

Hours of Work

7.1 General

Regular working hours are from 09.00 am to 6.00 pm. Sunday through Thursday. Unless it is particularly specified in your employment letter, you will be expected to work these hours, which are inclusive of 60 Minutes for lunch. Company management reserves the right to change these working hours or working days at a week's notice to suit the company business needs.

7.2 Salary Deduction

In case of lateness, the company will deduct the equivalent amount from the salary. In case an employee comes to the office but does not work or do strike, it will be counted as non working hours. In the event of persistent lateness, you will be subject to the disciplinary procedures.

7.3 Lunch Break

As stated above, you are entitled to sixty (60) minutes lunch break. The timing of your lunch break must be agreed beforehand with your supervisor but normally this is between 1.00 pm to 2.00 pm.

7.4 Automated Attendance System

All employees must use the Identity Card (ID) or biometric attendance device for entering and leaving the premises. If an employee is working at a customer site, he/she requires to fill in appropriate forms to register such work.