

MEMORANDUM

Ref No : SL/TBY-SCM/2023/006

To : Resident Contractors & Common Contractors

From : Subcontractor Management, Supply Chain

Date : 5 Dec. 2023

Subject : New Working Hours

No of Pages : 3

Dear Contractors

We would like to inform you of an upcoming change in working hours across Seatrium Yards with effect 1st February 2024. The company has decided to adjust our working hours to better align with the needs of our employees and the evolving demands of our business.

We understand that this adjustment may impact your daily routines, and we appreciate your flexibility and cooperation during this transition.

New Working Hours:

Day shift (44hrs per week)	Working Hours	Meal break timing	Night shift (40hrs + compulsory OT 5hrs)	Working Hours	Meal break timing
Mon - Thurs	8.00am - 5.15pm	12.00pm - 1.00pm	Mon - Fri	7.00pm - 4.00am	11.00pm to midnight
Fri	8.00am - 4.30pm	12.00pm - 1.00pm	Sat	Rest day	
Sat	8.00am - 11.30am	11.30am – 12.30pm			
Overtime					
Mon - Thurs	5.15pm - 6.45pm		Mon - Fri	4.00am - 5.00am	
Fri	4.30pm - 6.30pm				
Sat	12.30pm onwards				
Sun	8.00am - 5.15pm		Sun	7.00pm - 5.00am	



Key Points to Note:

Effective Date: The new working hours will come into effect on 1st February 2024. Please ensure that you are familiar with the updated schedule and plan your commute and daily activities accordingly.

Communication Channels: Please ensure all your employees are briefed and updated of the change in working hours closer to the effective date. If you have any questions or require further clarification regarding the new working hours, please feel free to reach out to your Section or the Subcontracts Manager of your respective yard. For ease of understanding, we have also attached the Q & A alongside this memo.

We appreciate your understanding and cooperation as we implement this change to improve the overall work experience for our team. We believe that these adjustments will contribute to a more positive and efficient work environment for everyone.

Thank you for your co-operation and look forward for your continuous support.

A handwritten signature in black ink, appearing to read "Lim Choon Hau", written over a horizontal line.

Lim Choon Hau
General Manager
Supply Chain - Subcontracts Department
Seatrium (SG) Pte. Ltd.



Seatrium Yards New Working Hours – Q&A

Q1: Do we need to change or amend our employees' employment contract?

A1: Yes. Update it with the necessary changes.

Q2: Can we stick to the existing working hours?

A2: For the purpose of harmonization across all yards, all are to change to the new working hours.

Q3: Can we work beyond the overtime hours stated?

A4: If you are covered under Part IV of the Employment Act, your hours of work are regulated and you are entitled to breaks, overtime pay and rest day. Refer to MOM link for more information: <https://tinyurl.com/4cf89k52>

Q4: For employees working night shift, can we choose not to pay the compulsory 5-hour overtime instead of working until 5 a.m. from Monday to Thursday to reach 44 hours per week?

A5: For the purpose of harmonization across all yards, all are to change to the new working hours.

Q5: Can we choose a 5-day work week unless it is due to a tight schedule, then we will pay for the work done on Saturday using overtime calculation?

A7: For the purpose of harmonization across all yards, all are to change to the new working hours.