

# Employees' Handbook

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## **1. INTRODUCTION**

The objective of this booklet is to set out the main conditions of employment in respect of employees of the Company whose service is governed hereby.

Clarification on any points which are not fully understood may be obtained by Human Resources Department.

The Company reserves the right to alter and/or amend the contents of this Handbook as circumstances may require.

Notifications of alterations and/or amendments will be posted to all employees as and when such are issued.

## **2. OUR COMPANY**

### **2.1 COMPANY PROFILE**

**HP Construction & Engineering Pte Ltd**

Blk 60 Ubi Crescent #01-11

Ubi TechPark

Singapore (408569)

Tel: +65 6547 1973

Fax: +65 6547 1278

## **3. OUR CORPORATE VALUES**

- Our mission is to create superior value for our clients, employees and communities through construction of green and quality building.

### **OUR CORE VALUE**

**H – Human Oriented**

**P – Proactive**

**C – Commitment**

**E – Excellence**

**Our people is our strength, we value our clients and all employees. We are pro-active to provide excellence services and products to our client. And we expect our employees to be pro-active in work. We are committed to provide excellence service and products to our client.**

### **3.1 Quality Policy**

The Management and Staff of M/s **H P CONSTRUCTION & ENGINEERING PTE LTD** are committed to achieve Enhanced Customer Satisfaction and Continual Improvement of the Quality Management System through:

- Quality Works
- On-Time Project Handover
- Competitive Pricing

We shall work as a team to constantly maintain and continually improve our management quality – using ISO 9001:2008 Quality Management System as a management tool.

### 3.2 Quality Objectives

We aim to achieve the following Quality Objectives by year end:

- 80% of 'Good' rating from customer in the overall services assessment feedback.
- Handover project within contractual period.
- Percentage of tenders / quotations interviews versus No. of tenders / quotations submitted: 20%.

Individual Functional Heads shall display the above charts, and act to assure favourable trend of the Quality Objectives – as revealed by the monthly charts.

### 3.3 Safety, Health & Environmental Policy Statement

**H P Construction & Engineering Pte Ltd** is a general contractor registered in BCA and specializes in providing construction services to public and private sectors.

We are committed to prevent and minimize occupational safety, health and environmental impacts associated with our process and construction activities.

Moreover, we are committed to continual improvement to our OHSE Management System by below strategic steps:-

- Provide safe and healthy working environment for all employees;
- Considerate health and safety are the first priority in the business operation;
- Provide adequate resources to train the workforce in safety and environmental;
- Compliance with local applicable legislation conforming to safety, health and environmental requirements;
- Maintain tool, plant and equipment in safe working condition;
- Provide suitable personal protective equipment (PPE) to the workers;
- Promote safety consciousness and awareness throughout the company;
- Disseminate updated safety information to all employees and subcontractors;
- Remind employees take personal responsibility to prevent injury to himself/herself and his/her colleagues by adhering to established safe work procedure;
- Taking ownership of safety outcomes;
- Prevent pollution, conserve resources and manage waste.

We pledge to protect the interests of our employees, clients and members of the public through our “**3H3P**” principle:-

**Head** up to **Prevent** injury and incident – be first to lead and excel in safety, health and environmental;

**Heartfelt** to **Protect** lives – be vigilant through safe work practices;

**Hands** on to **Participate** in safety, health and environmental program.

## **4. EMPLOYMENT**

### **4.1 Working Hours**

The official working hours are as follows:

<b>Reporting Time</b>	<b>Head Office</b>	<b>Project</b>
Monday to Friday	8:30am – 5:30pm	8:00am – 6:00pm
Saturday (Alternate)	8:30am – 12:30pm	8:00am – 6:00pm
Lunch Break	12:00pm – 1:00pm	12:00pm – 1:00pm
Taking ½ Leave (am)	1:30pm – 5:30pm	1:30pm – 6:00pm
Taking ½ Leave (pm)	8:30am – 12:30pm	8:00am – 12:30pm

All employees are to register their attendance through face match reader when reporting for work and after work, where applicable.

Employees may be required to work outside the normal working hours as may be necessary to suit operational needs.

### **Gazetted Public Holidays**

The Company observes Singapore gazette public holidays in each calendar year.

### **4.2 Appointment**

All employees shall be briefed on their job description upon joining the company. Notwithstanding this job description, the company reserves the right to vary, alter or amend such job description in accordance with the company's management and business needs.

Depending on Company's needs, an employee may be transferred to any Department/Projects or subsidiaries of the company. Employees may request to transfer to other Department/Projects or subsidiaries in the company. Such requests should be forwarded to the HR Department.

All requests are subjected to Management decision.

### **4.3 Reporting For Work**

Employees who are unable to work due to any emergency or sick leave, they must inform their immediate supervisor and HR Department with valid reasons before 8:00(Project) and 8:30am (Office) and apply for leave upon return to work.

