



MTD GROUP

1, Jalan Batu Caves,
68100 Batu Caves, Selangor.
Tel: 03 – 6195 1111, Fax: 03 – 6187 4770

EMPLOYMENT RULES

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1. PREAMBLE

This rule provides the misconducts in which disciplinary action could be taken by **MTD Group (The Company)** against any employee.

2. PUNISHMENT

- 2.1 **The Company** may, after due inquiry;
- a) Dismiss the employee without notice;
 - b) Downgrade the employee or stop his salary increment;
 - c) Suspend the employee from work without pay for a period not exceeding one (1) week; or
 - d) issue the employee a warning letter.

3. MISCONDUCT

- 3.1 Failing to record attendance upon entering **The Company** or **Worksite** at the commencement of his shift or regular working hours and upon leaving **The Company** or **Worksite** at the end or regular working hours.
- 3.2 Record others than his/her own attendance or temper with I.D card or machine.
- 3.3 Wilful insubordination or disobedience to any lawful or reasonable instruction of a superior.
- 3.4 Theft, Fraud or dishonesty in connection with **The Company** business or property or customer's property or any attempt or abatement
- 3.5 Wilful damage to or loss of The Company or customer's business or goods or property.
- 3.6 Taking or giving bribes or any other illegal gratification.
- 3.7 Providing false information in order to be employed.
- 3.8 Habitual absence without prior approved leave or absence without prior approved or reasonable excuse for more than two (2) consecutive days.
- 3.9 Late attendance or habitual late attendance.
- 3.10 Riotous or disorderly behaviour during working hours at the place of employment.



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- 3.11 Negligence or neglect of work or habitual negligence or neglect of work.
- 3.12 Habitual over-staying sanctioned break hours; i.e. tea, lunch or dinner breaks.
- 3.13 Launching or participating or inciting other employees to launch or participate in any illegal strike or any form of illegal industrial action.
- 3.14 Submitting false leave application.
- 3.15 Being drunk or under the influence of intoxicating liquors or drug not prescribed by doctor while at work.
- 3.16 Assaulting another employee or abatement thereof.

Note: Assault is defined by section 351 of the Penal Code (Act 574), which reads as follow:

(Whoever makes any gesture or any preparation, intending or knowing it to be like that such gesture or preparation will cause any person present to apprehend that he who makes that gesture or preparation about to use criminal force to that person, is said to commit an assault.)

ILLUSTRATION

A shakes his fist at Z, intending or knowing it to be likely that he may be thereby cause Z to believe that A is about strike A. A has committed an assault.

- 3.17 Inefficiency.
- 3.18 Being convicted of any criminal offence.
- 3.19 Failure to wear the uniforms provided for by **The Company** at all times during work.
- 3.20 Sporting long hair thus endangering him/her while at work or bringing any disrepute to **The Company**.
- 3.21 Transmitting or relying and classified information of The Company to an unauthorised person or any attempt thereat.
- 3.22 Participating or witnessing or involving in any form of gambling or card games during working hours or at **The Company** premises or worksite.
- 3.23 Leaving work place during working hours without the prior permission of **The Company**.
- 3.24 Over-staying sanctioned leave without reasonable excuse or without informing or attempt to inform **The Company** of the excuse for such absence.



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- 3.25 Sleeping during working hours.
- 3.26 Failure to meet established standard of performance or standard of output.
- 3.27 Failure to observe Health and Safety Rules or Procedures.
- 3.28 Participating in any unauthorised financial transaction within **The Company** premises or worksite.
- 3.29 Removing another employee's property without his/her prior permission during working hours in The Company premises or at the worksite.
- 3.30 Committing any immoral act or any act of sexual harassment within **The Company** premises or at the worksite.
- 3.31 Conduct within The Company premises or worksite, which is likely to endanger life or safety of any natural person.
- 3.32 Refusal to accept any communication served in the interest of discipline.
- 3.33 Forging or defacing medical certificate or any other documents to defraud **The Company**.
- 3.34 Withholding overtime work without any reasonable excuses.
- 3.35 Holding any meeting within **The Company** premises without prior permission from **Management**.
- 3.36 Ceasing working before the due time without the prior permission of the **Immediate Supervisor or Supervisor**.
- 3.37 posting, altering or removing any document posted on the Notice Board without prior permission of **The Company**.
- 3.38 Wilful malingering during working hours.
- 3.39 Bringing alcoholic beverages or illegal drugs into **The Company** premises without prior permission.
- 3.40 Using abusive or profane language.
- 3.41 In possession of any offensive weapon in **The Company** premises without premises without authority.
- 3.42 Failure or refusal to submit to medical examination or treatment provided by **The Company** for any form of illness or injury.
- 3.43 Any act or omission, which creates any loss or disrepute to **The Company** or subversive of discipline.
- 3.44 Any others act or omission, which contravenes any other Rules currently enforced by **The Company** or any Professional body to which an employee is a member.



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I hereby understand and accept the
content of the letters / documents with
attachments / enclosure / annexure there to

Signature :

Name :

Date :