

PRIVATE & CONFIDENTIAL

Mr. Muhammad Haikal Bin Samean
NRIC No: S9133093H
Apt Blk 492F, Tampines Street 45, #02-704,
Singapore – 526492.

05th Jul 2021.

EMPLOYMENT CONTRACT FOR THE POST OF SECURITY OFFICER (Full-Time)

We refer to the above employment contract.

Note: *All Changes or updates in the Ministry of Manpower or the Employment Act will supersede the terms in this contract.*

In accordance with the Key Employment Terms (KET's) as from 01st of January 2017, the employment contract is subjected to the following Terms and Conditions:

1. **Employment Start Date:** 06/07/2021.

2. **Probation period:** 3 Months.

3. **DESIGNATION & JOB DESCRIPTION:** (Please indicate in the box).

3.1 **The SECURITY OFFICER** duties shall comprise the followings: (✓)

- * General Screening;
- * Guarding & Patrolling;
- * Access and Egress Control;
- * Basic incident Response;
- * Assist Building Superintendent in emergency cases.

3.2 **The SENIOR SECURITY OFFICER** duties shall comprise the followings: ()

- * Incident Response
- * Manage Security & Safety System;
- * Regulate Traffic (Road & Traffic Act);
- * Assist the State/Auxiliary Police in Land Enforcement;
- * Key Press Management;
- * Monitor CCTV /Centre Alarm/Fire Command Centre;

3.3 **The SECURITY SUPERVISOR** duties shall comprise the following: ()

- * Incident Management & Reporting
- * Direct Supervision:
- * Execute Evacuation Plans & Exercises.

4. **Place of work:**

- * Your place of work will be at (Name of site) **Highline Residences.**
Address: 9 Kim Tian Rd, Singapore 168593.
- * The Company reserved the right to transfer you to any assignment when required.

5. **Working Hours:**

- * Your working hours are as follows:
 - 0800 hrs. to 2000 hrs. (✓) or 2000 hrs. at 0800 hrs.()
 - Rest break 1 hr.,
 - Meal break 1 hr.,
(i.e., 8 hours Basic + 2.00 hours Overtime excluding rest & meal breaks)
 - Total working hours excluding break hour 60 hours per week
(44 hrs., basic +16 hrs., overtime)
 - Rate of Overtime pay is 1.5 times of basic pay.

- No. of working days per month (26/27) according to (30/31) days in a month.
- Work done on rest days & public holidays will be paid in accordance to the Employment Act.
- One rest day per week.
(It'll be determined by Controller / Supervisor when commencement of work.
Company/Supervisor may reschedule off day from time to time due to operational needs.
Officer request for change in off day to fill up request form 3 day in advance and its subject to approval.)

6. Salary Period

* 1st to 31st
Date of Salary Payment

7th of every month

7. Salary (Security Officer)

* Monthly Basic Salary	\$ 1400.00
* Overtime	\$ 764.59
* KPI	\$ 135.41
* Attendance Allowance	\$ 100.00
Total Gross Pay	\$ 2400.00

8. Advance:

By default, Advance payment will be paid on 2nd, 3rd, & 4th week **Thursday** on each month.

***Terms and condition applies:** Employee must meet at least 80% attendance to qualify for the advance. Advance amount shall not be more than S\$300 per payment.

9. Employee CPF Contributions:

You are subjected to prevailing employee CPF contributions rate.

10. Leave and Medical Benefits:

* (Applicable upon confirmation)

* Annual Leave per year 7 days after serving the Company for at least 3 months and additional 1 day for each complete year of your service, adding to a maximum of 14 days. The annual leave entitlement for confirmed employee is pro-rated to the The number of completed months of service in that year. Unconfirmed officers are not eligible for Annual leaves.

* Outpatient Sick Leave Per Year **14 days**

* Hospitalization Leave Per Year **60 days**

The Company will not be liable for medical expenses incurred except for consultation fees from Government Polyclinics and approved hospitals.

11. Paternity Leave:

You are entitled to **2 weeks** Government-Paid Paternity Leave (GPPL) for all births if you meet the following requirements:

* Your child is a Singapore citizen.

* You are or had been lawfully married to the child's mother between conception and birth. (Not applicable for adoptive fathers whose formal intent to adopt is on or after 1st January 2017).

