (WSH Act) and promotes proactive risk reporting without fear of retaliation.

 *Annual audits, safety drills, and onboarding briefings are conducted to maintain readiness.*

6.2 Roles & Responsibilities

Role	Key Responsibilities
HR Department	Implements training, incident tracking, and policy updates
Management Team	Oversees access systems, coordinates emergency protocols, and enforces compliance
Employees	Follow rules, report risks, wear PPE, and attend training sessions

6.3 Workplace Safety Guidelines

- Use Personal Protective Equipment (PPE) in designated zones
- Report hazards or unsafe conditions immediately
- Take regular screen breaks and maintain ergonomic posture
- Participate in training and safety briefings

6.4 Emergency Response Protocols

Incident	Action Steps
Fire	Evacuate via posted routes; assemble at designated points
Power Failure	Stay at workstations; avoid lifts; await Management instructions
Medical Emergency	Notify HR or Emergency Leads immediately

6.5 Workplace Security Controls

- Facial Recognition Access is required at entry points
- Employees must register facial profiles with HR before duty commencement
- Lost Key replacements are chargeable to the assigned staff
- Unauthorized entry or tampering is subject to disciplinary review



6.6 Property & Data Protection

- Company property removal requires written authorization
- Passwords must be kept confidential
- Disclosure of sensitive company data without approval is prohibited
- Use of IT systems must comply with internal policies

6.7 Conduct Violations

Offences subject to progressive discipline include:

6.7.1 Conduct

- Habitual lateness, sleeping on duty, abusive language, loitering
- Refusing assigned duties or unauthorised absences

6.7.2 Safety & Hygiene

- Horseplay, unsafe actions, unsanitary behavior, wilful damage or negligence

6.7.3 Security

- Theft, fraud, substance abuse, data breaches, operating personal businesses during work hours

6.8 Reporting & Review

- Incidents must be reported within 24 hours using the Incident Reporting Form
- Anonymous channels are available for sensitive concerns
- Policy is reviewed annually or upon major operational changes

ⓘ Refer to Appendix E – Safety & Security Policy (Document Ref: HRPOL-S01-2025) for full clause language.



7 Workplace Harassment & Anti-Discrimination

DG Packaging is committed to maintaining a respectful, safe, and inclusive workplace free from harassment, bullying, and discrimination. All employees are expected to uphold professional conduct and treat others with dignity, regardless of background or identity.

7.1 Unacceptable Conduct Includes

- Derogatory remarks or offensive jokes
- Sexual advances, gestures, or comments
- Threats, intimidation, exclusion from team activities
- Unfair treatment based on race, gender, age, religion, disability, nationality, etc.
- Spreading rumors, gossip, or malicious content

7.2 Reporting Channels

Employees can report incidents to:

- Their immediate supervisor
- The HR Department

Reports may be submitted verbally, in writing, or anonymously. If the issue involves a supervisor, employees may bypass and report directly to HR.

7.3 Investigation & Support

- All complaints are handled confidentially and investigated promptly.
- Victimisation or retaliation is prohibited.
- Support may include counselling, mediation, or temporary reassignment.

7.4 Consequences of Misconduct

Confirmed violations may result in:

- Verbal/written warnings
- Suspension or reassignment
- Termination
- Referral to legal authorities

 For full definitions, procedures, and investigation protocols, refer to: **Appendix F – Workplace Harassment & Anti-Discrimination Policy** (Document Ref: HRPOL-H01-2025)



8 Disciplinary Action Policy

DG Packaging maintains a fair, progressive disciplinary framework to address performance, conduct, or safety concerns. The objective is to uphold accountability, operational standards, and legal compliance under the Employment Act.

8.1 Guiding Principles

- Action is progressive, transparent, and documented.
- Employees have the right to respond before any final decision.
- Serious misconduct may result in immediate termination, subject to internal inquiry.

8.2 Disciplinary Process Stages

Stage	Description	Documentation
Verbal Warning	Informal discussion of concern	Supervisor notes / HR email record
First Written Warning	Formal written caution	Signed warning letter
Final Written Warning	Last warning before serious action	Signed warning letter
Suspension (if needed)	Temporary removal pending investigation	Suspension notice and inquiry log
Termination	Employment end for unresolved/severe breach	Termination letter and case summary

All steps may vary depending on severity and recurrence.

8.4 Common Grounds for Action

- Safety breaches, especially during DG handling
- Absenteeism or habitual lateness without justification
- Failure to follow SOPs or equipment misuse
- Harassment, dishonesty, or disruptive behaviour
- Substance use impacting safety and performance

8.5 Gross Misconduct Examples

May result in immediate termination after inquiry:

- Falsification of documents (e.g. DG declaration or invoices)
- Theft, violence, or breach of confidentiality
- Wilful damage to goods or packaging
- Conduct that endangers others or the company's reputation



8.6 Investigation & Appeal

- HR or Management will initiate a timely investigation.
- Employees may submit a formal appeal within 5 working days of a disciplinary letter.
- Appeals are reviewed by HR and a neutral manager.

 Refer to **Appendix G – Disciplinary Action Policy** (Document Ref: HRPOL-D02-2025) for full clause language.



9 Data Protection & Confidentiality

DG Packaging is committed to protecting personal and confidential information across all business functions. All data handling complies with Singapore's Personal Data Protection Act (PDPA) and internal governance protocols.

9.1 Data Handling Standards

- Data is collected only with proper consent and for legitimate operational purposes
- Access to HR and payroll data is restricted to authorized personnel
- Digital records are protected by secure servers, password authentication, and periodic backups
- Hardcopy documents are kept in locked cabinets or secure zones
- Departing employees will have their system access revoked promptly

9.2 Employee Responsibilities

All staff must:

- Sign a Confidentiality Agreement upon joining
- Refrain from sharing internal/client data without written approval
- Report suspected data breaches immediately to HR

9.5 Third-Party Data Use

Contractors and vendors are required to:

- Sign a Data Protection Agreement (DPA)
- Follow DG Packaging's security and confidentiality standards

9.6 Data Subject Rights

Employees and clients may request:

- Access to their personal data
- Correction or deletion of inaccuracies
- Withdrawal of consent (where feasible and lawful)

Requests should be submitted in writing to the HR Department.

9.7 Data Breach Protocol

- HR and IT teams will investigate promptly
- Affected parties will be notified
- PDPC will be informed if thresholds are met
- Preventive actions will be taken to avoid recurrence

9.8 Disciplinary Measures

Violation of this policy may result in:

- Written warnings



- Suspension or dismissal
- Legal action, as appropriate

*ⓘ For full compliance details, refer to: **Appendix H – Data Protection & Confidentiality Policy** (Document Ref: HRPOL-D01-2025)*



10 Conflict of Interest Policy

DG Packaging upholds a culture of integrity and fairness. All employees must avoid situations where personal interests could compromise — or appear to compromise — their professional responsibilities or the Company's interests.

10.1 What Is a Conflict of Interest?

A conflict arises when personal, financial, or external relationships interfere with sound decision-making or loyalty to the company.

Examples Include:

- Holding financial interests in vendors or competitors
- Using company time or resources for personal business
- Supervising family members
- Accepting gifts that may influence decisions
- Having outside employment that conflicts with job duties

10.2 Expectations

- Employees must devote full attention during working hours to assigned duties
- External activities after hours are permitted only if they do not impair work performance or company interests
- Employees must declare any actual or perceived conflicts via the Conflict of Interest Declaration Form

10.3 Disclosure & Management

- Disclosures go to HR or the direct supervisor
- HR will assess and may recommend recusal, reassignment, or relationship termination
- Concealing conflicts or participating in decision-making during a conflict is strictly prohibited

10.4 Compliance

- All employees must certify compliance with this policy annually
- Violations may lead to disciplinary action, including termination

Full policy details available in: **Appendix I – Conflict of Interest Policy** (Document Ref: HRPOL-C03-2025)



11 Termination of Employment

DG Packaging follows structured guidelines when ending an employment relationship, ensuring compliance with the Employment Act and fair treatment for all parties.

11.1 Notice Periods

Employment Type	Minimum Notice Period
Probationary Staff	2 weeks (or as stated in appointment letter)
Confirmed Employees	1 month written notice
Management / Directors	Up to 3 months (as per contract terms)
<ul style="list-style-type: none"> • Notice may be substituted with salary in lieu, calculated based on basic salary. • Weekends and public holidays are included in notice duration. • Waiver of notice is possible via mutual written agreement. 	

11.2 Termination by Employer

- Conducted via written notice or salary in lieu.
- In cases of gross misconduct (e.g. theft, fraud, assault), termination without notice may occur after an internal inquiry.
- Termination letters must include name, position, date, and (optional) reason.

