

# Standard Operating Procedures

**GHCD** 

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TITLE

**Working Days & Hours** 

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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:

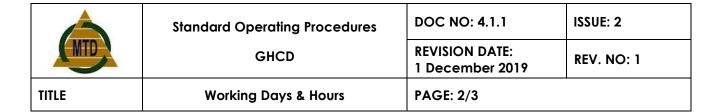
# Construction Division (Project/Site Office)

#### • 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.



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:

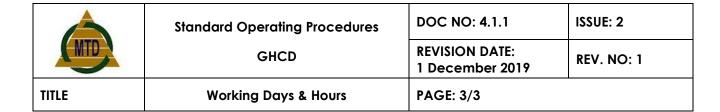
#### <u>Property Development Division (Property Office)</u>

# 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.



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.