* For employees: you have served your employer for a continuous period of at least

3 months before the birth of your child.

12. Childcare Leave:

You are eligible for **6 days** Government-Paid Childcare Leave (GPCL) if you meet the following requirements:

- * Your child is below 7 years old.
- * Your child is a Singapore citizen.
- * For employees: you have served your employer for at least 3 continuous months.

13. Employee Medical Declaration:

- * You may be required to go for the premedical checkup prior to employment from our panel of clinics.
- * Pursuant to our Company's policy, you are required to declare that you are in good health and you do not have any pre-existing conditions whether physical or mental.
- * Our company will not pay the claim arising from any preexisting conditions that exist prior to the start of your employment.
- * For instance, if you are diagnosed with high blood pressure or diabetes before you are employed, that will be considered a preexisting condition.
- * Passing Medical examinations conducted by the medical officers approved by us. (where necessary)
- * Obtaining relevant clearance and documents essential for employment as a security personnel, including but not limited to Reference Check, Clearance, work permit from MOM (where necessary).
- * Passing the requisite training and /or any other courses deemed necessary by us.
- * Being accepted by a client for deployment at their premises.
- * This appointment may be revoked immediately by us without payment of any compensation whatsoever if you fail any of the conditions set out in the clauses above.
- * We also reserve the right to revoke this professional appointment immediately by notice to that effect at any time prior to the commencement of your training without having to assign any reason thereof or payment of any compensation whatsoever.

14. Medical Leave:

You are entitled to paid leave if:

- You have served the Company for at least 3 months.
- You have informed or tried to inform your Operations Executive within 48 hours

In your absence.

a. Entitlement:

The number of days paid sick leave you are entitled to depend on your period of service, up to **14 days outpatient non-hospitalization leave** and **60 days for hospitalization leave**. The 60 days of hospitalization leave **includes** the 14 days outpatient sick leave entitlement.

If you have worked for 6 months or more, you are entitled to 14 days of outpatient leave and 60 days of hospitalization leave every year. The number of days per year should not be prorated. If you have worked for less than 6 months, your entitlement is prorated.

Limits on paid sick leave days

The amount of paid outpatient and hospitalization leave you can take is capped at your sick leave entitlement.

If you have already taken 14 days of outpatient sick leave in a year, the number of days hospitalization sick leave that you can take is 46 days (60-14=46).

b. Medical Reimbursement

If you have worked for at least 3 months:

- The Company may bear the cost of your medical fee.
- Other medical costs are not included in the reimbursement.
- If you fall sick during public holidays, annual leave, rest days or non- working days, you will be able to claim reimbursement for medical consultation fees.

Note: The Company is not required to grant paid sick leave or pay medical fees for **cosmetic procedures**. The doctor performing the examination will decide whether a procedure is for cosmetic reasons.

The approved public medical institutions are:

- Alexandra Hospital
- Changi General Hospital
- Institute of Mental Health/ Woodbridge Hospital
- Jurong Medical Centre
- KK Women's and Children's Hospital
- Khoo Teck Puat Hospital
- National Cancer Centre
- National Dental Centre
- National Heart Centre
- National Neuroscience Institute
- National Skin Centre
- National University Hospital
- Ng Teng Fong General Hospital
- NHG Eye Institute
- Singapore General Hospital
- Singapore National Eye Centre
- Tan Tock Seng Hospital
- All polyclinics under the National Healthcare Group
- All polyclinics under the Singapore Health Service

15. Performance Appraisal

Performance Appraisal Exercise will take place once a year, only confirmed staffs are eligible for the Performance Appraisal.

16. Accommodation:

You confirm that you have identified and secured your own acceptable accommodation in Singapore. In addition, you acknowledge and agree that for the term of employment:

- a. You shall ensure you reside only at an acceptable accommodation as defined in the Ministry of Manpower website at <http://www.mom.gov.sg> under a list of approved housing for foreign manpower.
- b. You shall notify the company of any changes of address within 2 days of any change of address.

16a. PLRD Approval:

Your employment with the Company is subjected to approval of Security Officer licence being approved by PLRD. Should your Security Officer licence being revoked or suspended, you are required by law to notify the company at the first instance.