For sick Leave, employees are to attach a scanned copy of the MC when apply leave via ePortal and return original copy to HQ within three days. No MC submission will be taken as Unpaid Leave or Annual Leave.

Employees absent from work for more than 2 consecutive days without prior approval or valid reasons, will be terminated by the company without notice.

### **Alternate Saturday**

Employees who want to change a WORK Saturday to OFF Saturday due to personal matter must get their buddy to swop, and then seek approval from PM/HOD (HQ).

Employee who are requested by Project Manager/Project Director to work on their OFF Saturday, are entitled OFF Saturday on their WORK Saturday the following week or within the month.

Employees who are on Sick Leave on their WORK Saturday, must inform their buddy to go back to work.

If public holiday falls on Saturday, it will be a public holiday.

Employee must inform HR Department for any change of Alternate Saturday Schedule.

#### **4.4 Dress Code**

All HPCE employees are to wear neat and proper attire or uniform at work. When meeting with external parties, business associates and clients, all employees are to dress appropriately in the proper business attire or uniform. Employees issued with HPCE uniforms are to put on uniforms whenever they report for work or attend formal meeting.

The "Smart Casual" dress code is applicable for all employees on Saturday. However, if the employee has meetings with clients on Saturday, he/she shall dress in the proper business attire.

The following attire is not considered as "Smart Casual" and is not acceptable when reporting to work at **ALL Times**:

4.4.1 Shorts, Torn Jeans, Singlet

4.4.2 Short/Mini Skirts, Spaghetti Strap, Tank Tops, Bermuda

#### **4.5 Probation**

All employees shall serve a probationary period of 3 to 6 months. The length of the probationary period is specified in the Letter of Employment.

The probationary period may be extended in circumstances when the employee shows unsatisfactory performance.

#### **4.6 Confirmation**

All employees who shown satisfactory performance during the probation period, will be confirmed and shall be given a Letter of Confirmation.

#### **4.7 Termination Of Employment**

Either the Company or the employee can terminate employment by giving the other party a written notice of their intention to terminate the contracts of employment or pay in lieu of notice.

Termination can be resignation, dismissal and termination without notice & layoff.

All employees leaving the company must complete an exit clearance form and return all the property of the Company including Employee Identity Card, uniforms, books, documents and equipment, etc.

#### 4.7.1 **Resignation**

Resignation refers to when the employee originates the termination of employment with resignation.

During the notice period, all employees are still considered to be under the employment of the Company and are therefore subjected to the rules and regulations of the Company.

If the Company pays the employees salary in lieu of the notice period, they are not entitled to any claims for the notice period.

While the Company reserves the right to ask the employees to clear their leave balances while serving the notice period, employees are not allowed to use their leave balances to offset the notice period unless the Company specifically agrees to the arrangement.

Male employees shall not terminate his employment with the company while serving National Service Training & female employees shall not terminate her employment while on maternity leave.

Unless otherwise stated in the Letter of Employment, employees who resigned from the company are to give notice period as follows:

(a) During probation:-

Two week to one month's notice or payment of two week to one month's salary in lieu is required.

(b) Upon completion of probation:-

Two to three month's notice or payment of two to three month's salary in lieu is required.

Employee who fails to fulfill the notice period must compensate back the company in full.

#### 4.7.2 **Dismissal and Termination without Notice**

Termination where the action is originated by the Company for reason such as misconduct, excessive absenteeism, conduct not in the best interest of the Company.

The Company may dismiss, without notice, employees on the grounds of misconduct inconsistent with the expressed or implied conditions of service, after due inquiry has been made.

In accordance with the Employment Act, the Company also reserves the right to dismissal the employment of the employee under the following circumstances, without giving due notice:

- a. Found guilty of insobriety, of gross impropriety or any grave misconduct of wilful neglect in the discharge of his duties as employee of the Company.
- b. Become bankrupt or make any arrangements or composition with creditors.
- c. Become of unsound mind.
- d. Absent from work for more than 2 consecutive working days without the prior approval of the Company and without a valid reason.



- e. Persistent lateness of work.
- f. Be convicted of any criminal offence other than an offence which in the reasonable opinion of the Company does not affect the employee's position in the Company.
- g. After 2<sup>nd</sup> warning letter for poor performance.

Upon termination of the employees' service with the company, the company shall request the employee to resign from all or any offices.

#### 4.7.3 **Layoff**

Termination where the action is originated by the Company for restructuring or headcount reduction.

#### 4.8 **Re-hired**

Employee with good performance records may apply to re-join the company. The rejoined employee's benefit may be subjected to the usual probation period stated in the Letter of Employment.

#### 4.9 **Retirement**

All employees shall retire from service upon attaining the age of sixty-two, or the official retirement age set by the Government of Singapore. Request to extend beyond retirement age is subjected to agreement between the Management and employees. The terms and conditions of the re-employment will be negotiated on contract basis and between the employee and the company and subjected to yearly medical review.

If the Company so decides to retire the employees or the employees themselves wishes to retire, either party shall inform each other with the notice period stated in the Letter of Employment.

