

	Standard Operating Procedures GHCD	DOC NO: 4.3.10	ISSUE: 2
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1.0 Site Allowance

- 1.1 Staff who is assigned to project site(s) for more than one (1) month shall be provided with Site Allowance based the following rates:

Job Grade	Position	Amount/ Month
SM1 - SM3	Senior GM/GM	NIL
SM4, MM1 - MM2	Asst. GM/Senior Manager	RM650
MM3 - MM4/MM5	Manager/Asst. Manager	RM500
EX1 - EX5	Executive	RM350
NT1/TL1 - NT4/TL4	Senior Supervisor/Supervisor	RM250
NT5/TL5 - NT6/TL6	Others	RM150

- 1.2 When the staff returns to home base or is transferred to another location, which is not designated as a site, the Site Allowance will be automatically withdrawn.
- 1.3 The Management at its own discretion will have the right to determine the definition of site and the entitlement of Site Allowance payable to staff.
- 1.4 The provision of the said allowance, for eligible staff, will be indicated in the Letter of Appointment/Employment Contract/Transfer Letter/Secondment Letter and/or the Benefits Package.