16b. Disciplinary:

- a) Employees are expected to perform their duties professionally at all times, independently or in teams. Misconduct from employees will result in warning letter from the Company.
- b) Officers should abide by the policies outline in the S.O.P. Action constituting in minor misconduct will result in warning letter to the Officer.
- c) The usage of handphone, laptop or any devices during official working hours is strictly not allowed.
- d) For minor misconduct, the Company reserves rights to terminate the contract with the employee/officer with immediate effect after the 3rd warning letter.
- e) Major misconduct will result in termination of employment contract with immediate effect.

17. Working Days:

The employee will be required to work as per schedule. You may be employed by the Employer in a different site upon the employer notifying you in writing of such transfer. In that event, you will continue to be employed by the Employer in the site which you have been assigned to. He/she shall remain on duty until relieve employee arrives within a regulated time frame as per standard operating procedure or the said site. He/she must abide by all the rules and regulation and observe his/her duties and responsibilities as indicated in the security manual, assignment instructions or written instructions provided by the client at the assignment.

You consent to be engaged on a shift work basis. You will be entitled to one rest day per week as deploy by us.

The number of working days per week, (4 days, 5days, 6 days). There will be a rest day given per week. Rest days are assigned accordingly by the Operation Executives.

18. Working on a Rest Day:

Any work on rest days will be by agreement between the employer and employee from time to time.

Payment for work done on a rest day should be calculated as such:

- a. Work was done at employer's request:
 - One day's salary when the employee works up to half the normal daily working hours; or
 - Two days salary when the employee works more than half the normal daily working hours.
- b. Work was done at the employee's request:
 - Half day's salary when the employee works up to half the normal daily working hours; or
 - One day's salary when the employee works more than half the normal daily working hours.

If an employee works beyond the normal daily working hours on a rest day, he/she should be paid at least 1.5 times the hourly basic rate of pay.

19. Public Holiday:

The employee will be entitled to all official holidays on full pay and;

- If any of the official public holidays falls on a rest day, and employee shall either be compensated with an extra day's pay in lieu of the holiday or given another day off as substitution for that holiday; and
- All employees shall not be entitled to the paid holiday at the gross rate of pay if he/she absents himself/herself from work without the employer's approval on a working day immediately before or after the holiday.

If the employee works on a public holiday he/she shall be paid an additional one day's basic pay for that day.

20. Misconduct of employee:

In cases of misconduct, willful disobedience, insubordination, insubordination, negligence of duty, dishonesty, fraud or infringement of Company's Pledge of conductor or Instructions were properly given to the employee, the employee shall be liable for the disciplinary action or instant dismissal without notice upon due inquiry. During the period of inquiry, the employer may suspend him/her from work without payment of salary for a period not exceeding one week.

a. Deductions:

All payments under this employment agreement will be subject to all appropriate statutory deductions.

b. Entire Agreement:

This agreement constitutes the entire agreement between you and the employer with respect to your employment and cancels and supersedes any prior understandings and representations, warranties, forms, conditions, undertakings or collateral agreements, expressed, implied or statutory, between you and the Employer other than as expressly set forth in this agreement.

c. Liquidated damages:

In the event, the company is liable to pay liquidated damages to any third party, due to due to any negligent actions and/or shortcomings of the employee, the company will towards the said employee for reimbursement of the payment of the liquidated damages.

d. Ownership of Intellectual Property:

You acknowledge that during the course of employment with us, you are likely to acquire knowledge of confidential information, trade secrets and other information that is unique and valuable to the goodwill of the company (FOCUS Security Pte Ltd) or its clients.

The employee is to treat all instructions, systems, solutions, drawings, technical or other documents intended for the execution of the contracted work, which have been or will be given to him/her before and during employment, as a property of the employer and must be surrendered to the employer upon termination of employment.

Similarly, on leaving the company the employee must return all items of uniform, which have been issued, to the employee including footwear and other items to the employer failing which, the employee might be required to bear the cost of such items not returned or damaged.

e. Intellectual property and Official Secrets Act

In addition you also agree that you shall not disclose, copy, extract, translate or use directly or indirectly (Except where authorized by us or as otherwise required by lieu/ for any purposes other than as directed by us, or through any failure to exercise all due care and diligence cause any authorized disclosure of, any confidential information belonging to the clients of FOCUS Security Pte Ltd. "Confidential information " means any information between clients and FOCUS security Pte Ltd, the software developed by s, information as to sources of and arrangements for hardware supplied to our customers, submission and proposal procedure, and customer and contact lists.

f. Official Secrets Act

During the course of employment, you may also have/or come into contact with information to which the Official Secrets Act-Cap 213) applies ('Official Information').

