



- 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.