



- 1.6.4 The probationary period may be extended for a further period of not more than six (6) months if the employee's performance does not meet the Group's expectations.
- 1.6.5 The Group shall inform an employee in writing, as to whether the employee has been confirmed in the employment or otherwise.
- 1.6.6 An employee shall remain on probation as long as the Group has not confirmed the employment in writing.
- 1.6.7 The Group reserves the right to terminate an employee on performance ground if he does not fulfil the Group's expectations during or at the end of the probationary period or extended probationary period.
- 1.6.8 In the event where the employee on temporary employment is offered permanent employment in a position of a job scope that is different from his temporary employment, he shall be required to undergo a probationary period as per normal.

2.0 HOURS OF WORK

- 2.1 An employee is required to adhere to the normal working hours as specified below at all times:

Monday to Friday : 8.30 am – 5.30 pm

Lunch Break : 1.00 pm – 2.00 pm

3.0 TRANSFER, SECONDMENT AND PROMOTION

3.1 Transfer and Secondment

- 3.1.1 The Group may at its absolute discretion transfer and second an employee to any section, department or division based on such business requirement as follows:

- 3.1.1.1 Service or expertise required by the receiving agency
- 3.1.1.2 Employee has been in the same position for a long time
- 3.1.1.3 Reorganisation of the Group
- 3.1.1.4 Staffing of newly created positions
- 3.1.1.5 Staffing of vacant positions

- 3.1.2 An employee who refuses or rejects the transfer or secondment order shall be deemed to have breached the service contract with the Group and may be subject to disciplinary actions being taken by the Group.



3.2 Promotion

- 3.2.1 The Group at its absolute discretion may consider promoting suitable employee to a higher position, which may be available in the Group.
- 3.2.2 An employee selected for promotion shall be required to serve a promotion probationary period of **six (6) months**.
- 3.2.3 In the event where the employee is unable to perform and meet the higher responsibility and expectations satisfactorily and thus not confirmed in his new position, he shall be reverted to his former position and withdraw his acting allowance without prejudice to his future prospect within the Group.

4.0 LEAVING THE COMPANY

4.1 Termination of Employment

- 4.1.1 Either party may terminate the contract of service by giving to the other party the following notice in writing or payment in lieu as follows:

Period	Job Classification	Notice Period
During Probation	M3 and above	1 month
	E1 and below	2 weeks
Upon Confirmation	M3 and above	3 months
	E1	2 months
	E2 and below	1 month

- 4.1.2 The termination notice stated above shall not be applicable in cases of breach of contract or termination on disciplinary grounds.
- 4.1.3 An employee who has abandoned his job shall not be eligible for re-hire and shall not be entitled to any recourse against the Group.
- 4.1.4 The Group shall reserve the right to continue to keep any employee who has passed his retirement age in employment under a separate contract of employment for a specified period which may be renewed at the absolute discretion of the Group.
- 4.1.5 The Group shall reserve the right to terminate the service of any employee for poor performance or for failure to achieve minimum targets set.
- 4.1.6 In the event of a termination of contract due to a medical board out, the award of medical compensation shall be at the sole discretion of the Group.
- 4.1.7 In the event of a termination of contract due to retrenchment, the award of retrenchment benefits shall be at the sole discretion of the Group.