You acknowledge that you are aware of the provisions of the Official Secrets Act (Cap213)(and in particular, section 5 thereof, which relates to safeguarding of Official information acquired by you in the course of your duties is of a strictly secret and confidential nature, and is not to be published or communicated by you to any other person in any form whatsoever except in the course of your official duties, whether during or after your service. You further understand and agree that any breach or neglect of this undertaking is a disciplinary offense and may also render you liable to prosecution under the Official Secret Act.

21. Variation

We may vary the terms and conditions of this agreement by written notice to you. Such Variations may take the form of a circular to all employees. Such variation shall be subject to your consent which you shall not unreasonably withhold. If you do not accept the terms and conditions that have been valid, you shall give us written the notice of the same within 7 days of you having been written notice thereof, failing which, you shall be deemed to have accepted the varied terms and conditions.

22. Contracts (Rights and Third Parties) Act

This agreement does not create any right under the Contracts (Rights of Third Parties) Act which may be offended by a person who is not a party to it.

23. FOCUS Security Code of Conduct

1. I will, to the best of my ability protect my area of assignment from theft and instructions and will inform the management promptly of any occurrences detected.
2. I will not disclose any information regarding the operations of the security team nor would I make copies of any documents for myself or to a third party of maps or plans that belongs to the company or client.
3. I will never instigate or participate in any situation that will cause disunity among the rank and file of the security team on site.
4. I will always inform in advance and give adequate time for the company to find a replacement if I am for some reason unable to attend to work. If I am not well, I am duty bound to consult with an approved medical practitioner and will present a medical certificate covering the day(s) that I was not able to perform duties. I will also likewise try my best to never be late for work, and if I should be for whatever reason make every effort possible to inform in advance.
5. I will never fraternize with any person at the assignment or to communicate with them in such a manner that could cause me to compromise my duties in the area that I have been assigned to.
6. I will always pay particular attention to my uniform and bear whilst on duty and to speak and behave in a manner that is exemplary. I will never, for example, borrow money belongings and or ask for favors from anyone at the assignment, nor would I speak any profanities or of ill of anyone.
7. I will always perform to the best of my ability all duties assigned to me in the fastest and most efficient way possible. I will always behave in a responsible manner towards duties assigned to me and to obey y superior officers. I will

- never criticize the policies or instructions of the management or of the company.
I will present my grievances if any through the company's chain of command and never directly to the management.
8. I will never physically abuse anyone or swear and or talk in a manner that will provoke the other party to anger but will instead communicate tactfully with the intent to diffuse or pacify the situation.
 9. I will uphold the rules and regulations ordered at the assignment, whether given to me orally or in written form by the company or client or posted at the assignment for the public viewing.
 10. I will never be under the influence of any drugs, alcohol or medication, but will instead remain sober and alert during my tour of duty.

24. PISA Act

11. As a licensed security officer provider shall not, at any time, intentionally interfere with, hinder or obstruct any public officer, or employee of a statutory Board while such public officer or employee is exercising any power or performing any dysfunction or discharging any duty under any written law. Unauthorized sharing of security information.
12. I shall not knowingly or negligently publish or communicate to any person any information relating to:
 - (a) The security system installed in the relevant premises, including surveillance equipment technology used and methods of installation or use of surveillance equipment at those premises;
 - (b) The physical layout of the relevant premises;
 - (c) The number and type of licensed security officers the licensed security agency so deploys or any other details of such employment; and
 - (d) Any other security arrangements provided at the relevant Premises by any licensed security agency.
13. I shall knowingly or negligently publish or communicate to any person any information relating to:
 - (a) The security system installed in the relevant premises, including Surveillance equipment technology used and methods of installation or use of surveillance equipment at those premises;
 - (b) The physical layout of the relevant premises;
 - (c) The number and type of licensed security officers deployed at the relevant premises or any other details of such deployment; and
 - (d) Any other security arrangements provided at the relevant Premises by any licensed security agency.
 - (e) A publication or communication to any owner or lawful occupier of the relevant premises;
 - (f) A publication or communication with the consent, express or implied, of an owner or lawful occupier of the relevant premises'

- (g) A publication or communication which is required or authorized by or underwritten law;
- (h) A publication or communication that is no more than is reasonably necessary for connection with preventing an imminent threat of serious violence to persons or substantial damage to property, or preventing the commission of an offense

For new employees who undergo 'ON THE JOB TRAINING', (understudy) but has less than 6 months of service, the basic salary will be pro-rated.

