

	Standard Operating Procedures GHCD	DOC NO: 4.4.6	ISSUE: 2
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1.0 Staff Welfare (Bereavement)

1.1 The Company may provide all staff with the following:

RM2,000.00	Bereavement expenses to next-of-kin upon death of staff
RM1,000.00	Bereavement expenses to staff upon death of spouse and/or children
RM500.00	Bereavement expenses to staff upon death of parents

1.2 The Company may vary, change the type/amount of provision or withdraw the above at its sole discretion without assigning any reasons thereof.

1.3 In the case of staff's natural death, the Company may arrange for compensation to the staff's next of kin, at twelve (12) months' basic salary.