

CONFIDENTIAL

23 September 2022

Mr Bulathsinalage Sankha Cooray
Block 1036 East Lodge
1 Albert Winsemius Ln
Singapore 126785

Dear Mr Cooray

RESEARCH ENGINEER IN THE DEPARTMENT OF COMPUTER SCIENCE

I have much pleasure, on behalf of the University, in offering you an appointment as a Research Engineer in the Department of Computer Science. The appointment is made under a grant for the project, '*Designing Intelligent Human-Computer Interfaces To Extend Cognitive Capabilities*' [A-8000299-00-00]. The appointment will be for a period of 1 year, and effective from the date on which you assume duty which should at the latest be on 2 December 2022. The effective date is conditional upon your completion of all pre-employment formalities.

The compensation package consists of the following:

- Annual base salary: S\$66,000, to be paid over 12 months
- Annual performance bonus: up to one month's salary, to be paid in January of the next year, following the prevailing eligibility guidelines for the annual review of academic staff

The benefits applicable to you under this appointment and the other terms of your appointment are specified in the Annex.

We hope you will accept this offer and look forward to receiving the Acceptance Form and other forms (enclosed) duly completed by you by **7 October 2022**, failing which this offer shall be deemed to have lapsed. Meanwhile, if you have any questions regarding the nature or the terms of the appointment, please contact me, the Principal Investigator of the project, Assoc Prof Suranga Chandima Nanayakkara, or the Head of Department.

The National University of Singapore offers a stimulating environment which I believe will enhance your academic career and provide opportunities for your continued professional growth. We look forward to welcoming you to NUS.

Yours sincerely,

Mohan Kankanhalli

Mohan S. Kankanhalli
Provost's Chair Professor and Dean
School of Computing

cc Head, Department of Computer Science
 Assoc Prof Suranga Chandima Nanayakkara, Department of Computer Science
 Senior Vice President and Chief Financial Officer, Office of Finance
 (Attn: Ms Ng Sock Hoon)
 Chief People Officer, Office of Human Resources

Encls.
/jo

In Process

Mr Bulathsinalage Sankha Cooray
23 September 2022

1. **PROBATION**

- 1.1 There will be a probation period of three (3) months, starting from the date on which you assume duty, which may be extended if considered necessary by NUS.
- 1.2 Your employment will be automatically confirmed upon the end of the probation period unless you receive prior notice that:
 - (a) a further period of assessment is required; or
 - (b) your employment will lapse due to unsuccessful completion of probation.

2. **BENEFITS**

- 2.1 All benefits applicable to you under this appointment are subject to the terms and conditions of the relevant University schemes under which they are granted to you and, where applicable, to the terms and conditions set out below and may be revised from time to time in accordance with such terms and conditions. Such benefits shall be terminated automatically upon the expiry or earlier termination of your appointment.
- 2.2 The benefits applicable to you under this appointment are listed below and copies of the applicable University schemes are attached.
 - (a) Vacation leave based on 28 days in a calendar year, pro-rated to the number of days actually served. Please note that –
 - (i) Vacation leave not utilised in the year of entitlement may be carried forward to the next calendar year provided that the vacation leave thus carried forward may not exceed 28 days.
 - (ii) Vacation leave carried forward from one calendar year to the next shall not be utilised during the period of notice of resignation.
 - (iii) There will be no payment of salary in lieu of any unconsumed leave upon your leaving service.

The University's Policy on Leave Matters is available on the University's website at <https://share.nus.edu.sg/corporate/policies/hr2/benefits/policy-on-leave-matters.pdf> accessible upon assumption of duty.

(b) Medical and HealthChoice Policy

You will be placed on **Plan B1** under the Medical Benefits Scheme, subject to its terms and conditions.

Please note the following:

- (i) Your plan eligibility may be subject to change if your appointment changes.
- (ii) Your coverage under the Scheme will commence from the date on which you assume duty in the University, subject to your completion of all pre-employment formalities.

Mr Bulathsinalage Sankha Cooray
23 September 2022

- (iii) Should you wish to enrol your dependants (as defined in the Scheme), on a voluntary basis with a co-payment of the annual premiums payable, please provide us with the marriage and/or birth certificates within the first week of assuming duty. Thereafter, you will receive an email notification prompting you to make an e-enrolment. Please note that your dependants' coverage is subject to the acceptance of their enrolment, and will only commence from the date that you make the e-enrolment.

3. SALARY

- 3.1 Your salary will be paid monthly in arrears on or about the 18th day of each month, or any other day as the University may stipulate from time to time. Salary will be paid on a pro-rated basis for any incomplete month of service. The University will deduct from or set-off against your salary, such other amounts as may be due to the University as the University may be permitted to deduct or set off by law or by any rules of the University. The balance (if any) shall be paid to you in full satisfaction of the salary and you shall have no claim against the University in respect of any deductions made.
- 3.2 There will be no salary adjustment during the term of this contract. Any payment of allowances/bonuses or other payments are discretionary and will be based on your annual performance. Any allowance or other payments made will not be included in the computation of salary-based benefits such as bonuses.