*NOTE: During the working days where the employee is under 'ON THE JOB TRAINING', only the basic salary will be remunerated to the employee.

Employees who resign less than 6 months of service, the understudy cost will be forfeited.

25. FTE (Full-Time Employment)

The pay period is from the 1st to 30th/31st. Full salary paid out by before 7th of the following month.

- a. FTE – must serve 6 days per week. (Any leave application must be made writing minimum 10 days in advance and subject to approval by O/E & O/M).
- b. DRE - all salary for the current week Monday to Sunday will be paid by the following week Wednesday. If it falls on PH, it will be on next working day.

c. Rest Days

- Rest days will be **rotating** in a week.
- The rest day will **supersede** AL on the same week. Therefore, officers cannot claim (OT x2)

1. Reporting procedures from site to controller. Quote Employee Number, Name and Site. Use only site phone.
2. Individual Reporting and must be in full uniform when reporting.
3. To avoid the request for the personal loan from the company.
4. Submission of photos and bank account number.
5. Lateness FTE: More than 3 times a month, \$150.00 will be deducted from end month salary (15 min., grace period from starting time)
6. Name Tag – Above left-hand pocket
7. Company policy – Maximum 2 hrs, Standby O.T. Requirement. **Cannot leave site unattended. If left unattended, KPI will be affected and disciplinary action may/will be taken place.**
8. OT amount will be paid, provided reporting procedure to control room is adhered to.

9. Terminal Salary/ Stipend

- Final payment crossed Cheque can be collected as follows:
- Minimum 7 working days after the last date of service. To call FINANCE before coming to office.

10. Company properties - @ sets of uniform, name tag, pass card together with the land yard, tie and any other accessories will be supplied to the employee by the employer and will remain the property of the employer. Upon leaving the company, has to return all the above-mentioned company's properties.

If you fail to commit 3 months service with the employer with effect from the date of Joining, you will need to bear the administrative cost of \$120.00. If any other accessories are not returned accordingly.

11. Female Protection Officers are to notify the company that they are pregnant as soon as they confirm testing positive on a pregnancy test.**12. To understand the legal implication once you have signed the TERM and AGREEMENT**

Only full-time staff is allowed to apply for Supervise Security Activity co Applicants should write in officially after a minimum period of 3 months of service and, depending on the selection criteria, you will be notified of internal test date and subsequent actions.

13. All full-time foreign staff is eligible for the coverage of Foreign Worker Medical Insurance with effect from 1 January 2008.**14. Employees** who wish to convert from FTE to DRE will have to serve @ weeks.

(unconfirmed officers) or 1 month (confirmed officers) notice before conversion.

15. DRE employees who wish to convert to FTE will be converted on the 1st of the month.**16. Long service awards**

We at FOCUS Security will give out long service awards for full-time officers who serve for 3 years, 5 years, 8 years, 10 years and every 2 years after. It will comprise of a certificate and monetary gift and memento.

17. Performance Incentives

- a. FOCUS Security Services Pte Ltd pays Key Performance Indicator for every one of its employees.
- b. Further to this, all employees are also given Attendance Incentives for officers who have good attendance.
- c. The above mentioned two incentives are given to our officers to motivate them to perform well at work and to also encourage them to have good attendance.

18. Annual Wage Increment/Appraisal

- a. All Full-time officers will be eligible for an annual wage appraisal and it is after 12 calendar months after your confirmation.
- b. We will also schedule the officer to attend WDA security module course sponsored by the company to up his competence and also have a feeling of appreciation belonging to the company.

