



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 15th 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 15th 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



discuss with their Head of SBU/Line Managers any concerns they may have regarding their position or performance. The goal of the performance appraisal is to enhance the employee's job performance while establishing good communication channels between the employee and the Head of SBU/Line Managers.

- 9.1.2 All employees shall be given KPIs which will detail the requirements and expectations of the position for which the employee was hired within one (1) week of employment, job change or promotion.
- 9.1.3 An employee's performance shall be evaluated via a performance appraisal which shall be conducted at least once a year by the Head of SBU/Line Manager except on special request, it could be conducted more than once.
- 9.1.4 All performance appraisals shall be based on merit, performance and achievement of the employee's assigned KPIs.
- 9.1.5 The performance evaluation for the Core Team will be as follows:
 - 9.1.5.1 70% based on their SBU/own KPIs and
 - 9.1.5.2 30% based on the Group's KPIs

9.2 Performance Interview

- 9.2.1 The purpose of the performance evaluation meeting is to provide the Head of SBU/Line Managers and the employee an opportunity to discuss job performance during the previous performance cycle and to plan for future performance objectives. The evaluation meeting requires careful planning and preparation part of the Head of SBU/Line Managers and employee. The Head of SBU/Line Managers should be prepared to discuss what input/feedback was considered in the employee's evaluation; the rationale for each of the individual and overall performance ratings; future performance expectations and employee development results.
- 9.2.2 If employees disagree with their performance evaluation, they should be given ample opportunity to explain their rationale. The supervisor may change any ratings that are warranted based on information provided by the employee. If the Head of SBU/Line Managers decide to change a rating, the reviewer must be consulted before the change is made and must initial the change.
- 9.2.3 At the end of the evaluation meeting the employee should review the performance evaluation, write any comments and sign the form indicating that the results have been discussed. If the employee refuses to sign the evaluation, the Head of SBU/Line Managers should indicate this on the performance evaluation.