

**A Guide to Policies & Practices  
of  
TFP Solutions Berhad & Group of Companies**



**EMPLOYEE HANDBOOK**

**COMM ZED Sdn Bhd  
COMM ZED Solution Sdn Bhd  
MBP Solutions Sdn Bhd  
O2U Solutions Sdn Bhd  
ProDserv Sdn Bhd  
ProXerv Sdn Bhd  
SBOne Solutions Sdn Bhd  
Softfac Technology Sdn Bhd  
Tech3 Solutions Sdn Bhd  
TFP International Pte Ltd**

**Printed on 30 August 2005**

**Updated on 01 January 2013**

**@ copyright reserved TFP Solutions Bhd**



## INTRODUCTION

This handbook provides you with guidelines and policies of TFP Group of Companies stated on the cover (hereinafter refer to as “the Company”). The Company’s benefits and general areas of interest are also included.

The company reserves the rights to add, omit, alter or vary any terms and conditions where the need arises from time to time and as it deems fit, without any prior notice. You will be notified later on such changes. Any changes will be reflected in the Master Copy of this handbook to be held in the Group HR Department. The terms and conditions herein supersede those previously in force whether implied or in writing.

We would like this handbook to be a reference for you. Should there be any areas in this handbook where you need clarification, do not hesitate to consult your Head of Department or Group HR Department.

For new employees, this handbook serves to welcome you as a team member of a forward looking and people-oriented company as well as quickly integrate you into our family. You are encouraged to read it thoroughly and keep it for future reference. We are pleased to have you with TFP Group. At TFP Group, every job is important and you are expected to play an important role in the company. We sincerely hope that you will find your job interesting, satisfying and rewarding. We look forward to your contribution and to be part of our success.

<p>The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.</p>
---



## **TABLE OF CONTENTS**

<b>INTRODUCTION .....</b>	<b>1</b>
<b>1 TERMS &amp; CONDITIONS OF SERVICE .....</b>	<b>4</b>
1.1 APPOINTMENT LETTER.....	4
1.2 PROBATION .....	4
1.3 WORKING HOURS.....	4
1.4 TRANSPORT .....	4
1.5 REMUNERATION .....	4
1.6 OVERTIME AUTHORISATION AND CLAIM .....	4
1.7 INVESTMENT IN PEOPLE .....	5
<b>2 OBSERVATION OF CONFIDENTIALITY.....</b>	<b>5</b>
<b>3 TRANSFER.....</b>	<b>5</b>
<b>4 RETIREMENT AGE.....</b>	<b>5</b>
<b>5 ANNUAL/MERIT/PROMOTION INCREMENT.....</b>	<b>5</b>
<b>6 PERFORMANCE APPRAISAL .....</b>	<b>5</b>
6.1 PROBATIONARY EMPLOYEE .....	5
6.2 CONFIRMED EMPLOYEE .....	6
<b>7 LEAVE ENTITLEMENT .....</b>	<b>6</b>
7.1 LEAVE APPLICATION.....	6
7.2 ANNUAL LEAVE .....	6
7.3 NO-PAY LEAVE.....	6
7.4 EMERGENCY LEAVE.....	7
7.5 COMPASSIONATE LEAVE.....	7
7.6 MATERNITY LEAVE.....	7
7.7 PATERNITY LEAVE .....	7
7.8 MARRIAGE LEAVE .....	7
7.9 MEDICAL LEAVE (SICK LEAVE) .....	8
7.10 HOSPITALISATION LEAVE .....	8
<b>8 MEDICAL BENEFITS .....</b>	<b>8</b>
8.1 MEDICAL TREATMENT & REIMBURSEMENT.....	8
8.2 MEDICAL AND HOSPITALISATION BENEFITS .....	9
<b>9 INSURANCE BENEFITS .....</b>	<b>10</b>
9.1 PERSONAL ACCIDENT (GPA) INSURANCE.....	10
<b>10 DENTAL AND OPTICAL CARE ALLOWANCE .....</b>	<b>10</b>
<b>11 PUBLIC HOLIDAYS .....</b>	<b>10</b>
<b>12 REIMBURSEMENT &amp; ALLOWANCES .....</b>	<b>10</b>
12.1 EXAM FEES REIMBURSEMENT .....	10
12.2 TRANSPORT REIMBURSEMENT .....	10
12.3 HANDPHONE EXPENSES .....	11
12.4 ENTERTAINMENT EXPENSES .....	11
12.5 MODE OF OVERSEAS TRAVEL .....	11
12.6 OUTSTATION AND OVERSEAS SUBSISTENCE ALLOWANCE .....	11
<b>13 SAFETY.....</b>	<b>11</b>
<b>14 SECURITY.....</b>	<b>11</b>