11.3 Termination by Employee

- Employees must serve notice or provide salary in lieu.
- Early resignation without fulfilling notice may lead to salary deduction equal to notice days.

11.4 Disciplinary Process Before Termination

Stage	Action	Record
Verbal Warning	Initial feedback	HR log or supervisor note
First Written Warning	Formal performance concern	Signed letter
Final Warning	Last caution before termination	Signed letter
Performance Plan / Inquiry	Investigation or support	Plan or inquiry report

- Immediate dismissal may apply after inquiry if serious misconduct is confirmed.



11.5 Exit Obligations

- Return all company property (e.g. keys, access devices)
- Disclose location of any company assets or information
- Avoid retaining or duplicating confidential material
- HR will deactivate system access and review asset clearance

*ⓘ For full procedures and clause definitions, refer to: **Appendix J – Termination of Employment Policy** (Document Ref: HRPOL-T01-2025)*

11.6 Exit & Offboarding Protocol

Employees who resign, complete their contract, or are subject to termination must adhere to DG Packaging's formal Exit & Offboarding procedures. This includes:

- Serving the contractual notice period
- Returning all company property and disclosing location of any outstanding assets
- Completing final handovers, system updates, and claims submissions
- Participating in an exit interview and confirming post-employment obligations

System access will be revoked promptly, and final salary will be issued within three (3) working days post-clearance.

Post-employment obligations — including confidentiality and non-compete clauses — remain binding in accordance with the signed Employment Agreement.

*ⓘ For detailed procedures and clause definitions, refer to: **Appendix K – Exit & Offboarding Policy** (Document Ref: HRPOL-E02-2025)*



APPENDIX

Appendix A – Code of Conduct Policy (Document Ref: HRPOL-C01-2025)

Appendix B – Leave & Attendance Policy (Document Ref: HRPOL-A01-2025)

Appendix C – Compensation & Benefits Policy (Document Ref: HRPOL-C02-2025)

Appendix D – Expenses Reimbursement Policy (Document Ref: HRPOL-E01-2025)

Appendix E – Safety & Security Policy (Document Ref: HRPOL-S01-2025)

Appendix F – Workplace Harassment & Anti-Discrimination Policy (Document Ref: HRPOL-H01-2025)

Appendix G – Disciplinary Action Policy (Document Ref: HRPOL-D02-2025)

Appendix H – Data Protection & Confidentiality Policy (Document Ref: HRPOL-D01-2025)

Appendix I – Conflict of Interest Policy (Document Ref: HRPOL-C03-2025)

Appendix J – Termination of Employment Policy (Document Ref: HRPOL-T01-2025)

Appendix K – Exit & Offboarding Policy (Document Ref: HRPOL-E02-2025)



Appendix A: Human Resource Policy- Code of Conduct

Effective Date: 01 Aug 2025

Policy Owner: Human Resources Department

Reviewed By: Vivian Heng

Next Review Date: 31 Jul 2026

1. Purpose

This policy establishes the expected standards of professional and ethical conduct for all employees. It specifically reinforces safe handling practices in the logistics sector, with an emphasis on compliance in the transport and packaging of dangerous goods.

2. Scope

Applies to all full-time, part-time, contract, and temporary employees engaged in administrative, warehousing, operational, and support functions across all company locations.

3. General Expectations

All employees are expected to:

- Employees must comply with company policies, legal regulations, and applicable industry standards for dangerous goods handling and transport — including IATA (air), IMDG (sea), and ADR (road) — where relevant to their role. Those assigned to DG-related functions are required to attend certified training aligned with these standards. The company will maintain training and certification records to ensure operational and regulatory compliance.
- Exercise integrity, professionalism, and respect in all work interactions
- Maintain confidentiality of client, cargo, and internal operational data
- Report unsafe practices or non-compliance without fear of retaliation

4. Operational Conduct: Dangerous Goods Handling

Employees must:

- Follow all SOPs for packaging, labeling, and documentation of dangerous goods
- Wear PPE and observe site-specific safety protocols
- Avoid shortcuts that compromise safety or regulatory compliance
- Immediately report any spill, damage, or misclassification to their supervisor

Prohibited behaviors include:

- Improper use or neglect of safety equipment
- Tampering with dangerous goods packaging or documentation
- Falsifying DG declarations or shipment records



- Unauthorized handling of restricted cargo

5. Workplace Behavior

Prohibited conduct includes harassment, abuse, discriminatory behavior, and use of offensive language. All employees must treat coworkers, clients, and vendors with courtesy and respect.

6. Conflict of Interest

Employees must disclose any personal or external business interests that could conflict with their professional responsibilities or the company's operations.

7. Attendance, Appearance & Discipline

Employees must:

- Maintain punctuality and reliability during assigned shifts
- Wear appropriate uniform and safety gear where required
- Refrain from substance use that may impair judgment or performance on duty

Violations will be subject to the company's Disciplinary Action Policy and may include warnings, suspension, or termination.

8. Reporting Misconduct

DG Packaging prohibits retaliation against any employee who reports misconduct in good faith. All reports will be treated confidentially, and whistleblowers will be protected from disciplinary action, harassment, or adverse employment consequences.

9. Diversity & Inclusion Commitment

DG Packaging is committed to fostering a workplace that values diversity and promotes inclusion. All employees must treat others equitably, regardless of race, gender, age, religion, disability, nationality, or other protected characteristics. Discrimination, exclusion, or bias-based behavior is strictly prohibited. We encourage respectful dialogue, diverse perspectives, and inclusive practices across all levels of the organization. Any concerns related to diversity or inclusion may be reported through the channels outlined in Section 8.



Appendix B: Human Resource Policy -Attendance and Leave

Effective Date: 01 Aug 2025

Policy Owner: Human Resources Department

Reviewed By: Vivian Heng

Next Review Date: 31 Jul 2026

1. Purpose

This policy outlines expectations for employee attendance and punctuality and defines leave entitlements in accordance with DG Packaging's operational standards and Singapore's Employment Act.

2. Scope

Applies to all full-time, part-time, contract, and temporary employees across all departments and operational locations.

3. Attendance & Punctuality

- Employees must report to work based on their designated reporting time.
- Repeated instances of tardiness — defined as lateness exceeding ten (10) minutes without valid reason or prior approval — that cumulatively affect expected working hours over the course of a calendar month may result in disciplinary action.
- Habitual tardiness will invoke progressive disciplinary action:
 - First month (3 instances): Verbal warning
 - Second month (3 instances): First written warning
 - Third month (3 instances): Final written warning
 - Fourth month (3 instances): Dismissal
- All absences must be promptly communicated to the manager and HR representative.
- Unauthorized absence may lead to salary deductions and/or further disciplinary measures.

4. Working Hours

- The official workweek is 44 hours, structured as:
 - Monday–Friday: 9:00 AM – 6:00 PM (includes 1-hour lunch)
 - Alternate Saturdays: 9:00 AM – 12:30 PM
- Specific departments may follow assigned start times (e.g. 8:30 AM or 10:00 AM), as communicated by managers.
- Departmental Practice: Actual Saturday attendance may vary across departments based on managerial discretion. Some teams may be rostered for once-a-month coverage or follow alternative arrangements approved by their department heads.



- Employee Notification: Regardless of departmental practice, the formal shift schedule remains alternate Saturdays. All staff are officially informed and expected to comply with this schedule, unless otherwise instructed in writing by their manager.
- All employees are expected to adhere to their designated working hours.
- Time recording is mandatory for all employees and must be performed through the designated method based on their assigned work location: – Facial recognition system – HRM clock-in system – Manual punch card machine (as directed by department heads). Proxy clock-ins, tampering, or misuse of any recording system will result in disciplinary action.

5. Annual Leave

Confirmed employees shall be entitled to annual leave as follows:

- General Staff:
 - 10 days upon confirmation
 - Increase by 1 day per completed year of service, capped at 14 days
- Management Roles (Managers who report directly to GM & above):
 - 14 days upon confirmation
 - Increase by 1 day per completed year of service, capped at 18 days

Notes:

- Leave is prorated in the first year
- Maximum of 14 days may be carried forward to the next calendar year
- Leave beyond entitlement will require approval and be treated as unpaid leave

5.1 Leave Encashment

Unused annual leave may be encashed under the following circumstance:

- Upon resignation or termination, if leave has not been utilized

The encashment amount will be calculated using the daily rate formula recommended by the Ministry of Manpower (MOM):

$$(12 \times \text{Monthly Basic Pay}) \div (52 \times 5.25 \text{ days})$$

Leave encashment is treated as additional wages and is subject to:

- CPF contributions, in accordance with CPF Board guidelines
- Taxable income, as defined by the Inland Revenue Authority of Singapore (IRAS)

DG Packaging encourages employees to take their annual leave for rest and recovery. Excessive accumulation may be reviewed periodically to support workforce well-being and operational sustainability.