4. CONFIDENTIALITY

- 4.1 "Confidential Information" means all information (whether recorded or not and in whatever form or media) relating to all or any part of the business, property, assets, technology, activities, services, financial affairs, management and administration of the NUS, including information relating to NUS' staff, students, donors, alumni, business or academic partners, clients, suppliers and any third party dealing with NUS. It shall not include information or material which (i) is now or becomes generally available to the public other than through a breach of your confidentiality obligations, (ii) was made known to you by a third party on a non-confidential basis prior to disclosure or availability to you pursuant to your employment with NUS, or (iii) you are required to disclose pursuant to any judicial order or law.
- 4.2 You shall not, except during and for purpose of the performance of your duties,
 - (i) directly or indirectly make use of, disclose, communicate or permit the disclosure or communication to any person of any Confidential Information; or
 - (ii) copy or reproduce, or permit others to copy or reproduce, in any form, media or device, any documents, data or other material containing or referring to Confidential Information.
- 4.3 You shall inform NUS immediately if you are required to disclose any Confidential Information to a third party pursuant to any judicial order or law and allow NUS to verify the same prior to your disclosure.
- 4.4 You shall return immediately to NUS upon its request all documents, data and other material (in whatever form or medium) held by you containing or referring to Confidential Information.
- 4.5 You shall indemnify and keep indemnified and hold harmless NUS against all losses, damages, costs or expenses which NUS may incur as a result of any unauthorized disclosure or use of the Confidential Information.

Mr Bulathsinalage Sankha Cooray
23 September 2022

- 4.6 Your obligations under this clause shall apply during and after your employment with NUS.

5. TERMINATION OF APPOINTMENT

- 5.1 During the probation period, your appointment may be terminated by either party giving the other not less than seven (7) days' notice in writing or by paying an amount equivalent to seven (7) days' salary in lieu of notice.
- 5.2 Subject to Clause 5.1, your appointment may be terminated by either party giving the other not less than one (1) month's notice in writing or by paying an amount equivalent to one (1) month's salary in lieu of notice.
- 5.3 The University may terminate your appointment immediately without prior notice and without payment of any compensation to you should you –
- (a) be convicted by a court of law of any crime which in the opinion of the University is likely to bring the University into disrepute; or
 - (b) in the opinion of the University, be guilty of insobriety or misconduct or gross impropriety; or
 - (c) fail to perform your duties and/or obligations or observe any of the terms and conditions of your appointment; or
 - (d) have your Employment Pass or other applicable work pass, whether issued on a temporary basis or otherwise, withdrawn or expire, or if an application for the renewal or extension of the said pass is refused by the relevant authority, whether final or subject to appeal; or
 - (e) be certified to be unfit to continue to be in the service of the University by a medical board appointed by the University.
- 5.4 The appointment shall be terminated automatically upon the cessation of the grant/project, for any reason.
- 5.5 You shall be responsible for any repatriation and other costs associated with your departure from Singapore upon termination of your appointment.

6. OTHER TERMS

- 6.1 This appointment is a full-time appointment and you are expected to serve the University exclusively and personally attend to all duties required of the appointment. Other paid work may be permitted provided it does not interfere with University duties, and is subject to the University's rules and regulations governing staff undertaking consultation/outside work which include the attached Conflict of Interest Policy, Consultation Work Scheme and Rules on Acceptance of Non-executive Directorships and Executive Directorships/ Managerial positions.
- 6.2 The University may effect interdepartmental transfers of staff members as it deems appropriate.
- 6.3 The terms of your appointment will be reviewed and revised if you acquire Singapore Permanent Residence or Singapore Citizenship. Please notify the University immediately on acquiring such status.

Mr Bulathsinalage Sankha Cooray
23 September 2022

- 6.4 You shall be bound by and conform with all policies, rules and regulations affecting University staff, as may be in force from time to time including, but not limited to,
- (a) policies, rules and regulations contained in the Staff Handbook, which is on the University's website at <https://staffportal.nus.edu.sg/staffportal/portal/acad-handbook.html> and accessible upon assumption of duty;
 - (b) the University's rules on intellectual property, as set out in the attached Policies relating to University Intellectual Property (NUS IP Policy 010109);
 - (c) the NUS Code of Conduct as attached; and
 - (d) the NUS Personal Data Notice for Staff as attached.
- 6.5 The terms of this appointment shall be subject to the governance and constitutional documents of the University and the provisions of all statutes, regulations, policies, procedures, rules and applicable legislation as may be in force from time to time.
- 6.6 This contract shall be governed and construed in accordance with the laws of Singapore and each party agrees to submit to the non-exclusive jurisdiction of the Singapore courts.
- 6.7 Any dispute or claim arising out of this appointment or its terms shall be referred to and finally settled by arbitration in Singapore in the English language, pursuant to the Rules of the Singapore International Arbitration Centre by which both parties agree to be bound.

7. CONDITIONS

The appointment is conditional upon -

- 7.1 the Ministry of Manpower granting you a work pass.

Foreigners (aged 15 and above) who have obtained in-principle approval of their work pass applications for stays of 6 months or more may be required to undergo a medical examination. The Ministry will notify you whether a medical examination is necessary when they grant you in-principle approval for a work pass. Where a medical examination is necessary, you may submit the Ministry's medical report form together with the University's medical report form (see Clause 7.2 below) at the same medical examination;

- 7.2 receipt by the University of a report on your medical fitness which is to the satisfaction of the University.

Please undergo a medical examination by a registered doctor and have the report completed in the format to be provided to you when the outcome of your work pass application is known. The University will reimburse you the cost of your medical examination, upon your presentation of original receipts. The cost of medical examinations incurred by your dependants (if any) will have to be borne by you.

Should you decide to have the medical examination done at the University Health Centre, please contact Office of Human Resources, Ms Jesslyn Ong at Jesslynong@nus.edu.sg to issue an online medical checkup authorization.

Mr Bulathsinhalage Sankha Cooray
23 September 2022

8. ACCEPTANCE

If you accept the offer of appointment, please complete and return the following:

- Form of Acceptance
- Conflict of Interest Ad-hoc Declaration Form

Notes for information:

- (a) For information on your income tax liability, please access the website of the Inland Revenue Authority of Singapore (<http://www.iras.gov.sg>).
- (b) Information on relocation to Singapore can be obtained from the website of the Ministry of Manpower (<https://www.mom.gov.sg/working-in-singapore/living-in-singapore>).

In Process