

## SECTION 1: UHY KL GROUP SCHEME OF SERVICES

### 1.0 THE CONTRACT OF EMPLOYMENT

#### 1.1 Employee Job Classification and Grade

Job Classification	Job Grade		Category	Position
	CURRENT	NEW		
Senior Management	1	SM	Partner/ Director	Senior Partner/ Group CEO/ Managing Director/ Partner/ Executive Director
Management	2	M1	Principal/ Head of SBU	Head of SBU/ Associate Director
Management	3	M2	Manager	Senior Manager/ Manager
Management	4	M3	Assistant Manager	Assistant Manager
Executive	5	E1	Supervisor	Supervisor/ Assistant Supervisor/ Senior Consultant
Executive	6	E2	Senior Semi-Senior	Senior Executive/ Consultant/ Senior Administration Executive / Personal Assistant/ Senior Associate/Semi Senior
Executive	7	E3	Executive I and II	Associate Consultant / Executive/Associate
Executive	8	E4	Administrator	Junior Administration cum Human Resource Officer/ Receptionist/ Administration Clerk/Audit Trainee
General Executive	9	NE	Field Executive	Despatch/Tea Lady/ Driver

#### 1.2 Appointment

- 1.2.1 Every new employee will be given an appointment letter by the HR Department before reporting for duty in his or her respective SBU/Department.
- 1.2.2 The Group has the right to verify information given in the Job Application Form. Any misrepresentation of facts in application form shall be sufficient grounds for immediate dismissal.



- 1.2.3 All employees shall be subject to the terms and condition stated in this handbook.

### **1.3 Employee Personal Information**

- 1.3.1 It shall be the responsibility of every employee to notify the HR Department of any changes in status concerning family, address, telephone number or latest educational attainment. This will enable the Group to maintain up-to-date records.

### **1.4 Pre-employment Medical Check-Up**

- 1.4.1 All new employees shall undergo a medical check-up prior to issuance of the letter of employment.
- 1.4.2 The Group reserves the right to terminate an employee if the employee is certified unfit to work by the registered medical practitioner.

### **1.5 Orientation Programs**

Orientation programs have been designed for all new employees to ensure assimilation into the Group:

- 1.5.1 General Orientation - The general orientation will be conducted by the HR Department for all new employees to ensure that they:
- 1.5.1.1 understand the Group's policies and benefits
  - 1.5.1.2 understand the nature of business and structure of the Group
- 1.5.2 Departmental Orientation - The departmental orientation will be conducted by the Head of SBU of the new employee.

### **1.6 Probation and Confirmation**

- 1.6.1 All permanent employees are required to serve on probation from the date of appointment as follows:

<b>Job Classification</b>	<b>Period</b>
All	6 months

- 1.6.2 An employee will be required to attend a confirmation evaluation interview with the employee's Head of SBU/Line Manager at the end of the probationary period.
- 1.6.3 The probationary period will be extended for another period of not more than **six (6) months** if the employee's performance does not meet with the Group's expectations.