19. Pay Slip

All full-time officers will be given a pay slip via **QeyHR** mobile Application by the 7th day of the following month. Please do inform FOCUS Security HQ if you have any pay issues and we will resolve it immediately. **Do Not Panic;**

- a. You can email us from our website at <https://focussecurity.com.sg>, Go to the web page and the contact
- b. Call FOCUS Security Services' office during office hours Monday to Friday to look for accounts staff.
- c. Inform your controllers when you report to work.

A case study will be raised by the person who received the call and accounts will process the payment the same day. (Except on weekends and PH)

- d. We do a kit ex-change for uniform every 6 months site by site. Please inform your O.E's during this their site visit or email us if they need to have your uniform changed earlier and we want you to look good in your uniform and have a good turn out and bearing.
- e. All officers are required to read the ISO file on site, it includes the **SOP file**.
Read, sign and file all books, like and all looks like the communication book.
All sites must have a master file list. This is simply a list which states what file and all books like the communication book.
- f. All sites must have a master file list. This is simply a list which states what files and books we are to keep and maintain records of.
The training file must be updated to show records of OJT.
- g. There will also be a clear folder file with all the necessary site forms like fire alarm activation form, lost and found form, forecast roster form etc.,
- h. Please inform FOCUS Security Services Pte Ltd control room immediately if the mentioned books or files You may also email to us at fofusecurity.com.sg from our website.

19a) RIGHT TO TRANSFER

The Company reserves the right, on giving notice in writing to require you to travel to and work in another position/portfolio, location, section, department, division, branch, subsidiary, assignment, related or associate company in existence or to be set up in the future within Singapore, if required.

❖ 6 Days Work Week

Basic Salary Scale (6 day week)	\$1400.00
Estimated O/T:	\$ 764.59
Attendance Allowance	\$ 100.00
KPI	\$ 135.41
Total Gross Salary (Subjected to CPF Deduction)	\$2,400.00
Public Holiday (Extra Basic)	\$ 53.85

*All are pro-rated based on average number of working days in every month.

NOTE: The attendance incentive will be paid out upon the completion of 27/26 days worked in a month. 50% deduction of the attendance Incentive will be made if worked for only 24 days. 100% deductions of the Attendance if less than 22 days. Please refer to below table:

If an Officer is late more than 3 times in a month / Un paid leave, client complaint and LD incurred, whole KPI and other allowances will be deducted.

20. Notice of Termination:

- * By either party giving to the other party one (1) months 'notice in writing, without compensation or in lieu of monies to one (1) month basic salary for confirmed staffs.
- * Employees under probation / Relief, giving to the other party (2) weeks' notice in writing, without compensation or in lieu of monies to two (2) weeks basic salary for non-confirmed staffs.



FOCUS SECURITY SERVICES PTE LTD

33 Ubi Avenue 3 #08-33 Vertex (Tower B)

Singapore 408868, Tel: 6842 6898 Fax: 6842 0709

21. Key Performance Index (KPI):

The Company will pay KPI Allowance based on your good performance and perfect attendance on the monthly basis. The company reserves the right to deduct the KPI allowance based on **(Annex A)**.

22. Insurance Coverage:

You are covered under Work Injury Compensation Annual) provided by Focus Security Services Pte Limited. WP holders will have additional insurance coverage. (Foreign worker medical insurance)

23. Union of Security Employees (USE):

Address: 261 Waterloo Street, Singapore 180261.

- * The Company shall endeavor to improve upon and upkeep the best employment practices and working conditions for the welfare and benefit of our workers in partnership with the Union.
- * The Company shall fully pay the monthly Union membership fees for all confirmed staff and full-time employees. This also includes the additional 1month levy paid to NTUC during December each year.

24. Indemnity:

You are not allowed to solicit for employment or being employed by either the security service buyer or any new security agency awarded to the assignment where you have been working for a period of one year. If you are found violating the above, we will institute legal action against you.

I take this opportunity of stating formally that all information and facts, which you gather during your course of employment, are the property of the Company and in the event of your leaving the Company; you will be strictly prohibited from making use of this information.

Kindly sign the acceptances section below of this letter if you agree to accept the offer.

Yours Sincerely,

25. Court Actions:

In the event of your appearance at, or summons to appear at, any criminal court, or in the event of any criminal conviction or civil order being made against you, either during the period of your employment with the Company or during the period between completing the Company application form and joining the Company, you must inform the Company as soon as possible and must, on request, give full details to the Company.

