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1.0 Working Days & Hours

1.1 The normal Company's working days and hours are as follows:

Head Office

Band 1

Monday to Friday	8:00 am to 5:00 pm
Saturday & Sunday	Rest Day

Band 2

Monday to Friday	8:30 am to 5:30 pm
Saturday & Sunday	Rest Day

Band 3

Monday to Friday	9:00 am to 6:00 pm
Saturday & Sunday	Rest Day

With one (1) hour lunch break from 1:00 pm to 2:00 pm.

Male Muslim Staff performing Friday prayers will be given a break from 12:30 pm to 2:30 pm. Other staff will have to conform to the working hours as stated in the Employment Contract.

1.2 The Project/Site office working hours are as follows:


Construction Division (Project/Site Office)

- **All Categories of Staff**

Monday to Saturday	8:30 am to 5:30 pm (6 days/week)
Sunday	Rest Day

With one (1) hour lunch break from 1:00 pm to 2:00 pm.

Male Muslim Staff performing Friday prayers will be given a break from 12:30 pm to 2:30 pm. Other staff will have to conform to the working hours as stated in the Employment Contract.

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1.3 The Factory Office working hours are as follows:

Manufacturing Division (Factory Office)

- **Managers, Executive, Administrative and Sales Staff**

Monday to Friday	8:30 am to 5:30 pm
Saturday	8:30 am to 12:30 pm (alternate Saturday)
Sunday	Rest Day

- **Supervisors, Electrician & Foreman (ACPM & ASC Tiles)**
- **Supervisors and Staff at Laboratory (ACP-DMT)**

Monday to Friday	8:30 am to 5:30 pm
Saturday	8:30 am to 12:30 pm (alternate Saturday)
Sunday	Rest Day

- **Supervisors at Factory & Site Operation (ACP-DMT)**
- **Other Operational Positions**

Monday to Saturday	8:30 am to 5:30 pm (6 days/week or on shift work)
Sunday	Rest Day

With one (1) hour lunch break from 1:00 pm to 2:00 pm.

Male Muslim Staff performing Friday prayers will be given a break from 12:30 pm to 2:30 pm. Other staff will have to conform to the working hours as stated in the Employment Contract.

1.4 The Property Office working hours are as follows:


Property Development Division (Property Office)

- **All Categories of Staff**

Monday to Friday	8:30 am to 5:30 pm
Saturday	8:30 am to 12:30 pm (alternate Saturday)
Sunday	Rest Day

With one hour lunch break from 1:00 pm to 2:00 pm.

Male Muslim Staff performing Friday prayers will be given a break from 12:30 pm to 2:30 pm. Other staff will have to conform to the working hours as stated in the Employment Contract.

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1.5 The Tollways Business Operation working hours are as follows:

Tollways Business (Operation Office)

• **Managers, Executive and Administrative Staff**

Monday to Friday	8:30 am to 5:30 pm
Saturday	8:30 am to 12:30 pm
Sunday	Rest Day

• **Other Operational Staff and IT Staff**

Monday to Saturday	8:30 am to 5:30 pm (6 days/week or on shift work/duty roster)
Sunday	Rest Day

With one hour lunch break from 1:00 pm to 2:00 pm

Male Muslim Staff performing Friday prayers will be given a break from 12:30 pm to 2:30 pm. Other staff will have to conform to the working hours as stated in the Employment Contract.

1.6 For staff on shift duties, their working hours are based on shift working hours as defined by the respective departments.

1.7 Management may vary the prescribed working hours from time to time, for any company/division/department or for any individual staff, depending on operational needs.

1.8 Those who are not able to attend or would be arriving late must inform their respective Head of Company/Division/Department or immediate superiors of the delay.

1.9 Staff who arrive late without good/valid reasons are to be warned not to repeat the habit.

1.10 Perpetual and habitual late comers are to be disciplined accordingly.

1.11 The Chief Executive Officer/Chief Operating Officer/Executive Director has the final authority to vary the above working hours.