

	Standard Operating Procedures GHCD	DOC NO: 4.4.11	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
TITLE	Hostel Accommodation Policy (ATM)	PAGE: 1/1	

1.0	Hostel Accommodation - for staff of Alloy Toll Management Sdn. Bhd. (ATM) 1.1 This policy explains the mechanism of payment and other requirements for the staff involved. 1.2 Applies to staff of ATM, who are staying at the hostel.
2.0	Procedures 2.1 Company will subsidize fifty percent (50%) of the actual cost of fees imposed (inclusive of accommodation and utilities). 2.2 Payment of the fees will be made through salary deductions. A pro-rated amount will be calculated for stay of less than one (1) month.
3.0	Calculation 3.1 Pro-rated accordingly for newly employed staff starting from the day staff resided in the hostel. 3.2 For resigning staff, the fees payable are calculated until the last day of employment. 3.3 For absconded staff, the fee is calculated until the last day of employment and shall be deducted from staff's last salary. If there is no salary withheld by the Company, Group Human Capital Division (GHCD) will claim the amount from the staff through letter(s) of demand.
4.0	One – Time Security Deposit 4.1 A one-time security deposit shall be imposed to prevent losses to the Company in the event the staff absconded or resigned within twenty-four (24) hours without any salary withheld by the Company. 4.2 The deposit shall be deducted from staff's salary together with the first rental fee. (For example: RM41.00 deposit + RM41.00 fee). 4.3 This deposit will be returned to the staff, if staff is no longer with the Company and it is confirmed that there is no amount owed to the Company.
5.0	Other Requirements 5.1 ATM personnel must update the list of staff staying at the hostels, to GHCD, whenever there are any changes. 5.2 For newly employed staff, their names shall be provided to GHCD on their first day staying at the hostel.