26. Joint Responsibility:

In the event of any losses, shortages and misappropriation reported in the purpose of you discharging your duties and responsibilities, the company reserves the right to recover such losses by way of salary deduction or by any other from deemed appropriate from the relevant employee either individually or jointly.



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27. Environmental, Health & Safety At Work:

The Company places the greatest importance on the health and safety of our employees. Both the Company and you are at all times required to adhere to all the local statutory and the Company's Environment, Health and Safety Policy by making the workplace free from hazards and unsafe actions and eliminating bodily injuries. Should any accident/incident/injury involve you whilst on duty; you must report it to the HR Department through your superior within 24 hours of the incident.

28. Severability :

If any provision set out above are severable or becomes invalid, void, illegal or unenforceable in respect under any law, such provision shall be severed from this letter. Then, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

29. Variation :

The Company reserves the right to introduce, modify, amend, or annul any terms and conditions of employment at any time during its operations' policy changes. Any such changes shall be notified to you by issuance of circulars, memorandums, or other instructions by whatever name from time to time, which form part of the terms and conditions of employment.

30. Governing Law:

The terms and conditions set out in this letter shall under normal circumstances be governed by and interpreted in accordance with the laws of Singapore. The provision of the laws will take precedence over a particular unfavorable contractual term in certain condition

**For and on behalf of
Focus Security Services Pte Ltd.**

Mr. Chang San Yuen/Director
To: Focus Security Services Pte Ltd

I, the undersigned accept the above Terms and Conditions stated therein.

HARVEY SEWELL
Name

[Signature]
Signature

5/07/21
Date

ACKNOWLEDGEMENT AND UNDERTAKING
Annex A

Name: Muhammad Husein Bin Saunari the undersigned hereby declared the following:

1. I hereby request to work on my normal working hours or beyond my normal working hours on my rest days without duress
2. I the undersigned hereby agreed that if my conduct is prejudice to the Company's interest or if I have committed any of the offenses listed below, I will be subjected to an authorized deduction from my KPI under Section 2.1 Notice of Infringement of Code of Conduct under the Private Security Industry Regulations 209 of the Private Security Industrial CAP 250A.

Sl:N O	Code of Conduct	1st	2nd	3rd	Max., Penalty
1	Late on duty	Warning 1 hour - \$10	Warning 1 hour - \$20	Half-day count	\$50.00
2	Forget to login and logout	Verbal & Written warning	Half day count	Absent day count	\$150.00
3	Wearing dirty or untidy looking uniform	Verbal & Written warning	\$ 50	\$ 100	\$150.00
4	Unpaid Leaves	\$50 per day	\$50 per day	\$100 per day	\$150 per day
5	Last Minutes Absent or AWOL	Written Warning & \$ 50 per day	\$75 per day	\$100 per day	\$150 per day
6	Unpaid Leave following Off days	Written Warning & \$ 50 per day	\$75 per day	\$100 per day	\$150 per day
7	Sleeping when on duty	Warning & \$ 50 per offence	\$75 per offence	\$100 per offence	\$150 per offence
8	Being absent / missing from place of deployment without valid reasons	Warning Letter + \$ 50 penalty	\$75 per offence	\$100 per offence	Termination
9	Consuming alcohol or being under the influence of alcohol when on duty	Termination			
10	Using threatening or abusive language in the course of duty	Warning Letter + \$ 50	Termination		
10a	Insubordination in duty	Immediate Termination			
11	Consolidated OFF days	Warning Letter + \$ 50	\$75 per day	\$100 per day	\$150 per day
12	Manipulate the attendance	Warning Letter + \$ 150	\$200 per offence	Termination	
13	Failing to wear Name Tag & Security Licence issued by PLRD	Verbal & Written warning	First Time -\$10	Second Time -\$20	\$50.00

Please note that Security Officer who infringes the requirements under the regulations may be fined and/ or imprisoned. In addition, his Security Officer Licence may also be suspended or revoked if he/she is caught by PLRD officers.



FOCUS SECURITY SERVICES PTE LTD

33 Ubi Avenue 3 #08-33 Vertex (Tower B)

Singapore 408868, Tel: 6842 6898 Fax: 6842 0709

Declaration:

I hereby declared that I have the following prehistorical medical condition.