6. Public Holidays

- Employees are entitled to 11 paid public holidays annually, as gazetted by the Government of Singapore or as advised by its respective Ministries
- If required to work on a holiday:
 - An additional day's salary at basic rate, on top of their public holiday pay, or
 - A day off in lieu, subject to management approval

6.1 Public Holiday Falling on a Saturday – Rotational Shift

DG Packaging adopts a rotational Saturday work schedule across departments. To ensure compliance with the Employment Act and maintain operational consistency, the following policy applies when a gazetted public holiday falls on a Saturday:

- Staff Scheduled to Work on the Public Holiday Saturday (e.g. Group A)
 - Will not be required to work on the public holiday
 - Will receive their full monthly salary with no deduction
 - No additional day off in lieu will be granted, as the public holiday benefit is fulfilled by the paid day off
- Staff Not Scheduled to Work on the Public Holiday Saturday (e.g. Group B)
 - Saturday is treated as a non-working day
 - In accordance with MOM guidelines, they are entitled to a day off in lieu
 - DG Packaging will standardize this entitlement by designating the next scheduled Saturday off as the employee's day off in lieu
 - As a result, the employee will not be required to work on that following Saturday
- Shift Continuity
 - The rotational schedule will phase forward after the public holiday
 - The group originally scheduled to work on the public holiday Saturday (Group A) will resume their rotation on the next working Saturday
 - This approach ensures fairness, compliance, and operational clarity across all departments

7. Sick Leave / Hospitalisation Leave

- In line with MOM guidelines:
 - 14 days outpatient sick leave
 - 60 days hospitalisation leave, inclusive of outpatient days
- Entitlement scales by months of service:



Months of Service Completed	Outpatient Sick Leave	Hospitalisation Leave
3 months	5 days	15 days
4 months	8 days	30 days
5 months	11 days	45 days
6 months and above	14 days	60 days

- Medical certificates must be submitted within 48 hours of absence
- Hospitalisation leave includes outpatient days and applies even without overnight admission if certified by a hospital doctor

7.1 Sickness During Leave Periods

- Employees who fall sick on a rest day, public holiday, non-working day, or while on unpaid leave are not eligible for paid sick leave on those days, as they are not scheduled workdays.
- If an employee falls sick during annual leave, they may request to convert the affected days to paid sick leave, provided:
 - A valid medical certificate is submitted
 - Approval is granted by the line manager and HR

This ensures leave records remain accurate and that sick leave entitlements are fairly applied in accordance with MOM's special situations policy.

8. Maternity, Paternity & Shared Parental Leave

Employees who have completed at least 3 months of continuous service are eligible for maternity, paternity, and shared parental leave entitlements, subject to meeting the relevant criteria under Singapore's Employment Act and Child Development Co-Savings Act.

8.1 Maternity Leave

- Entitlement:
 - 16 weeks of Government-Paid Maternity Leave (GPML) for Singapore citizen births
 - 12 weeks for PR/foreign staff under the Employment Act
- Applicable to:
 - All biological and adoptive mothers, including unmarried mothers
- Documents Required:
 - Birth certificate, citizenship documents, and leave declaration forms



8.2 Paternity Leave

- Entitlement:
 - 4 weeks of Government-Paid Paternity Leave (GPPL) for eligible fathers
- Applicable to:
 - Biological fathers who are lawfully married to the child's mother between conception and birth, or within 12 months after birth
 - ~~X~~ Unmarried fathers who never marry the child's mother may not be eligible under current legislation
- Documents Required:
 - Marriage certificate, birth certificate, leave declaration forms

8.3 Shared Parental Leave (SPL)

- Entitlement:
 - Up to 6 weeks (and increasing to 10 weeks in April 2026) transferable from the mother's maternity entitlement
- Applicable to:
 - Fathers who are lawfully married to the child's mother
 - ~~X~~ Not applicable to unmarried fathers unless they subsequently marry the mother
- Documents Required:
 - Marriage certificate, birth certificate, SPL declaration form

Important Note: Marital status does not affect maternity leave eligibility. However, unmarried fathers may be excluded from paternity and shared parental leave unless they meet the lawful marriage conditions outlined in the Child Development Co-Savings Act.

9. Childcare & Other Leave

Employees who have completed at least 3 months of continuous service are entitled to the following childcare leave benefits, subject to eligibility:

9.1 Childcare Leave (Singapore Citizen Children under 7)

- Entitlement: 6 days per calendar year
- Applicable to: All working parents, including unmarried mothers and eligible unmarried fathers
- Conditions:
 - Child must be a Singapore Citizen
 - Employee must be the biological or legal parent



9.2 Childcare Leave (Non-Citizen Children under 7)

- Entitlement: 2 days per calendar year
- Applicable to: All working parents

9.3 Enhanced Childcare Leave (Singapore Citizen Children aged 7–12)

- Entitlement: 2 days per calendar year
- Applicable to: All working parents, including unmarried mothers and eligible unmarried fathers

All childcare leave applications must be submitted in advance, with supporting documents (e.g. birth certificate, citizenship proof) where applicable. Leave is not transferable, not encashable, and cannot offset termination notice.

Important Note: Unmarried mothers are fully eligible for childcare leave. Unmarried fathers may be excluded if they were not lawfully married to the child's mother at the time of conception and either parent was married to someone else. Eligibility is subject to MOM guidelines under the Child Development Co-Savings Act. Supporting documentation may be required during application.

10. Unpaid Infant Care Leave

Employees who have completed at least 3 months of continuous service are entitled to 6 days of unpaid infant care leave per calendar year, until the child turns 2 years of age, subject to the following conditions:

Eligibility:

- Child is below 2 years old
- Child (including adopted or stepchild) is a Singapore Citizen
- Employee must be the biological or legal parent, including:
 - Unmarried mothers — fully eligible
 - Unmarried fathers — may be excluded if he and the child's mother were not lawfully married at the time of conception, and either parent was married to someone else

Eligibility is governed under the Child Development Co-Savings Act. Supporting documentation may be required during application.

11. Compassionate Leave

Confirmed employees are entitled to 3 working days of paid compassionate leave per demise, upon the passing of an immediate family member, defined as:

- Parents
- Grandparents (maternal & paternal)
- Spouse
- Parents-in-law



- Children
- Siblings

Conditions:

- Leave must be taken in a consecutive block period, unless otherwise approved by HR
- A death certificate or equivalent supporting document must be attached to the Leave Application Form
- This leave is a company-provided benefit and is not governed by statutory entitlement under the Employment Act

12. National Service Leave

All male employees who are Singapore Citizens or Permanent Residents with NS liability shall be granted time off and leave of absence when required to perform National Service duties, including Annual In-Camp Training (ICT), mobilisation, or routine reporting. Employees must notify their manager immediately upon receiving reporting orders and submit a copy to HR.

13. Advance / Unpaid Leave

Advance or unpaid leave may be granted at the discretion of the Company, only when the employee has exhausted all paid annual leave entitlements.

Approval will be based on the following considerations:

- Validity and urgency of the reason for leave
- Employee's length of service
- Overall performance record and conduct
- Operational impact on the team or department

Unpaid leave is a non-statutory benefit and is not governed under the Employment Act. All requests must be submitted in advance to their manager and formal approval must be obtained from the manager and HR.

Important Note: All approved unpaid leave will result in corresponding salary deductions, calculated as outlined in Section 3 of the Company's Compensation & Benefit Policy. This ensures consistency and fairness in payroll practices.

14. Birthday & Family Care Leave

Confirmed employees are entitled to the following **non-statutory leave benefits**, granted on a **calendar-year basis** as part of DG Packaging's commitment to employee well-being. These leave types are not governed by statutory entitlement under the Employment Act.

14.1 Birthday Leave

- Entitlement: 1 day of paid leave per calendar year
- Eligibility: Granted upon confirmation of employment



- Usage: Recommended to be taken on the employee's actual birthday
- Conditions:
 - Must be consumed within the same calendar year
 - Cannot be carried forward, encashed, or used to offset termination notice
 - Employees confirmed between October and December will begin entitlement from 1 January of the following calendar year

14.2 Family Care Leave

- Entitlement: 1 day of paid leave per calendar year
- Eligibility: Granted upon confirmation of employment
- Purpose: Intended to support family bonding or caregiving needs
- Conditions:
 - Must be consumed within the same calendar year
 - Cannot be carried forward, encashed, or used to offset termination notice
 - Employees confirmed between October and December will begin entitlement from 1 January of the following calendar year

14.3 Confirmation-Based Entitlement Table

Confirmation Month	Suggested Entitlement
Jan–Jun	Full entitlement (1 day Birthday Leave + 1 day Family Care Leave)
Jul–Sep	1 day Family Care Leave; Birthday Leave only if birthday is upcoming
Oct–Dec	Entitlement deferred to next calendar year (starts 1 Jan)

Note: These entitlements are not cumulative and cannot be carried forward from the previous year.

