

## **8.5 Increment and Bonus**

- 8.5.1 The annual increment and bonus payment shall be at the discretion of the Group and shall not constitute a legal entitlement on the part of the employee and it shall be based on annual performance appraisal, as well as past performance improvement, dependability, attitude, cooperation, disciplinary action taken, adherence to all employment policies, and the salary range of the employee's position.

## **8.6 Overtime**

- 8.6.1 Employees drawing a salary of RM1,500.00 per month or below shall be entitled to claim overtime allowance.
- 8.6.2 Work done during the following times shall not be considered as overtime.
- 8.6.2.1 Lunch time
- 8.6.2.2 Annual leave, medical leave and other such leave of absence
- 8.6.3 All Head of SBU/Line Managers shall plan the work of their subordinates such that there is minimum overtime work and the Group is not obliged to pay an employee who works in excess of the normal working hours without any prior approval of the Head of SBU/Line Manager.
- 8.6.4 An employee who attends training which is determined by the Group during his off/rest day shall not be entitled for overtime claims.
- 8.6.5 An employee entitled to claim overtime shall be paid at the rate of one and a half (1 ½) times the hourly rate of pay. For any period of overtime work up to the first hour, the payment shall be calculated in units of thirty (30) minutes rounded to the nearest thirty (30) minutes.
- 8.6.6 Every employee shall be entitled to a rest day in each week.
- 8.6.7 An employee who falls under the Employment Ordinance (1955) and works on a rest day shall be paid for any period of work done:
- 8.6.7.1 Which does not exceed half his normal hours of work, salary equivalent to half (½) the ordinary rate of pay for work done on that day, or
- 8.6.7.2 Which is more than half but which does not exceed his normal hours of work, one (1) day's salary at the ordinary rate of pay for work done on that day.
- 8.6.8 For any work carried in excess of the normal hours of work on a rest day, an employee shall be paid in accordance with the provision to the Employment Act, 1955.
- 8.6.9 When an employee is required to work on a public holiday, the rates of payment shall be as follows:



- 8.6.9.1 In addition to his holiday pay, he shall be paid two (2) days wages at the ordinary rate of pay for the normal hours of work.
- 8.6.9.2 For work carried out in excess of the normal hours of work on a public day, an employee shall be paid in accordance with the Employment Act, 1955.
- 8.6.10 In addition, all employees shall be entitled to claim for meal allowance if they fulfil the overtime work conditions as stated in Clause 7.20.1.
- 8.6.11 An employee who intends to claim for overtime pay, time-off-in-lieu and/or allowances shall submit the Overtime Claim Form/Time-Off-In-Lieu by the 15<sup>th</sup> of each month to the Head of SBU/Line Manager for recommendation and HR/Admin Department verification before obtaining approval from the Group CEO.

## **8.7 Time-Off-In-Lieu**

- 8.7.1 Time-Off-In-Lieu is applicable for those employees earning RM1,501.00 and above.
- 8.7.2 All Head of SBU/Line Managers shall plan the work of their subordinates such that there is minimum time-off-in-lieu.
- 8.7.3 An employee who works on their rest day, off day or public holiday is entitled to claim for the hours worked as Time-Off-In-Lieu. The hours of work must be more than eight (8) hours.
- 8.7.4 In addition, all employees shall be entitled to claim for meal allowance if they fulfil the overtime work conditions as stated in Clause 7.20.1.
- 8.7.5 An employee who intends to claim for overtime pay, time-off-in-lieu and/or allowances shall submit the Overtime Claim Form/Time-Off-In-Lieu by the 15<sup>th</sup> of each month to the Head of SBU/Line Manager for recommendation and HR Department verification before obtaining approval from the Group CEO.

## **9.0 SECTION 2: PERFORMANCE MANAGEMENT SYSTEM**

### **9.1 Performance Appraisal**

- 9.1.1 To ensure that all employees perform their jobs to the best of their ability, the Group has instituted a performance appraisal system which stresses the importance of employees being recognised for good performance and receiving appropriate suggestions for improvement as necessary. Consistent with this goal, performance will be evaluated in writing every quarterly or half yearly by Head of SBU/Line Managers through the Group's Performance Management System. This performance appraisal also provides an opportunity for employees to