#### 4.10 **Updating Of Personal Particulars**

All changes of personal particulars, as detailed below, must be updated via ePortal and reported to the Human Resources Department immediately of such change for updating the employee's personal file :-

- (a) Change of employee's name
- (b) Change of employee's residential status (eg. Obtain PR / citizenship)
- (c) Change of employee's marital status
- (d) Change of family member (eg. Newborn)
- (e) Change of employee's residential address and contact telephone number
- (f) Change of name, address and contact telephone number of person to be contacted in case of emergency
- (g) Obtaining additional educational/professional qualifications
- (h) Acquiring of personal skill, e.g. driving, first-aid, etc.
- (i) Change of bank account number for giro payment of salaries

Supporting documents, where appropriate, should be submitted to Human Resources Department.

## **5. REMUNERATION**

### **5.1 Salary Administration**

#### **Payment of Salaries**

Salaries are paid in accordance with the Company's grading structure currently in force. Such salaries take into account the employee's education/technical qualifications, experience and degree of responsibility pertinent to the job.

Salaries are paid monthly by direct credit to the employee's bank account on last working day of each month.

Employee without bank account will receive cash payment. Employee must provide bank account details to HR/Accounts Department ASAP when available.

EPayslips with details of calculations of the salary payable and items of deduction for the month will be uploaded on ePortal. Any query should be referred to the Accounts Department immediately. Adjustment / corrections (eg. urgent no-pay leave, incomplete documents etc after payroll processing deadline) will be done by the next pay cycle.

### **5.2 Grading Structure**

The Company has a salary scale and each of the different grades is placed on the scale. The nature of your work and the level of responsibility will determine your grade, which will be stated in your employment letter. (Please refer to Appendix A)

### **5.3 Salary Review**

Salary scales and individual salaries are reviewed once a year in July. Such review will be performed on the basis of salary surveys on the market, company business results as well as your job performance, and such salary adjustment will be made for employee completed 12 months of continuous service after the review exercise.

### **5.4 Variable Bonus**

Variable bonus will depend on the company's business result and employee work performance. All employees must complete at least 12 months of service in the preceding year in order to receive the Variable Bonus. Eligible employee will receive the variable bonus in June each year.

### **5.5 Annual Wages Salary (AWS)**

Annual Wages Salary (AWS) will be issued at the end of December each year. Employees completing twelve months service are eligible to the AWS which is equivalent to one month's salary. Employees with service less than 1 year, subject to a minimum qualifying period of 6 month's service are paid a pro-rata bonus.

### **5.6 Performance Appraisal**

Performance appraisals are conducted half yearly in the month of June and December for all confirmed employees. Periodically performance reviews are carried out to ensure adequate understanding and feedback on employee's performance, identification of areas for and ways of improvement and to agree on training needs.

## **6. BENEFITS**

The company provides a comprehensive set of welfare benefits for all employees.

### **6.1 Medical Benefits**

The medical benefits provided by the company are:

#### **Outpatient Clinical at Company's Panel of Doctors**

The company shall undertake to absorb a maximum cost of medical charges of S\$300.00 per annum per employee. In the event of sickness, all employees must visit our Company appointed clinics listed in our Medical Group Service Provider. Employee may refer the latest panel listing on ePortal.

Please also refer to "Sick Leave" under Section 7.2 of this handbook for details.

### **6.2 Transport Allowance**

Depending on the nature of work and employee position, the company will provide transport allowance for eligible employees and amount to be referred to Letter of Employment. The transport allowance covers all car expenses including petrol, ERP charges, Parking Fee, Maintenance and Upkeep of Vehicle etc.

Employees who are entitled to car allowance are required to submit vehicle log card stating ownership details to HR for records and retention; and please note that fixed transport allowance are taxable & subject to income tax to be in line with statutory requirement.

#### **Work-Taxi Fare Reimbursement**

Taxi-fare claims incurred during course of work and overtime work after 8pm are reimbursable for all employees except those who receive a transport reimbursement allowance. Meal / Transport Reimbursement Form to be submitted with supporting documents e.g. receipts to PM/PD/HOD for verification and approval.

### **6.3 Meal Allowance**

Employees who are required to work overtime beyond 8:00 p.m. are eligible to claim for reimbursement of expenses incurred for meals up to a maximum claim of S\$10 per day. Meal / Transport Reimbursement Form to be submitted with supporting documents e.g. receipts to PM/PD/HOD for verification and approval.

### **6.4 Hand Phone Allowance**

Employees who are entitled for Hand Phone allowance are to submit their bills to Accounts Department before 25<sup>th</sup> of the month. Employees must be contactable every day from 8am to 10pm.

Company will only reimburse phone fee that are for official use. (Please refer to Appendix B)

### **6.5 Long Service Award**

Long service awards are given to employees who have completed 5 years of service with the firm and who remain in service at the time when the award is presented (usually at the annual dinner). The Company will further award employees who have completed every 5 years' service subsequently.