15. Leave Application Process

- Submit requests via Million HRM system, prior to leave dates
- Emergency leave must be followed by documentation
- Leave during notice period requires management approval



Appendix C: Human Resource Policy - Compensation & Benefits

Effective Date: 01 Aug 2025

Policy Owner: Human Resources Department

Reviewed By: Vivian Heng

Next Review Date: 31 Jul 2026

Policy Statement

DG Packaging is committed to providing fair, transparent, and compliant compensation and benefits to all employees. This policy outlines salary practices, overtime entitlements, reimbursements, and support mechanisms that promote wellbeing, productivity, and long-term commitment, in alignment with Singapore's Employment Act and internal operational standards.

Part A: Compensation Provisions

1. Pay Day

- Salaries are credited via direct deposit on the last calendar day of each month, unless it falls on a non-working day
- If the last day of the month falls on a public holiday or weekend, salary will be credited on the preceding working day
- In compliance with Section 20 of the Employment Act, salary will be credited no later than 7 days after the end of the salary period
- Resigned employees will receive final salary via bank transfer on their last working day, subject to exit clearance, or within 3 working days, in accordance with Section 21 of the Employment Act

2. Pay Period

- The pay period runs from the 1st to the last day of each calendar month
- Employees are paid on a monthly-rated basis
- Salary will be pro-rated for partial service within the pay period
- Overtime claims are processed based on a cutoff date of the 23rd of each month to allow for payroll consolidation. Overtime worked from the 24th onward will be reflected in the following month's payroll.

3. Salary Deductions

- All salary deductions will comply with Section 26 of the Employment Act, which permits deductions only when:
 - Authorized by law
 - Ordered by a court or government authority
 - Made with the employee's written consent for specific purposes



- Required for statutory contributions (e.g. CPF)
- Deductions may apply for:
 - Unjustified absences or reduced working hours without valid reason
 - Repeated instances of lateness that cumulatively affect expected working hours over the course of the calendar month.
- Deductions will be calculated based on the employee's basic salary and may be considered during performance appraisal.
- Unpaid leave deductions are calculated using the Ministry of Manpower's recommended daily rate formula, ensuring consistency regardless of the month in which leave is taken or processed. Retroactive deductions will reflect the salary rate applicable during the leave period. This policy supports transparency, fairness, and market-aligned payroll practices.
- For any deduction related to damage or loss of company property, the Company will:
 - Conduct an internal inquiry
 - Allow the employee to respond
 - Limit the deduction to 25% of one month's salary, unless otherwise approved by MOM
- The Company will ensure that no more than 50% of an employee's salary is deducted in any month, except in cases of final salary payment upon termination
- Employees will be notified in writing of any deductions made, with supporting explanation and breakdown

Eligibility Reminder: The provisions outlined in Sections 4 to 5 — including overtime compensation, rest day pay, and public holiday pay — apply only to employees covered under Part IV of the Employment Act, which includes:

- Workmen earning a monthly basic salary of SGD \$4,500 or less
- Non-workmen earning a monthly basic salary of SGD \$2,600 or less

Managers and executives are excluded from Part IV coverage and not subject to statutory overtime and holiday pay entitlements. DG Packaging may, at its discretion, offer alternative forms of compensation (e.g. Time Off in Lieu (TOIL) or Job Activation Fees) for this group.

4. Overtime Compensation

- Overtime must be pre-approved by the Head of Department
- Capped at 72 hours per month under the Employment Act
- Only employees covered under Part IV are eligible for overtime pay

Rates:



- Weekdays & Saturday: 1.5× hourly rate
- Public Holidays & Rest Day: 1.5× hourly rate

Hourly Rate Calculation Formula: $(\text{Monthly Salary} \times 12) \div (52 \text{ weeks} \times 44 \text{ hours})$

Note: In accordance with Part IV of the Employment Act, non-workmen earning a monthly basic salary of \$2,600 or less are legally entitled to overtime pay. DG Packaging's policy stipulates that non-workmen earning above \$2,600/month are not eligible to claim hourly overtime pay.

5. Working on Rest Days (Sunday) and Public Holidays

Compensation structure (Part IV-covered employees):

Scenario	Employer Request	Employee Request
≤ Half Day	1 day's salary	½ day's salary
> Half Day	2 days' salary	1 day's salary
Beyond Normal Hours	2 days + OT pay	1 day + OT pay

For public holiday work, eligible employees receive:

- An additional day's salary at basic rate
- Gross pay for the holiday
- Overtime pay for excess hours

Daily Rate Formula:

$$(12 \times \text{Monthly Basic Pay}) \div (52 \times 5.25 \text{ days})$$

6. Time Off in Lieu (TOIL) – Non-Part IV Employees

For employees not covered under Part IV (e.g. managers and executives), the Company may offer Time Off in Lieu (TOIL) or extra pay as an alternative, subject to mutual agreement and manager approval.

TOIL Structure:

- Work ≤ 4 hours: 4 hours of time off on a working day
- Work > 4 hours: 1 full working day off
- TOIL must be taken within 3 months of accrual
- Not applicable for work already compensated via overtime pay or job activation fees

This policy applies to work conducted on Sundays, public holidays, and designated Saturday training sessions.



7. After-Office Job Activation Fee

For customer-paid overtime jobs:

Role	Activation Timing	Amount per Job
Operations Personnel	Anytime (Standard Activation)	\$70
Operations Personnel	Between 2200hrs and 0700hrs	\$85 per day
Customer Service Staff	Whenever activated	\$10

If multiple employees are involved, the amount will be divided accordingly. These fees are CPF-contributable.

Claim Requirements:

- Ops staff must indicate activation on the Delivery Order (DO)
- Submit claims to HR by the 23rd of each month
- Stacking of benefits is not allowed unless job scopes are clearly separate

8. Cross-Department Activation Principle

DG Packaging may activate employees from various departments to support operational needs outside standard working hours. To ensure fairness and consistency, the following principles apply:

- Standardized Remuneration
 - Activated employees will be compensated at a standardized hourly rate of \$25/hour, with a minimum guaranteed amount depending on the day:
 - Weekdays: \$25/hour or \$100, whichever is higher
 - Weekends (for non-shift staff): \$25/hour or \$150, whichever is higher
 - This ensures internal equity across departments, regardless of job grade or base salary.
- Manager Activation
 - Managers activated outside their regular scope may be eligible for **Off-In-Lieu (OIL)**, subject to Management approval.
 - OIL may be granted by the management based on hours contributed. Usage of OIL is subject to operational feasibility and must be scheduled with management approval.

9. Annual Salary Review & Performance Bonus

- Salaries are reviewed annually for confirmed employees as part of the Company's performance management process
- Salary increments are not guaranteed and may be awarded based on:



- Company performance and business outlook
- Team contribution and operational effectiveness
- Individual appraisal and role alignment

Note: The Company may exercise wage restraint in periods of economic uncertainty or operational restructuring, in line with National Wages Council (NWC) guidelines

Annual Bonus:

- Discretionary and merit-based
- Quantum may vary based on Company performance and individual contribution
- Not payable to employees who resign or are dismissed before the payout date

10. Salary Structure & Progression

10.1 Salary Bands

Employees are assigned to job grades — including Staff, Supervisor, Manager, and Senior — each with corresponding salary bands based on role scope, qualifications, and operational responsibilities. These bands are reviewed periodically for market relevance and internal alignment

10.2 Salary Reviews & Adjustments

Salaries are reviewed annually in alignment with budget cycles and performance evaluations. Adjustments may be considered for cost-of-living revisions, upskilling achievements, role expansions, or reclassification.

10.3 Progression Criteria

Movement across *job grades and corresponding salary bands or entitlements tiers* will be based on

- Documented performance review outcomes
- Tenure thresholds (e.g. minimum 18 months in current tier)
- Completion of designated training or development milestones
- Managerial recommendation and availability of enhanced roles

10.4 Promotion Guidelines

Promotions will be endorsed by HR and relevant department heads, subject to:

- Business needs and available headcount
- Evidence of leadership or expanded scope
- Internal audit of past performance and behavioural alignment



10.5 Salary Offers for New Roles

All new offers must comply with DG Packaging's internal salary banding framework. Offers outside prescribed banding require dual approval from HR and the hiring manager with written justification.

