

Key Employment Terms

Issued on: 06-07-2021

Section A | Details of Employment

Company Name

Focus Security Services Pte Ltd

Job Title, Main Duties and Responsibilities:

Security Officer

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

Employee Name

Muhammad Haikal Bin Samean

Employment Term

Full Time Permanent

NRIC / FIN:

S9133093H

Duration of Employment:

06-07-2021

Start Date:

06-07-2021

Place of Work :

Highline Residences

Section B | Working Hours and Rest Days

Details of Working Hours:

Morning Shift (8 AM to 8 PM)

Number of Working Days per Week :

6 Days Per Week

Rest Day Per Week :

1 Day Per Week

Section C | Salary

Salary Period:

Monthly

1st to end of the month

Date (S) of Salary Payment:

7th of the calendar month

Date (S) of Overtime Payment:

7th of the calendar month

Overtime Payment Period:

Daily

1st to end of the month

Basic Salary:

1,400.00

Overtime Rate of Pay:

1.5 hourly Basic pay

Other Salary-Related Components:

Attendance Allowance: \$ 100.

CPF Contributions Payable:

Yes

**Section D | Leaves and Medical
Benefits****Types of Leaves:**Paid Annual Leave : **7 Days** .

Paid Outpatient Sick Leaver per Year :

14 Days

Paid Hospitalization Leave Per Year :

60 Days**Section E | others****Length of Probation:**

3

Month(s)

Probation Start Date:

06-07-2021

Probation End Date:

06-10-2021

**Notice Period for Termination of
Employment:**

1 Month After Probation

2 Weeks During Probation