### **6.6 Staff Referral Scheme**

Employees are encouraged to refer eligible candidates for employment at HPCE. The Company will pay a referral fee to eligible employee when the referred candidate has successfully completed probationary period.

## **7. LEAVE**

### **7.1 Annual Leave**

Confirmed employees are entitled to paid annual leave.

Employee require to submit their leave application via ePortal and obtain approval at least 3 working day before the leave commence.

Application for annual leave cannot exceed 14 consecutive days including Sunday and public holiday and shall be subject to approval by HOD and Top Management.

A request to cover the duties and responsibilities form to be completed for application for 3 consecutive days of leave.

Employees are allowed to carry forward a maximum of (50%) of their Annual leave Entitlement to the next calendar year. Any balanced unconsumed annual leave shall be forfeited. This is applies to all employees of all grades.

Employees are not entitled to leave during probation period.

Employees who fall sick during annual leave period are considered as annual leave.

Annual leave entitlement, based on completed years of service is as follows:

<b><u>Year of Service</u></b>	<b><u>Annual Leave Entitlement</u></b>
1 <sup>st</sup> Year	10
2 <sup>nd</sup> Year	11
3 <sup>rd</sup> Year	12
4 <sup>th</sup> Year	13
5 <sup>th</sup> Year	14
6 <sup>th</sup> Year	15
7 <sup>th</sup> Year	16
8 <sup>th</sup> Year	17
9 <sup>th</sup> Year	18
10 <sup>th</sup> Year	19
11 <sup>th</sup> Year and onwards	20

### **7.2 Sick Leave /Hospitalisation Leave**

#### **Sick Leave**

Employees are entitled to a maximum of fourteen (14) days paid sick leave per year.

Employees are entitled paid sick leave after completing 3 months of continuous service with the company. Medical certificates and charges from clinics or Outpatient Dispensaries not in company's panel list will not be accepted and reimbursed respectively.

Sick leave taken on a half working day (e.g. Saturday) should be considered as one day's sick leave.

To encourage employees to stay healthy, the Company will reward \$300 to eligible employee in March each year for not taking any sick leave during the preceding calendar year from 1<sup>st</sup> January to 31<sup>st</sup> December.

### **Hospitalisation Leave**

Employees are allowed up to 60 work days (inclusive of the 14 days medical leave) paid hospitalization leave in the calendar year. Hospitalisation leave must be certified by company's doctor, or by a government doctor.

Hospitalization leave is not paid on a rest day, off day or a public holiday.

Employees must inform the Supervisor and Human Resources Department immediately within the work day if they are granted Hospitalisation leave. Medical certificate must be submitted within 3 working days upon return to work from Hospitalisation leave.

### **7.3 No-Pay Leave**

No-pay leave is for compassionate grounds. Staff may apply for no-pay leave on compassionate grounds and such application shall be sympathetically considered by the Company. Other applications for no-pay leave in exceptional circumstances shall be considered on their merits.

### **7.4 Marriage Leave**

Confirmed employee is eligible for 3 continuous days of marriage leave on the occasion of their ROM registration. It is applicable to Singaporean and PR and first marriage only.

Documentary evidence of the marriage must be submitted to the Company.

### **7.5 Maternity Leave**

A Congratulatory Gift will be given to the Employee during the baby delivery.

#### **Maternity Leave Chart:**

No of confinement	Eligible for Government Funded Maternity Leave		*Not Eligible for Government Funded Maternity Leave	
	Company Funded	Government Funded	Company Funded	Unpaid/Annual Leave
<b>Criteria</b>	<ul style="list-style-type: none"><li>The employee has worked for at least 3 months before the birth of the child.</li><li>The child's parents are lawfully married.</li><li>The child is a Singapore parents</li></ul>		<ul style="list-style-type: none"><li>The employee has worked for at least 3 months before the birth of the child.</li><li>Single (unmarried) employees</li><li>Foreigner or PR</li><li>Non-Singapore Citizen Child</li><li>The child (including legally adopted children or stepchildren) is below seven year of age</li></ul>	
<b>1<sup>st</sup></b>	8 weeks	8 weeks	8 weeks	4 weeks
<b>2<sup>nd</sup></b>	8 weeks	8 weeks	8 weeks	4 weeks
<b>3<sup>rd</sup> and subsequent</b>	0	16 weeks	0	12 weeks

The last 8 weeks of Government Funded maternity leave can be taken flexibly over a 12 month period.

\*The last four weeks of non-Government Funded maternity leave/ no-pay maternity leave can be taken flexibly over a 12-month period from the child's birth.

Unconsumed maternity leave shall lapse if not utilized.

The employee shall submit her application for maternity leave at least 1 week before the estimated delivery date. Application for maternity leave must be supported by a medical certificate from any registered medical practitioner. Eligible employees for government funded maternity leave are to submit all the necessary statutory form(s) to HR.