10.6 Performance-Related Reclassification

Employees who do not meet the expectations of their assigned role may be reclassified to a lower job grade or salary band under the following conditions:

- Formal performance review and documentation of shortfalls
- Completion of a structured remediation plan (minimum 3 months)
- HR consultation and departmental endorsement
- Salary adjustments to take effect only after written notice and employee acknowledgment. Reclassification shall not exceed one band level unless exceptional justification is approved by HR and Senior Management.

10.7 Internal Department Transfer

Employees may request a transfer to another department or role, or be recommended for transfer by their current manager, subject to operational feasibility and management approval.

- Transfer requests or recommendations must be submitted to HR with stated reasons and the desired role/function
- Post-transfer probation (e.g., 3 months) may apply to assess fit and effectiveness
- Salary adjustment is not automatic and will be evaluated based on scope and job grade.
 - If the new role reflects a **lower job grade or reduced scope**, a **downward salary adjustment** may apply.
 - In such cases, HR may consider **phased adjustments** or **temporary salary protection**, subject to management approval.
- All approved transfers shall be recorded formally in the employee's personnel file.

11. Final Salary Payment

- Final salary will be disbursed via bank transfer or cheque, in accordance with Section 21 of the Employment Act
- Payment timelines are as follows:
 - Dismissal: On the last working day or within 3 working days from termination
 - Resignation without notice: Within 7 calendar days from date of resignation
 - Resignation with notice served: On the last working day, subject to exit clearance
- Final salary will include:



- Outstanding salary up to the last working day
- Encashment of any unused annual leave
- Approved claims (if applicable)
- The following may be deducted from final salary with prior written consent:
 - Unreturned company property (uniforms, devices, keys, etc.)
 - Outstanding debts, loans, or advances
 - Compensation for damage or loss to Company assets (after proper inquiry)
- For non-Singapore Citizens or PRs, final salary will be released only after tax clearance (IR21) is completed

Part B: Employee Benefits & Wellbeing

Introduction

In addition to salary-related provisions, DG Packaging supports employee health, engagement, and long-term service through the following benefits designed to uplift the work experience and recognize contributions.

12. Outpatient Medical, Dental & Specialist Benefits

Confirmed employees are entitled to annual outpatient claims for medical, dental, and traditional Chinese medicine consultations, including prescription costs and optical charges (within the annual limit).

Tier	Annual Claim Limit	Eligibility
Tier 1	\$800	Management
Tier 2	\$300	General Staff

- Medical certificates from dental clinics are treated as paid sick leave
- Unused claim balances cannot be carried forward to the following year
- Claims must be supported by receipts and claim forms
- Submit claims to HR by the 23rd of each month

Note: Employees under the legacy scheme will retain their prior claim limits unless formally transitioned to the new structure. Higher-tier benefits for senior leadership are governed by individual appointment letters and internal guidelines.

12.1 Exclusions

The Company will not reimburse outpatient expenses for the following, which are to be borne by employees personally:



- Expenses arising from diseases caused by personal indiscretion
- Illness or disablement resulting from attempted suicide, unlawful acts, provoked assault, drug use, abortive measures, excessive alcohol consumption, or hazardous activities
- Elective or cosmetic procedures, including LASIK surgery

13. Work Injury Compensation Insurance

DG Packaging insures all employees under the Work Injury Compensation Act (WICA), which provides statutory protection for work-related injuries and occupational diseases.

Coverage includes:

- Medical leave wages for certified absence due to work injury
- Medical expenses
- Lump sum compensation for:
 - Permanent incapacity
 - Death

Note: Compensation amounts are subject to MOM's prescribed formulas and medical assessments. Claims must be filed within 1 year of the accident.

13.1 Claim Routing & Interaction with Company Benefits

- All work-related injuries or occupational diseases must be reported to HR immediately for WICA assessment and filing.
- These cases are not claimable under Section 11: Outpatient Medical, Dental & Specialist Benefits, which applies only to non-work-related conditions.
- In limited cases where WICA does not apply (e.g. minor incidents, rejected claims), the Company may reimburse reasonable consultation costs at approved clinics, subject to HR and management review.
- Such reimbursements must be supported by medical reports, receipts, and proof of payment, and will be processed outside the WICA framework.

14. Recognition & Occasional Benefits

Confirmed employees will receive gifts or tokens in recognition of personal milestones and cultural celebrations, including:

- Birthdays
- Paternity & Maternity milestones
- Festive occasions, based on the employee's declared ethnicity or religious affiliation:
 - Chinese Lunar New Year – for employees of Chinese descent



- Hari Raya Haji – for employees of Malay/Muslim background
- Deepavali – for employees of Indian/Hindu background
- Long Service Awards – for employees with 5 years or more of continuous service

Note: Employees may be asked to declare their preferred festive recognition during onboarding or via HR records. Each employee is eligible for only one festive gift/token per calendar year, based on their declared preference. The Company reserves the right to amend or withdraw this scheme at its discretion.

***CPF & IRAS Compliance

Gifts or tokens provided under this scheme will be assessed in accordance with IRAS and CPF Board guidelines to ensure statutory compliance:

- Cash gifts or cash-convertible vouchers (e.g. red packets) may be subject to CPF contributions and taxable benefits reporting
- Non-cash gifts (e.g. hampers, merchandise, non-cash gift cards) are generally not CPF-payable, unless tied to contractual duties or performance
- Gifts exceeding \$200 per occasion may attract tax obligations even if non-cash

DG Packaging will ensure CPF contributions and reporting are fulfilled where applicable, with supporting documentation maintained by HR for payroll and audit purposes.

15. Wellness & Social Bonding Activities

DG Packaging supports staff morale and team spirit through occasional wellness-related activities. These programmes are not held annually by default and are subject to budget availability, operational needs, and management approval.

Activities may include:

- Festive gatherings (e.g. Christmas office dinner)
- Dinner & Dance

These events are coordinated by a management-appointed committee when approved and may be subsidized at the company's discretion. While such initiatives are not guaranteed each year, DG Packaging remains committed to recognizing staff contributions and fostering a positive workplace culture where possible.

16. Retirement, Re-employment & Employment Assistance Payment (EAP)

In line with the Retirement and Re-employment Act (RRA) and Tripartite Guidelines:

- The minimum retirement age is 63 years
- Eligible employees will be offered re-employment up to age 68, subject to:
 - Singapore Citizen or Permanent Resident status



- At least 2 years of service before reaching retirement age (if hired at age 55 or above)
- Satisfactory performance and medical fitness
- Born on or after 1 July 1952

If re-employment is not possible, DG Packaging will:

- Transfer the re-employment obligation to another employer (with employee's consent), OR
- Offer a one-off Employment Assistance Payment (EAP) as follows:
 - Standard EAP: 3.5 months' salary (min \$6,250, max \$14,750)
 - Reduced EAP: 2 months' salary (min \$4,000, max \$8,500) — applicable if employee was re-employed for ≥ 30 months
 - Outplacement assistance may be provided to support job transition

Note: EAP is offered only after all re-employment options have been considered and no suitable role is available.



Appendix D: Human Resource Policy- Expenses Reimbursement

Effective Date: 01 Aug 2025

Policy Owner: Human Resources Department

Reviewed By: Vivian Heng

Next Review Date: 31 Jul 2026

1. Purpose

This policy outlines the framework for employee reimbursement claims arising from work-related expenses incurred in the course of duty. It ensures transparency, accountability, and consistency across all reimbursement practices.

2. General Guidelines

- Claims must be work-related, necessary, and pre-approved where applicable.
- All claims must be supported by original receipts, invoices, and a completed claim form.
- Submission Deadline: 23rd of each month, unless otherwise communicated.
- Claims must be submitted to Human Resources for verification and processing.
- Reimbursements are not CPF-payable, unless determined to be taxable benefits under IRAS guidelines.

3. Reimbursable Items

3.1 Business Travel & Transport

Employees may claim for reasonable transport costs incurred while performing official duties outside regular office premises.

Eligible costs include:

- Taxi fares
- Ride-hailing services
- Public transport charges

Note: Private vehicle mileage is not reimbursable unless covered under a specific allowance agreement.

3.2 Transport Allowance – Overtime Extension

For employees not covered under overtime pay, DG Packaging provides a transport allowance claim for extended working hours under the following conditions:

Eligibility:

- Work must exceed 2 hours beyond stipulated working time
- Employee is not claiming hourly OT compensation



Claim Conditions:

- Submit receipt together with standard monthly claim form
- Submit by the 23rd of each month
- Applies only to work-related stays

Exclusions: This transport allowance does not apply to personnel who:

1. Are already receiving a fixed transport allowance from the Company
2. Use a Company vehicle for daily commuting
3. Use a personal vehicle
4. Remain in office premises for non-work-related purposes

3.3 Private & Company Vehicle Usage

DG Packaging does not reimburse mileage for personal vehicle use unless covered by a formal allowance agreement. However, employees using company-assigned vehicles or traveling for work-related purposes may claim certain expenses.