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



<b>15</b>	<b>CONDUCT &amp; DISCIPLINE.....</b>	<b>12</b>
15.1	RESPONSIBILITY .....	12
15.2	ASSAULT AND/OR FIGHTING .....	12
15.3	EMPLOYEE ATTIRE.....	12
15.4	DISCIPLINARY ACTION.....	12
<b>16</b>	<b>CONFIDENTIALITY .....</b>	<b>13</b>
16.1	OBLIGATIONS .....	13
16.2	INVENTIONS .....	14
16.3	COPYRIGHT AND INTELLECTUAL PROPERTY .....	14
<b>17</b>	<b>GENERAL.....</b>	<b>15</b>
17.1	COMPANY PROPERTIES .....	15
17.2	LONG SERVICE AWARDS.....	15
17.3	GIFTS, FAVOUR & CONCESSIONARY OFFERS .....	15
17.4	AMENDMENTS.....	15

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



# 1 TERMS & CONDITIONS OF SERVICE

## 1.1 Appointment Letter

Prior to commencement of work, you will be given an appointment letter. The basic terms and conditions of employment are spelt out in the respective scheme of service of the Company. However, you may be given an appointment to be printed in the name card to reflect your representation of the Company to the general public. Nevertheless you are engaged in the position in the Offer of Employment. All staff appointments are subject to the necessary security and medical clearance.

## 1.2 Probation

All staff on appointment will have to serve a probationary period of three to six months as specified in your Letter of Offer.

Your probationary period may be extended if deemed necessary. Upon expiry of your probationary period, you shall be confirmed in writing in the Company's permanent establishment unless your service is terminated by the Company. Your probationary period shall form part of your total length of service with the Company.

## 1.3 Working Hours

All employees on normal shift work a total of 40 hours per week from 8:30am to 5:30pm from Mondays to Fridays with a lunch break of an hour. Some employees may be required to work on a different working hours as specified in your Letter of Offer. For employees based at the client's office, you are required to follow the client's working hours. Executives are expected to work beyond normal hours based on exigencies of service.

## 1.4 Transport

It is the employees responsibility to make/find his/her way to and from work at his/her own expense.

## 1.5 Remuneration

As our employee you will be paid monthly. The pay day shall be at the end of the month. However, upon resignation or termination of service, Employee will only be paid their salaries and allowances due to them at end of the month after they have settled any outstanding loan owing to the Company and have duly handover to an authorized representative of the Company all items issued by the Company before end of notice period.

## 1.6 Overtime Authorisation and Claim

Hours worked in excess of the working hours at the request of the company shall be considered for overtime pay provided that you are in receipt of a salary not exceeding **RM2,000.00** a month.

Overtime work must be authorised by the Manager and shall be regulated in accordance with the provisions of the Employment Act.

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



### **1.7 Investment in People**

The Company will continuously reinvest in its people, by sending them for training both internally and externally. Where appropriate and when necessary, a training bond will be executed (for technical and professional training).

## **2 OBSERVATION OF CONFIDENTIALITY**

All employees on being appointed to the service of the Company are required to sign a declaration of confidentiality relating to the nature of their work. Classified information acquired or made known to you in the course of your work whether in written or verbal form is of strictly confidential nature and is not to be published or communicated by you to any person in any form whatsoever without the expressed sanction of the Company. You are liable to be prosecuted if you should breach the Official Secrets Act.

## **3 TRANSFER**

The Company reserves the rights to transfer employee to any other Department or to any other Company within the Group.

## **4 RETIREMENT AGE**

The normal retirement age is 55 years old. Employee on attaining the age of 55 years may by mutual agreement with the Company, be re-employed on a month-to-month basis at whatever salary the Company deems fit, subject to certification of medical fitness by the Company doctor or Government Medical Officer.

## **5 ANNUAL/MERIT/PROMOTION INCREMENT**

Such increment is awarded within the guidelines as laid down by Management Committee. Annual increment if any for all employees shall be in January of each year and only in special cases in July.

## **6 PERFORMANCE APPRAISAL**

### **6.1 Probationary Employee**

The performance of probationary employee would be reviewed by your immediate superior and your Head of Department during the first month or during the first three (3) months depending on your probationary period as mentioned in your appointment letter. The review will be done by them together with you.

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



## 6.2 Confirmed Employee

After confirmation, the performance review period for all staff will cover from 1st January to 31st December of the following year.

# 7 LEAVE ENTITLEMENT

## 7.1 Leave Application

All employees are required to inform their immediate superior of the leave and apply thru the e-leave system at <http://eleave.tfp.com.my:8022/login.aspx>. Login ID and password will be assigned to you by HR department.

## 7.2 Annual Leave

All employees are eligible for annual leave on pro-rata basis, in proportion to their length of service with the Company. At the time of application of leave, staff can consume leave earned up to the end of the preceding month. The quantum of annual leave eligibility shall be based on your length of service in the Company. The quantum will be specified in your letter of appointment.

The following table shows the Annual Leave Entitlement:

<u>Years of service</u>		<u>Days of Leave</u>
0 – 3 years	-	14 days
4 – 5 years	-	16 days
6 or more years	-	21 days
Executive Director	-	24 days

The supervising Officer or Manager shall approve Earned Annual Leave and No Pay Leave.

Any balance of leave from the current year's entitlement will automatically be carried forward to the following year. Please take note that every employee whose leave from the preceding year not consumed after June following year will be **forfeited**.

## 7.3 No-Pay Leave

No-Pay Leave may be granted to staff subject to exigencies of service. Every application shall be considered on its own merits. The Department Head shall approve such leave.