In the event that during the first 7 months of pregnancy, any absence from work due to illness arising from pregnancy (including miscarriage) shall be considered as sick or hospitalization leave. These leave needs to have documents certified by doctor.

### Shared Parental Leave

Working fathers will also be entitled to share 1 week of the 16 weeks of maternity leave, subject to the agreement of the mother, if the mother qualifies for Government-Paid Maternity Leave.

	<b>Eligible for Government Funded Shared Parental Leave</b>
	(capped at \$2500 inclusive of CPF Contributions)
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Child is a Singapore Citizen born on or after 1 May 2013;</li> <li>• Mother qualified for Government-Paid Maternity Leave;</li> <li>• Father is lawfully married to the child's mother</li> </ul>
<b>No. of Shared Parental Leave Entitlement</b>	1 week

### 7.6 Childcare Leave

Employees are entitled to 6 days of childcare leave per year if they are covered under the Child Development Co-Saving Act. The Child Development Co-Savings Act covers all parents of Singapore Citizens.

	<b>Eligible for Government Funded Child Care Leave</b>	
	Company Funded	Government Funded
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• The employee has worked for at least three months.</li> <li>• The child's parents are lawfully married (including divorced or widowed parents)</li> <li>• The child is a Singapore citizen</li> <li>• The child (including legally adopted children or stepchildren) is below seven years of age</li> </ul>	
<b>No. of childcare leave Entitlement</b>	3	3*

### Extended Childcare Leave

In addition to the 6 days of child care leave given to parents with children below the age of 7, (with the first 3 days paid by the employer and the remaining 3 days paid by the Government), the Government recognizes that working parents will also need time away from work to see their children's needs when they are in primary school.

	<b>Eligible for Government Funded Extended Child Care Leave</b>
	(capped at \$500 per day, inclusive of CPF Contributions)
<b>Criteria</b>	<ul style="list-style-type: none"><li>• The employee has worked for at least three months.</li><li>• The child is a Singapore citizen</li><li>• The youngest child aged 7-12 years (Inclusive)</li></ul>
<b>No. of extended childcare leave Entitlement</b>	2 days

### 7.7 Paternity Leave

Working fathers are entitled to 1 week of Government-Paid Paternity Leave for all births. Paternity leave is to be taken with 16 weeks after the birth of the child. It can also be taken flexible within 12 months after the birth of the child.

	<b>Eligible for Government Funded Extended Child Care Leave</b>
	(capped at \$2500 inclusive of CPF Contributions)
<b>Criteria</b>	<ul style="list-style-type: none"><li>• The employee has worked for at least three months.</li><li>• The child is a Singapore citizen born on or after 1 May 2013</li><li>• The Child's parents are lawfully married</li></ul>
<b>No. of Paternity Leave Entitlement</b>	1 week

A copy of the birth certificate must be submitted for each application.

### 7.8 Compassionate Leave (Only those who stayed in Singapore)

All confirmed employees are entitled to the following compassionate leave:

<b>Occasion</b>	<b>No of Days</b>
Death of immediate family members (eg. spouse, children, parents, parents-in-law, Siblings)	3 continuous days per occasion

Death certificate and supporting documents must be submitted for application of compassionate leave.

## **8. TRAINING AND DEVELOPMENT**

Each employee shall develop their own training objectives and the Company will provide suitable training and development opportunities to assist employees to meet their training objectives as well as achieving business goals.

### **8.1 Training for New Joined**

New employee will be given on-the-job training by senior employee or immediate superiors.

### **8.2 Training / Education Sponsorship**

The Company encourages self-development of employees through the taking up of external training programmes and seminars. Permanent employees who have completed one year of service can apply for Company sponsorship of the external training programmes relevant to their jobs. Application must be made to the immediate superiors for their recommendation to the HR department. Such application must be submitted at least one month before actual commencement of the courses. Prior approval from HOD and management is required and employees will be reimbursed the programme fees on their completion of the course of study with passing grades or satisfactory attendance. Such evidence as the tuition receipts and proof of the successful attainment of a certain grade or completion of the programme will be necessary for claiming reimbursement.

An agreement of Bond is applicable for courses sponsored by the Company. If employee fails to fulfill the bond obligations after the completion of the training programme in respect of which the employee has claimed reimbursement, the employee is required to repay the Company as follows:

<b>Bond Duration</b>	<b>Repayment</b>
25% of time fulfilled	90% of total cost
50% of time fulfilled	75% of total cost
75% of time fulfilled	50% of total cost
100% of time fulfilled	0% of total cost

\*Total Cost = Course fee + 20% of administrative charges

## **9. EMPLOYEE COMMUNICATION**

### **9.1 Notices and Circulars**

News about the Company, notices and announcements are posted on the bulletin boards around your workplace. They are also available to all employees via the ePortal and e-mail on a regular basis.

### **9.2 Department Meetings and Briefings**

Department Meetings are held once every month to enhance communication between different hierarchies of employees. Employees being briefed may ask questions or give comments which their manager may address or revert to senior level for further information or decision.