Fuel Cards Provided:

- Sales and managerial staff may be issued company fuel cards (e.g. Shell card) for approved travel
- Fuel costs charged to these cards are considered covered and not reimbursed separately

Exception Clause — Fuel Claim (Without Allowance):

- Under specific circumstances, if an employee without transport allowance or fuel card is required to use their personal vehicle for approved work-related travel, they may submit a claim for fuel expenses
- Prior manager approval is required before travel
- Fuel allowance is capped at SGD \$30 per trip
- Must include itemized fuel receipt, date, destination, and purpose of travel
- This exception only applies when no other transport arrangement is available or practical

Other Reimbursable Charges:

- Parking fees, ERP charges, and tolls incurred during work-related travel are reimbursable
- Applies to company vehicles and approved personal vehicle usage

3.4 Telephone Reimbursement

Confirmed employees may submit monthly claims for personal mobile phone usage, subject to the following conditions:



- A reimbursement cap of \$50/month applies to confirmed employees who are not issued a company phone
- Managers and executives may claim higher amounts, subject to management approval
- All claims must be supported by:
 - Itemized monthly bills or invoices
 - Documentation showing the employee's personal mobile number
 - A completed claim form submitted to HR

Note: Reimbursements are not CPF-payable if supported by valid receipts and used for business-related usage, in accordance with IRAS guidelines.

3.5 Client Engagement (For client-facing employees)

3.5A Client Entertainment Meals (In & Out of Office)

DG Packaging allows employees to claim reasonable expenses for refreshments and meals provided to host or entertain clients, either on-site or off-site, subject to manager approval.

Eligible Scenarios:

- Scheduled client visits at the office
- Business meals conducted at restaurants or cafes

Conditions:

- Must be business-related and approved
- Itemized receipts required
- Include meeting purpose, client name, date, and attending staff
- Budget cap: SGD \$80 per meal
- Alcohol is not claimable

3.5B Customer Gift Tokens (Snacks or Small Items)

Employees may present small, thoughtful gifts to selected clients as a gesture of goodwill during visits. This is optional and applicable only in meaningful business contexts.

Applicable Scenarios:

- Client hasn't visited in over 6 months
- Client generates significant revenue
- First-time meetings with potential high-value prospects

Gift Guidelines:



- Suitable items: local snacks, seasonal tea sets, DG Packaging merchandise
- Budget cap: SGD \$50 per visit
- Manager approval required prior to purchase
- Submit itemized receipts and brief justification (e.g. "Client's first visit this year")

3.6 Minor Office Expenditures

Employees may submit claims for essential, low-cost items procured for immediate operational needs (e.g. stationery, printing materials, batteries) when:

- Standard purchasing procedures are unavailable or impractical
- The purchase is urgent, necessary, and directly work-related
- Items are not covered under bulk supply or central inventory

Claim Conditions:

- All claims must be supported by original receipts and a completed claim form
- HR may request justification if items fall outside typical office use
- Not applicable for personal or non-urgent supplies

4. Overseas Reimbursement

Employees traveling overseas at DG Packaging's request are eligible to claim approved business expenses, including airfare, accommodation, local transport and meals.

4.1 Eligibility & Submission Process

- Reimbursements are available only for authorized travel
- Submit by the 23rd of each month
- All expenses must be supported by itemized receipts and a clear purpose description
- Reimbursements may be processed based on either:
 - Actual receipts (with proof of payment), or
 - Pre-approved per diem rates, subject to manager approval

4.2 Meal Claim Limits by Destination

Destination Group	Daily Meal Limit
Indonesia, Malaysia, Philippines, Thailand	SGD \$50/day
Australia, Taiwan, China, Hong Kong, Japan, New Zealand	SGD \$80/day



Destination Group	Daily Meal Limit
United Kingdom (UK)	SGD \$150/day

*Higher amounts may be claimed with written justification and pre-approval.

4.3 Airfare & Cabin Class

- Standard class is economy, unless otherwise approved in advance
- Upgrades initiated by the employee (e.g. business class, premium economy) are not reimbursable
- Mileage redemption or personal top-ups for upgrades are not claimable
- Claims are assessed based on the original approved fare class, regardless of travel arrangement

4.4 Accommodation Guidelines

- Maximum accommodation reimbursement is capped at SGD \$300 per night
- Hotel selections should balance cost-efficiency and business suitability
- If actual lodging costs exceed the \$300 cap, employees must obtain managerial approval prior to booking
- Receipts must indicate payment amount and lodging dates

Foreign Currency Receipts:

- If payment is made in foreign currency, employees must attach a credit card payment snapshot showing:
 - Final amount charged in SGD
 - Exchange rate applied

If payment proof is unavailable, Finance will apply DG Packaging's standard monthly exchange rate to process claims.

4.5 Travel Insurance

As part of DG Packaging's commitment to workplace safety and responsible travel, employees traveling overseas for work-related assignments are required to arrange their own travel insurance for the duration of the trip.

- Travel insurance must cover emergency medical assistance, evacuation, trip delays, and lost baggage
- Coverage should align with the nature of the destination and duration of travel
- Staff must ensure the insurance is purchased prior to departure and submit proof of coverage upon return



Claim Conditions:

- Employees may claim the travel insurance cost as part of their trip expenses
- Reimbursement is on a per-trip basis, subject to submission of:
 - Payment receipt
 - Insurance policy summary (showing coverage and effective dates)
- Claims must be submitted by the 23rd of the month and comply with standard reimbursement formats

Note: The Company does not currently maintain a corporate travel insurance programme. Individual purchase and timely claim submission are the employee's responsibility.

5. Non-Reimbursable Items

The following expenses will not be reimbursed:

- Personal purchases or gifts
- Entertainment unrelated to work
- Late submissions without valid reasons
- Items lacking proper documentation or receipts
- Travel upgrades not pre-approved

6. Review & Approvals

All claims are subject to review by Human Resources and approval by respective department heads. DG Packaging reserves the right to reject incomplete or non-compliant claims.



Appendix E: Human Resource Policy- DG Packaging Safety & Security

Policy Statement

DG Packaging is committed to fostering a safe, secure, and respectful workplace for all employees, contractors, and visitors. Through proactive risk management, safety training, and clear conduct expectations, the Company strives to uphold the highest standards of operational integrity and well-being across its premises.

1. Purpose

This policy outlines DG Packaging's commitment to maintaining a safe, secure, and healthy workplace for all employees, contractors, and visitors. It supports compliance with Singapore's Workplace Safety and Health Act (WSH Act) and promotes a proactive safety culture.

2. Scope

Applies to all personnel across DG Packaging's premises, including full-time, part-time, contract, and temporary staff, as well as contractors and visitors.

3. Definitions

- Hazard: Any source of potential harm or adverse health effect
- Incident: An unplanned event that results in injury, illness, or damage
- Emergency Lead: Designated personnel responsible for coordinating emergency response
- Security Breach: Unauthorized access, tampering, or misuse of company systems or property
- Progressive Discipline: A structured approach to managing misconduct through escalating warnings

4. Roles & Responsibilities

- HR Department: Oversees policy implementation, training, and incident documentation
- Management Team: Manages emergency protocols and access systems, ensure team compliance and report safety concerns
- Employees: Follow safety rules, report hazards, and participate in training

5. Workplace Safety

Employees must:

- Observe all safety rules, signage, and protocols
- Use Personal Protective Equipment (PPE) where required
- Report unsafe conditions, hazards, or injuries immediately



- Participate in safety briefings and training sessions
- Practice ergonomic awareness and take regular screen breaks

DG Packaging will:

- Conduct annual safety audits and risk assessments
- Maintain first aid kits, fire extinguishers, and evacuation maps
- Provide safety training during onboarding and refreshers annually
- Promote psychological safety and encourage open reporting without retaliation

6. Emergency Procedures

Fire Breakout:

- Follow posted evacuation routes and assemble at designated points
- Fire drills will be conducted periodically

Power Failure / Blackout:

- Remain at workstations unless directed by Management Team
- Avoid using lifts during outages

Medical Emergencies:

- Contact designated emergency leads or HR immediately

7. Workplace Security

DG Packaging uses a facial recognition system to manage secure access to office premises.