E.g.: medical treatment for any injuries, heart disease, stroke, cancer, diabetes, high cholesterol, high blood pressure, mental illness, etc. (Indicate below if applicable).

— Nil —

If you make any false declaration on your medical condition you may be dismiss from the Company without any payment or compensation and legal action will be taken under wilful negligence.

I, the undersigned hereby acknowledge that I have read over and understood the above the contents that may warrant my immediate dismissal from the Company without any payment or compensation.

Name: Haroon Samir

NRIC / FIN: 89133093H

Signature: [Signature]

Date: 05/07/21



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Annex B

Nondisclosure and Non-Competition Agreement Form Employee Non-Competition Agreement

As a condition of my employment with Focus Security Services Pte Ltd and/or its subsidiaries, affiliates, successors, or assigns (together "the Company"), and in consideration of my employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

NONDISCLOSURE of CONFIDENTIAL INFORMATION

(1) Company Information

I, hereby agree at all times during the term of my employment and thereafter, to hold in strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm, or corporation without written authorization from **the director of the Company**, any Confidential Information of the Company. I understand that "Confidential Information" means any Company proprietary information, technical data, trade secrets, or know-how, including but not limited to: research, product plans, products, services, customer lists and customers (including but not limited to: customers of the Company on whom I called or with whom I became acquainted during the term of my employment), markets, software, and other business information disclosed to me by the Company either directly or indirectly in writing, orally, or by drawings or observation of parts or equipment. I further understand that Confidential Information does not include any of the foregoing items that have become publicly known and made generally available through no wrongful act of mine or of others who were under confidentiality obligations as to the item or items involved.

(2) Former Employer Information

I agree that I will not, during the course of my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that I will not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person, or entity unless consented to in writing by such employer, person or entity.

(3) Third-Party Information

I recognize that the Company has received and in the future, will receive from third parties their confidential or proprietary information subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and not to disclose it to any person, firm, or corporation or to use it except as necessary in carrying out my work for the Company consistent with the Company's agreement with such third party.

NON-COMPETE COVENANTS

It is the Company's policies to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly, all officers, employees, and independent contractors must avoid activities that are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the Company.



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During the employment period and after the employment relationship has terminated, notwithstanding the cause of termination, I will not, directly or indirectly, work for, own, invest in, direct, or aid any company or person engaged in competition with the Company that is within (DISTANCE) of (BUSINESS NAME). A company or person is in competition with the Company if it solicits business, performs services, or delivers goods that are competitive to the Company, its customers, or its prospective customers.

REPRESENTATIONS

I agree to execute any proper oath or verify any proper document required to carry out the terms of this Agreement. I represent that my performance of all the terms of this Agreement will not breach any agreement to keep in confidence proprietary information acquired by me in confidence or in trust prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written agreement in conflict herewith.

EQUITABLE REMEDIES

I agree that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of the covenants set forth in this Agreement. Accordingly, I agree that if I breach any covenant, the Company will have available, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Agreement. I further agree that no bond or other security shall be required in obtaining such equitable relief, and I hereby consent to the issuance of such injunction and to the ordering of specific performance.

GENERAL PROVISIONS

(1) Entire Agreement

This Agreement sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification of or amendment to this agreement, nor any waiver of any rights under this agreement, will be effective unless in writing signed by the party to be charged. Any subsequent change or changes in my duties, salary, or compensation will not affect the validity or scope of this Agreement.

(2) Severability

If one or more of the provisions in this Agreement are deemed void by law, then the remaining provisions will continue in full force and effect.

(3) Successors and Assigns

This Agreement will be binding upon my heirs, executors, administrators, and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.

Hulk M. Samuel
Name

[Signature]
Signature

25/07/21
Date

[Signature]
Witness Name

[Signature]
Signature

5/8/21
Date

**FOCUS
Security****SECURITY OFFICER – CODE OF CONDUCT:**

Neatly combed hair. Clean
shaved face for men.



Neatly ironed Uniforms at all
times.



Company lanyard to be worn at
all times.



Security Licence to be worn at all
times.



Neatly tucked-in security
uniforms at all times.



Neatly ironed pants at all times.



Clean black safety shoes at all
times.