## **10. RULES AND REGULATIONS**

The company has a set of rules and regulations which all the employees are expected to follow.

### **10.1 Security**

#### **Head Office**

Each HQ staff is issued with Door Access Card on joining the Company. The Door Access Card is property of the Company and should be returned to the Admin Department on leaving the service of the Company. Loss of the card should be reported to the Admin Department immediately and a charge of \$11 will be levied for loss of the card.

#### **Site Office**

Each project staff is issued with an Employee Identify Card on joining the Company. For security reason, all project staff are required to display their Employee Identify Card at all times when in work places.

The Employee Identity Card is property of the Company and should be returned to the Human Resources Department on leaving the service of the Company. Loss of the card should be reported immediately and a charge of \$10 for 1<sup>st</sup> loss and \$50 for subsequent loss will be levied for replacement of the card.

### **10.2 Attendance**

All employees are expected to record your daily attendance via AMS and to maintain a satisfactory record of attendance.

#### **Responsibility of each staff/worker:**

- a. Demonstrate regular punctual attendance.
- b. Work all scheduled hours and required overtime.
- c. Submit leave application and obtain approval before taking leave, whenever possible.
- d. Notify supervisor when tardy, ill, or absent for any other reasons.

#### **Responsibility of the approver:**

- a. Maintain current and accurate attendance records for all site staff/worker.
- b. Review and resolve any discrepancies of staff/worker attendance records.
- c. Monitor time and attendance of each staff/worker on an on-going basis.
- d. Approve the employee's time and attendance on a daily basis.

### **10.3 Punctuality**

Employees are required to report for duty on time. Habitual late attendance is considered as misconduct and will result in disciplinary action.

### **10.4 Care of Company's Property**

Take all possible care to prevent loss or damage to any property, machines, equipment, or any other things belonging to the company. All employees must not destroy or damage any of the company's goods or property on purpose.

Report any defects or accident which may endanger an employee or may result in damage or danger to the company's or any person's property.

Always switch off machines, equipment when not in use.

#### 10.5 **Cleanliness of workplaces**

Maintain the cleanliness & good working environment at HQ and project site, and keep the workplaces tidy at all times.

#### 10.6 **Employee Code of Conduct**

Employees are required to observe the Company's rules and regulations as well as the Code of Conduct in order to maintain the integrity and effectiveness of the Company.

The key guidelines under the Code of Conduct are listed below:

##### **General Conduct & Behaviour**

Employees should conduct themselves in a proper manner so as not to cause disrepute, loss, injury, danger or disturbance to the company or its employees.

Employees are expected to behave in a responsible and professional manner at all times. Be courteous and considerate towards everyone in the company and towards the company's customers. These include all telephone responses and face to face contact with others.

Perform all tasks assigned carefully and seriously. Employees must not purposely slow down or reduce the performance of their work. The quality of the work must be taken into consideration.

Not be drunk, carry alcoholic drinks of any kind into the company, behave in a disorderly and indecent way, threaten or interfere with the work of other employees, and assault others, provoked or otherwise.

Not sleep on duty.

Not organize or participate in any kind of gambling including the raffles and lotteries within the premises of the company.

Not commit any nuisance on the premises of the company.

Not quarrel among employees that may disrupt the activities of the company.

Not conduct personal business of any kind during the official working hours.

Not use of electronic gadgets during working hours except for work purpose.

Not use of earpiece during working hours.

Not use company stationery especially letterheads for personal use.

Not bring or consume drugs (except those prescribed by a doctor for a specific employee) within the premises of the company.

Not possess, carry or conceal any harmful weapons within the premises of the company.

Not distribute or exhibit within the company, handbills, pamphlets, posters, etc. without prior permission of the supervisor or manager.

Not participate in an illegal strike.

**Acceptance of Gifts**

All employees are not allowed to accept cash, gifts, meals, loan and any type of entertainment from suppliers, subcontractors or any external parties.

**Conflicts of Interest**

An employee who has interests (whether this to be in the form of directorship, partnership, shareholdings or through agencies) in entities, which are on the company's lists of authorized contractors or suppliers or which have contractual or supply arrangement with the company and who is involved in any decisions regarding or dealings (whether directly or indirectly) with entities in the course of his duties with the company shall disclose to the company prior to entering into any transaction with the entity, The company will then consult with the employee concerned as to the best possible way to prevent a conflict of interest.

**Confidentiality**

All employees are not allowed to divulge, copy, extract, translate or remove any official documents or information from the company for anyone outside the Company without the permission of the company.

The Company will take legal action against the employer who violated the secrecy of confidential documents and information.

**Use of Computer**

Employees are strictly forbidden from download and install games and unauthorized application on the Company's computers. Please also refer to Computer Use and Email / Internet Policy for details.

**Absence From Place of Work**

All employees are not allowed to leave the place of work during official working hours without permission of the supervisor.