- Employees must ensure their facial profile is registered with HR prior to commencement of duty
- Access is granted via facial scan at designated entry points
- Report any issues with recognition or access immediately to HR
- Unauthorized entry attempts or tampering may result in disciplinary action

Office Keys:

- Employees entrusted with keys are responsible for safekeeping
- Replacement costs for lost keys will be borne by the employee



Property Removal:

- No company property may be removed without written authorization

Information Security:

- Passwords and credentials must be kept confidential
- Unauthorized sharing, disclosure, or use of company data is prohibited
- Use of company devices and networks must comply with IT policies

8. Reporting Protocol

- Safety concerns, incidents, or breaches must be reported via the Incident Reporting Form
- Reports should be submitted to HR or the Management Team within 24 hours of occurrence
- Anonymous reporting channels are available for sensitive matters

9. Employee Conduct & Disciplinary Offences

Violations of safety and security protocols may result in disciplinary action under the Progressive Discipline Framework. Offences include, but are not limited to:

(A) Conduct Violations

- Refusal to perform assigned duties
- Loitering, habitual lateness, or leaving work without approval
- Quarreling or using vulgar/abusive language
- Smoking in unauthorized areas
- Sleeping during working hours

(B) Safety & Hygiene Breaches

- Horseplay, throwing items, scuffling, or unsafe behavior
- Littering, spitting, or creating unsanitary conditions
- Wilful damage or misuse of access systems or equipment
- Gross negligence leading to injury or property damage

(C) Security Offences & Misconduct

- Theft, fraud, or breach of trust
- Substance abuse, gambling, or unauthorized meetings
- Disclosure of confidential information without approval



- Operating personal businesses or soliciting during work hours
- Provoking, threatening, or interfering with colleagues or superiors
- Non-compliance with company policies or operational arrangements

10. Policy Review

This policy will be reviewed annually or upon significant operational changes. Updates will be communicated to all employees.

All employees are required to acknowledge this policy upon onboarding and whenever updates are issued.



Appendix F: Human Resource Policy- DG Packaging Workplace Harassment & Anti-Discrimination

Policy Statement

DG Packaging is committed to providing a safe, respectful, and inclusive workplace free from harassment, discrimination, and bullying. All employees, contractors, and stakeholders are expected to uphold professional conduct and treat others with dignity, regardless of background or identity.

1. Purpose

To prevent and address workplace harassment and discrimination, and to promote a culture of respect, fairness, and psychological safety.

2. Scope

Applies to all employees, contractors, interns, visitors, and third-party stakeholders across all DG Packaging locations and work-related settings (including off-site events and digital platforms).

3. Definitions

- Harassment: Any unwelcome conduct that causes distress, alarm, or humiliation, including verbal, physical, psychological, or sexual abuse
- Discrimination: Unfair treatment based on race, gender, age, religion, disability, marital status, nationality, or other protected characteristics
- Bullying: Repeated, unreasonable behavior that intimidates, degrades, or isolates an individual
- Sexual Harassment: Unwelcome sexual advances, comments, gestures, or requests that create a hostile work environment
- Victimization: Retaliation against someone who has made a complaint or assisted in an investigation

4. Unacceptable Conduct

Examples include (but are not limited to):

- Derogatory remarks or jokes about race, religion, gender, or disability
- Unwanted physical contact or sexual advances
- Threats, intimidation, or stalking
- Spreading rumors or malicious gossip
- Exclusion from work activities or unfair task allocation
- Displaying offensive images, emails, or messages
- Discriminatory hiring, promotion, or disciplinary decisions



5. Reporting & Investigation

- Employees may report incidents to:
 - Their immediate supervisor
 - The HR Department
- Reports may be made verbally, in writing, or anonymously
- All complaints will be treated confidentially and investigated promptly
- If the alleged harasser is a supervisor, employees may bypass and report directly to HR

6. Disciplinary Action

- Confirmed violations may result in:
 - Verbal or written warnings
 - Suspension or reassignment
 - Termination of employment
 - Referral to legal authorities

7. Protection & Support

- No employee will be penalized for making a genuine complaint
- DG Packaging will take steps to protect affected individuals from further harm
- Support may include counseling, mediation, or temporary reassignment

8. Manager Responsibilities

Managers must:

- Model respectful behavior
- Intervene early when inappropriate conduct is observed
- Support affected employees and escalate concerns appropriately
- Ensure fair treatment and prevent retaliation

9. Policy Review

This policy will be reviewed annually or upon changes in legislation or operational needs. Updates will be communicated to all employees.



Appendix G: Human Resource Policy- Disciplinary Action

Effective Date: 01 Aug 2025

Policy Owner: Human Resources Department

Reviewed By: Vivian Heng

Next Review Date: 31 Jul 2026

1. Purpose

This policy provides a structured and fair framework for managing employee conduct or performance concerns within the logistics and dangerous goods packaging environment. It supports accountability, safety, and compliance in alignment with MOM guidelines.

2. Scope

Applicable to all employees — full-time, part-time, contract, and temporary — across operational, administrative, and support teams.

3. Principles

- Action shall be progressive, documented, and fair
- Serious misconduct may result in immediate termination, subject to inquiry
- Employees are entitled to response opportunities before final decisions

4. Disciplinary Process

Stage	Action	Documentation Required
Verbal Warning	Informal discussion of concern	Supervisor note / HR email record
First Written Warning	Formal written caution	Signed warning letter
Final Written Warning	Last warning before serious action	Signed warning letter
Suspension (if needed)	Temporary removal pending inquiry	Suspension notice and investigation
Termination	Employment end for unresolved or severe breach	Termination letter and inquiry record

5. Common Grounds for Action

- Safety violations during DG handling
- Neglect of SOPs or equipment misuse



- Absenteeism or lateness without valid reason
- Harassment, dishonesty, or offensive conduct
- Substance use affecting work safety

6. Gross Misconduct

May include but is not limited to:

- Willful damage to packaging or cargo
- Falsification of DG documentation or invoices
- Theft, violence, or breach of confidentiality
- Endangering co-workers through unsafe practices

Immediate termination may follow a documented internal inquiry.

7. Investigation

- HR or management will launch a prompt inquiry
- Employee will have a chance to provide explanation
- Outcomes will be documented before action is finalized

8. Appeal

Formal appeal may be submitted within 5 working days of a disciplinary letter. Appeals are reviewed by HR and a neutral manager.



Appendix H: Human Resource Policy- DG Packaging Data Protection & Confidentiality

Policy Statement

DG Packaging is committed to safeguarding the personal and confidential information of employees, customers, suppliers, and stakeholders. This policy outlines our approach to collecting, using, storing, and protecting data in compliance with Singapore's Personal Data Protection Act (PDPA) and internal governance standards.

1. Purpose

To establish clear standards for the handling of personal and confidential information and ensure regulatory compliance.

2. Scope

Applies to all personnel and external parties who handle or provide data to DG Packaging.

3. Definitions

- **Personal Data:** Identifiable information about individuals
- **Confidential Information:** Sensitive operational, financial, or proprietary data
- **Data Subject:** Individual whose data is processed
- **Data Breach:** Unauthorized access, disclosure, loss, or misuse of data

4. Data Collection & Usage

DG Packaging collects data for:

- HR administration and onboarding
- Payroll and benefits processing
- Regulatory and tax compliance
- Client servicing and operational needs

All data collection is consent-based, specific to stated purposes, and documented during onboarding or service engagement.

5. Data Storage & Security

- Personal data is stored securely on password-protected systems accessible by authorized managers only
- Physical records (if any) are kept in locked storage
- Access rights are reviewed quarterly and revoked upon exit
- Regular data backups are conducted and monitored for suspicious activity
- System credentials are removed within 24 hours of employee departure, in accordance with the Exit & Offboarding Policy

6. Confidentiality Obligations



All employees must:

- Sign a Confidentiality Agreement upon joining
- Avoid storing sensitive files on personal or unsecured devices
- Refrain from unauthorized sharing of internal or client data
- Use password protection and encryption when emailing confidential documents
- Immediately report suspected breaches or misuse to HR

7. Disclosure of Personal Compensation

- Employees are expected to treat their own and others' compensation details—including salary, bonuses, and increments—as confidential. Disclosure of such information to colleagues or external parties without prior authorization may be considered a breach of this policy.
- This includes verbal, written, or digital sharing of remuneration details that could disrupt workplace harmony or compromise internal governance.
- Violations may result in disciplinary action as outlined in Section 14.

8. Third-Party Data Handling

External parties who access company data must:

- Sign a Data Protection Agreement
- Follow DG Packaging's handling, transmission, and retention protocols
- Notify HR and IT of any data incidents related to their services

9. Data Subject Rights

Individuals may request:

- Access to their own data
- Correction or deletion of inaccurate data
- Withdrawal of data consent (subject to operational/legal needs)

Requests must be submitted in writing to the HR Department and may take up to 10 working days to process.