Inform the supervisor or the company immediately if unable to report for work for the day when no prior permission has been obtained from the supervisor. (See 4.4)

**10.7 Discipline**

Good discipline is an absolute necessity in industry to enable the company to meet its objectives and for employees to find this company a good and safe place to work in.

Discipline in the company is progressive, except in cases of major infractions of the company rules and procedures. The intent of our procedures is to correct the employee's performance, not punish the employee. To this intent, the management/senior management will be responsible for the discipline in their area and they will enforce the procedures as follows:

- Step 1 Oral Counselling
- Step 2 Written Warning
- Step 3 Termination

If the employee is unable to provide satisfactory reasons for his continued poor performance, his/her services with the company will be terminated with notice period stated inside the Letter of Employment.

**Suspension From Work**

The Director may suspend the employee who is undergoing disciplinary action. The employee who has been suspended from work, no salary will be paid during the period of his suspension.

**Resignation**

Resignation is not valid to an employee who is undergoing disciplinary or criminal action.

**Criminal Proceedings**

If an employee is convicted of a criminal charge, he will be dismissed from the services of the company from the date in which he was convicted for the offence.

**10.8 Identifying And Report Fraud, Waste or Abuse**

Any other employee who has discovered any of the above and/or any other action that can be reasonably construed as fraud shall report to the Investigating Committee immediately.

Procedure for reporting to the Investigating Committee shall be as follows:

1. The employee shall bring to the attention his complaint to one of the member in the Investigating Committee comprising the Head of Department and Human Resource.
2. Upon hearing the complaint, a meeting to further discuss the complaint shall convene immediately with the other members and the employee.
3. If no meeting was arranged within 3 days, the employee shall write to Board of Directors for their immediate attention.
4. After the Investigation, the Committee shall recommend the appropriate action to be taken and a full report must be submitted to the Board of Directors for review for all cases.

**10.9 Review of Rules**

From time to time, the company will review these Rules & Regulations. Any changes or additions and deletions will be informed through internal circulars.

If an employee does not follow the Rules & Regulations, the company will take necessary discipline action to deal with the situation accordingly.

The offence also includes work performance which is not up to the standard set by the company and for which the employee has been employed.

## **LIST OF IN HOUSE RULES AND REGULATIONS**

1. To take instructions from site management staff and safety staff pertaining to site safety rules & regulations
2. To wear appropriate Personal Protective Equipment (PPE)
3. To put on or anchor safety belts/harness when working at height
4. To attend daily / weekly / monthly assembly cum safety talk / company organised safety activities
5. To strictly follow the official working hours / lunch break / tea-break – Punctuality
6. Do not violate safety rules and comply with site safety rules and regulations
7. Do not tamper with damaging or removing of safety measures/provisions e.g., Barricades, metal scaffold, cross bracings, working platform, etc
8. Do not execute an unsafe act(s) or unsafe practice(s) which may cause injury to himself or others
9. Do not place unused formworks, loose planks, steel bars or debris on the scaffold or its working platform – falling from height hazard
10. Do not use unsafe/improper electrical connection/ wiring/ receptacles/ equipment
11. To maintain good housekeeping at construction site/site office (daily housekeeping) – ensure no mosquito breeding ground and do not leave any unused materials at the edges or at access ways e.g. staircase, corridors, etc
12. Do not take company's property/materials without permission or property belonging to another colleague, neighbour or HDB's resident - THEFT
13. No unauthorised selling of company's scrap materials – report to police
14. No unauthorised tampering with safety or fire control devices
15. Do not damage or deface company property at construction site/worker quarter
16. To return all tools/ equipment after daily use and report to store man if equipment faulty
17. Do not cause nuisance and disturb neighbour / colleague
18. Do not talk to resident's / neighbour's maid or peep into the resident's house
19. No smoking at construction site/site office during working hours – impose fine S\$100.00
20. No using of handphone during working hours – impose fine S\$100.00
21. Fail to report to work without valid reason – fine S\$300.00 per day
22. Cannot bring outsiders into workers' quarter for accommodation–impose fine S\$1,000.00
23. Utilities usage at each workers' quarter limit to a maximum monthly usage of S\$800.00. Any usage exceeding the maximum amount shall be borne by all workers staying at the quarter
24. The replacement fee for lost / damaged cards as follows:-  
1<sup>st</sup> loss - S\$200.00 for WP, S Pass & EP; Subsequent loss - refer to acknowledgement letter  
1<sup>st</sup> loss - S\$50.00 for SOC card; Subsequent loss - refer to acknowledgement letter
25. No sleeping during working hours – immediate termination
26. Do not engage in part-time jobs or receive remuneration from another company or HDB's resident/owner - e.g. painting house/ cleaning house/ remove heavy furniture – immediate termination
27. Do not engage in disorderly conduct, including physical violence or fighting of any kind – immediate termination
28. **FOR DRIVER** - **NOT PERMITTED** to drive company's lorry after official working hours