10. Data Breach Protocol

- HR and IT will initiate an investigation within 24 hours of notification
- Impacted individuals will be informed with corrective recommendations
- PDPC will be notified if required by regulatory thresholds
- Affected systems will be isolated, and recovery actions implemented
- Root-cause analysis and future prevention actions will be documented



11. Data Retention & Disposal

- Employee personal records (e.g. payroll, leave, performance) will be retained for five (5) years post-employment
- Data will be disposed via secure deletion protocols or physical shredding
- Retention schedules for client or supplier data will align with contract requirements and audit needs

12. Remote Work Guidelines

Employees working remotely must:

- Use company-approved devices or secure VPN connections
- Avoid printing confidential documents unless authorized
- Ensure workspaces are not accessible to non-staff individuals

13. Internal Audits

DG Packaging conducts random and scheduled audits of data handling practices, led by HR or Governance, to ensure ongoing policy adherence.

14. Disciplinary Consequences

Violation of this policy may result in:

- Written warnings
- Suspension or dismissal
- Legal action where data misuse or breach causes material harm

15. Cross-Policy References

This policy complements:

- Section 9 of the Exit & Offboarding Policy
- Clause 10.1 of the Employment Agreement (Non-Disclosure and Post-Employment Restrictions)



Appendix I: Human Resource Policy- Conflict of Interest

Effective Date: 01 Aug 2025

Policy Owner: Human Resources Department

Reviewed By: Vivian Heng

Next Review Date: 31 Jul 2026

1. Purpose

To uphold the integrity, transparency, and accountability of all employees by preventing situations where personal interests conflict with professional responsibilities or the Company's interests.

2. Scope

This Policy applies to all employees, contractors, directors, and individuals acting on behalf of DG Packaging.

3. Definition

A *conflict of interest* arises when personal, financial, or external interests compromise — or appear to compromise — an individual's ability to act in the best interest of the Company.

4. Examples of Conflicts

- Holding financial interest in a competitor or vendor
- Using company resources for personal gain
- Hiring or supervising a family member
- Accepting gifts or favors that may influence business decisions
- Engaging in outside employment that interferes with company duties

5. Other Employment & Exclusivity

In accordance with Clause 3 of the Employment Agreement:

- Employees must devote full time and attention during scheduled working hours to assigned duties
- No other employment, business, or activity — paid or unpaid — may be undertaken if it:
 - Conflicts with responsibilities at DG Packaging
 - Compromises the Company's interests, confidentiality, or reputation
 - Occurs during working hours without prior written approval

External activities outside working hours are permitted only if they do not interfere with job performance or breach this Policy

6. Disclosure Requirements

Employees must:

- Disclose any actual, potential, or perceived conflicts to HR or their supervisor
- Submit a Conflict-of-Interest Declaration Form annually or upon change in circumstances



7. Management of Conflicts

- HR will assess disclosures and determine appropriate mitigation steps
- May include reassignment, recusal from decisions, or termination of conflicting relationships

8. Prohibited Conduct

- Concealing a conflict of interest
- Participating in decisions where a conflict exists
- Using confidential company information for personal benefit

9. Disciplinary Action

Violations may result in disciplinary measures, including termination, depending on severity and intent.

10. Annual Certification

All employees must certify compliance with this policy annually.



Appendix J: Human Resource Policy Termination of Employment

Effective Date: 01 Aug 2025

Policy Owner: Human Resources Department

Reviewed By: Vivian Heng

Next Review Date: 31 Jul 2026

1. Purpose

This policy outlines the procedures and obligations related to termination of employment for both employees and the employer, in alignment with the guidelines provided by the Ministry of Manpower (MOM), Singapore.

2. Scope

This policy applies to all full-time and part-time employees of [Company Name], regardless of role or seniority. Specific provisions apply to employees on probation and those in senior leadership roles.

3. Notice Period Requirements

A minimum one (1) month written notice is required from either the employee or the employer to terminate employment, or as stipulated in the employee's appointment letter, whichever is applicable.

- Salary in lieu of notice may be provided by either party, equivalent to one month's basic salary.
- Notice may be waived by mutual agreement, documented in writing.
- The notice period includes weekends, public holidays, and the day the notice is served.

Probation Clause

- Employees under probation are required to serve a minimum of two (2) week's written notice, or as stated in their appointment letter.
- The employer may terminate employment during the probation period with two week's notice or salary in lieu.

Management Role Exception

- For designated management positions (e.g. department heads, directors), the notice period may extend up to three (3) months, as specified in their appointment letters.

Note: During the notice period, benefits may be withheld and leave applications may be declined at the Company's discretion.

4. Termination by Employer

The company reserves the right to terminate employment by:

- Providing **written notice or salary in lieu**, as per clause 3



- Terminating **without notice**, only in cases of **serious misconduct** (examples may include theft, fraud, insubordination, assault, gross negligence, and criminal conviction), subject to a formal inquiry

5. Disciplinary Action Process

Stage	Action Taken	Documentation Required
Verbal Warning	Feedback issued	HR log or email summary
First Written Warning	Notice of performance concern	Signed warning letter
Final Written Warning	Formal caution before action	Signed warning letter
Performance Plan/Inquiry	Support or investigation	Improvement plan or inquiry record

For **gross misconduct** (e.g. theft, fraud, abuse), immediate termination may occur after a documented **internal inquiry**.

6. Termination by Employee

- Employees must submit **written notice** as stipulated in their appointment letter or provide salary in lieu.
- Early departure without notice may result in a **deduction of salary** equivalent to the notice period.

7. Formal Termination Letter

All termination cases must include a formal letter with:

- Employee's name and position
- Effective date of termination
- Notice served or salary in lieu
- Reason for termination (optional but recommended)
- Signatures of the employee and HR representative

8. Exceptions & Review

Any exceptions — including probation terms and senior-level agreements — must be reviewed and approved by HR and senior management. This policy is subject to periodic review in accordance with MOM updates.

9. Consequences of Termination

Employee must return Company property, disclose asset location, avoid retaining or duplicating confidential materials, and notify HR of any unauthorized use.



Appendix K: Human Resource Policy Exit & Offboarding

Effective Date: 01 Aug 2025

Policy Owner: Human Resources Department

Reviewed By: Vivian Heng

Next Review Date: 31 Jul 2026

DG Packaging ensures all employee exits are handled with professionalism, consistency, and regulatory compliance. This policy outlines the expectations, processes, and responsibilities associated with the separation of employment — whether voluntary, involuntary, or mutually agreed.

1 Scope

This policy applies to all confirmed, probationary, contract, and management-level employees exiting DG Packaging.

2 Notice Period Acknowledgement

Employees must serve the notice period stated in their Employment Agreement or as outlined in Section 3 of the Termination & Employment Policy. Early release may be considered upon employee request, subject to operational clearance and mutual agreement.

3 Employee Obligations Prior to Exit

Departing employees must:

- Return all DG Packaging property (e.g. keys, electronic devices)
- Complete all required handovers, documentation, and system updates
- Submit outstanding claims or reimbursements before the final working day
- Avoid retaining or duplicating confidential materials (refer to Data Protection& Confidentiality policy)
- Ensure handover documents are reviewed and signed off by the reporting manager and stored in the department's shared exit folder

4 Final Payroll & Clearance

Final salary payments will be processed within 3 working days post-clearance. This includes:

- Pro-rated salary
- Unutilized leave encashment
- Deductions (e.g. salary in lieu, training bond recovery if applicable)
- CPF and SHG contributions

Itemized breakdowns will be provided by Finance.

5 Exit Interview



HR will conduct a confidential exit interview with the employee during the final week of employment.

Purpose:

- Understand reasons for departure
- Gather feedback for continuous improvement
- Reinforce confidentiality obligations post-employment

Exit feedback forms will be filed with HR records.

6 System Access Termination

All employee credentials and access rights will be revoked within 24 hours of the employee's final working day. Department heads must report active/scheduled task closures for clearance. The IT team is responsible for removing access to email accounts, shared drives, cloud storage, and licensed software.

7 Employment Verification

Upon request, HR may issue the following documentation:

- Employment verification letter
- Service certificate
- Record of completion / testimonial (if applicable)

Employees must submit requests before their departure. Documents will be issued in PDF format within five (5) working days.

8 Rehire Consideration

Former employees who depart professionally may be considered for future employment, subject to business needs and eligibility. Employees dismissed due to misconduct are not eligible for rehire.

9 Post-Exit Conduct & Obligations

All employees remain bound by:

- Confidentiality Clauses
- Non-Disclosure Agreements
- Non-Compete and Non-Solicitation terms

These terms apply across all capacities (employee, consultant, partner, etc.) and may be enforced through legal action if violated.