# Appendix A

S/NO	GRADING	POSITION	JOB POSITION	JOB POSITION
			OFFICE	SITE
	<b>EXECUTIVE</b>	<b>EXECUTIVE</b>		
1	E 1	JUNIOR EXE	RECEPTION, CLERK	SITE CLERK, CHARGE-HAND, SAFETY SUP, OPERATOR
2	E 2	JUNIOR EXE	RECEPTION, CLERK, ACCOUNT ASST	SITE CLERK, CHARGE-HAND, FOREMAN, SAFETY SUP, OPERATOR
3	E 3	ASST EXE	RECEPTION, CLERK, ACCOUNT ASST	SITE CLERK,PRO, SENIOR FOREMAN, SUPERVISOR
4	E 4	EXECUTIVE	RECEPTION, CLERK, SECRETARY, ACCOUNT EXE	PRO, SENIOR FOREMAN, SUPERVISOR, ENGINEER, COORDINATOR
5	E 5	EXECUTIVE	QS, SECRETARY, PURCHASING OFFICER, ACCOUNT EXE	PRO, SUPERVISOR, ENGINEER, COORDINATOR
6	E 6	EXECUTIVE	QS, SECRETARY, PURCHASING OFFICER, ACCOUNT EXE	PRO, SUPERVISOR, ENGINEER, COORDINATOR
7	E 7	SENIOR EXE	SENIOR QS, SENIOR PO, SENIOR ACCOUNT EXE	SENIOR PRO, SENIOR SUPERVISOR,SENIOR ENGINEER, SENIOR COORDINATOR, ECO
8	E 8	SENIOR EXE	SENIOR QS, SENIOR PO, SENIOR ACCOUNT EXE	SENIOR PRO, SENIOR SUPERVISOR,SENIOR ENGINEER, SENIOR COORDINATOR, ECO
9	E 9	SENIOR EXE	SENIOR QS, SENIOR PO, SENIOR ACCOUNT EXE	SENIOR PRO, SENIOR SUPERVISOR,SENIOR ENGINEER, SENIOR COORDINATOR, ECO
	<b>MANAGER</b>	<b>MANAGER</b>		
1	M 1	ASST/ DEPUTY MGR	ASST CONTRACT MGR, CORP SAFETY OFFICER	SITE MANAGER, WSHO, ECO, PRO MANAGER, ASST ARCH MGR, ASST M&E MGR
2	M 2	ASST/ DEPUTY MGR	ASST CONTRACT MGR, CORP SAFETY OFFICER	SITE MANAGER, WSHO, PRO MANAGER, ASST ARCH MGR, ASST M&E MGR
3	M 3	MANAGER	HOD, CONTRACT MGR, CORP SAFETY OFFICER	PROJECT MANAGER, ARCH MGR, M&E MGR
4	M 4	MANAGER	HOD, CONTRACT MGR, CORP SAFETY OFFICER	PROJECT MANAGER, ARCH MGR, M&E MGR
5	M 5	SENIOR MANAGER	HOD	SENIOR PROJECT MANAGER
6	M 6	SENIOR MANAGER	HOD	SENIOR PROJECT MANAGER
	<b>DIRECTOR</b>	<b>DIRECTOR</b>		
1	D 1	DIRECTOR	DIRECTOR	PROJECT DIRECTOR
2	D 2	SENIOR DIRECTOR	SENIOR DIRECTOR	SENIOR PROJECT DIRECTOR
3	D 3	EXECUTIVE DIRECTOR	EXECUTIVE DIRECTOR	GENERAL MANAGER

HOD : Head of Department  
 QS: Quantity Surveyor  
 MGR: Manager  
 EXE: Executive

SUP: Supervisor  
 WSHO: Workplace Safety & Health Officer  
 ECO: Environmental Control Officer  
 ARCH: Architectural

M&E: Mechanical & Electrical  
 ASST: Assistant  
 PO: Purchasing  
 SNR: Senior

PRO: Public Relations Officer

<b>S/No</b>	<b>Staff</b>	<b>HQ/ Site</b>	<b>Handphone Allowance claim Max.</b>
1	Director	All	\$300
2	Project Director	Site	\$300
3	HOD	Site	\$200
4	HOD	HQ	\$100
5	Project Manager	Site	\$200
6	Site Manager	Site	\$150
7	WSHO	Site	\$150
8	ECO	Site	\$100
9	Engineer	Site	\$100
10	Coordinator	Site	\$100
11	Sr PRO/ PRO/ Asst PRO	Site	\$100
12	Admin Clerk cum PRO	Site	\$50
13	Site Supervisor	Site	\$50
14	Sr QS/ QS / Secretary	HQ	\$20
15	HQ Executive	HQ	\$20
16	Driver	Site	\$20
17	Foreman/ ChargeHand/Safety supervisor	Site	\$20

Note: Staff that consume above the maximum hand phone allowance can still claim for the phone bill if staff able to prove that all the phone call made by staff is for official use.