The approval for No-Pay Leave for more than **10 days** in a year shall be obtained from Executive Director, or in his absence, his designated representative.

Accumulation of more than 15 working days of No Pay Leave will affect the performance and Incentive/Bonus payment, if any.

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



#### 7.4 Emergency Leave

In case of emergency leave where there is no submission of leave application, you are required to notify your reporting manager or HR department before noon.

On the next day when you report for duty you must submit your application of leave to your manager for approval. If not, you will be deemed to have absent without notice and your pay will be deducted accordingly.

Employees are strongly advised not to absent themselves for the purpose of annual leave without prior permission from the company. Such cases shall be deemed to be misconduct and you shall be liable for disciplinary actions.

#### 7.5 Compassionate Leave

Compassionate leave may be granted to probationary and confirmed staff up to three (3) consecutive days on any one occasion on the death of a legal parent, spouse, child, sister, brother, grandparent, parent-in-law or grandchild.

Supporting document will have to be produced in each instance. Compassionate Leave will always be treated as whole days, and cannot be taken in units of half days.

#### 7.6 Maternity Leave

Female employee who have completed 90 days continuous service with the Company are entitled to 60 days paid maternity leave. At least **one (1) month's notice** must be give to the Company, before the commencement of maternity leave.

Such paid leave is not applicable to female staff having 5 or more surviving children. Leave on account of miscarriage or abortion shall not be considered as maternity leave but as normal sick leave.

Computation of maternity leave period will be done by Human Resource Personnel.

#### 7.7 Paternity Leave

Male employees who have completed 90 days continuous service with the Company are entitled to 3 days paid paternity leave. At least **one (1) month's notice** must be given to the Company, before the commencement of paternity leave.

#### 7.8 Marriage Leave

Employees who have completed 90 days continuous service with the Company are entitled to 3 days paid marriage leave. At least **one (1) month's notice** must be given to the Company, before the commencement of marriage leave.

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.





## 7.9 Medical Leave (Sick Leave)

All confirmed employees are entitled to the following medical leave:

<u>Year(s) of service</u>		<u>Medical Leave entitlement</u>
0 to 2 years	-	14 days
3 to 4 years	-	18 days
5 years and above	-	22 days

You are to inform your Manager within **48 hours** for any medical leave granted; otherwise it would be treated as **unpaid sick leave**. If you cannot locate the Manager, then inform the Human Resource Personnel.

A Medical Certificate must be produced to the Company upon return to work. Otherwise, annual leave will be deducted.

If you are on Leave, no cancellation of annual leave or no pay leave should be granted with medical leave. An employee will not be entitled to paid medical leave if he falls sick on his annual leave.

## 7.10 Hospitalisation Leave

All confirmed employees are entitled to 60 days paid hospitalisation leave inclusive of the said medical leave in each calendar year immediately upon confirmation.

This leave entitlement is non-cumulative and inclusive of any medical leave taken during a calendar year.

# 8 MEDICAL BENEFITS

## 8.1 Medical Treatment & Reimbursement

All employees are eligible for free clinical medical treatment and medicine by the Company's appointed doctors of a Government medical officer or in the event of an emergency by a registered medical practitioner.

The reimbursement for such medical consultation and medicine by a private registered medical practitioner is limited to **RM40** per visit and cumulatively **RM500** per year.

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



## 8.2 Medical and Hospitalisation Benefits

### SCHEDULE OF BENEFITS

	PLANS	
	(Maximum Each Disability)	
	MP300 RM	MP200 RM
<b><u>In-Hospitalisation Benefits</u></b>		
1. Hospital Room & Board, per day - up to 150 days	300	200
2. Intensive Care Unit, per day - up to 30 days	As Charged	
3. Hospital Miscellaneous Services	As Charged	
4. Operating Theatre Fees	As Charged	
5. Surgical Fees & Post-Operative Care	As Charged	
6. Anaesthetic Fees	As Charged	
7. In-Hospital Physician's Visits, per day - up to 150 days	As Charged	
<b><u>Pre-Hospitalisation Benefits</u></b>		
1. Diagnostic X-ray & Laboratory Test - within 60 days preceding confinement	As Charged	
2. Specialist's Consultation - within 60 days preceding confinement	As Charged	
<b><u>Post-Hospitalisation Benefits</u></b>		
1. Follow-up Medical Treatment & Services - within 60 days following discharge	As Charged	
<b><u>Out-Patient &amp; Other Benefits</u></b>		
1. Daycare Surgery - inclusive of all incidental services & supplies	As Charged	
2. Emergency Accidental Outpatient Treatment - within 24 hours & up to 30 days follow-up treatment	As Charged	
3. Emergency Accidental Outpatient Dental Treatment - within 24 hours & up to 14 days follow-up treatment	As Charged	
4. Ambulance Fees (Road Transport only)	As Charged	
5. Emergency Sickness Outpatient Treatment - between 12:00a.m. to 06:00a.m.	100	100
6. Annual In-patient Treatment for Mental Illness	2,500	2,500
7. Accidental Death Benefit	3,000	3,000
8. Government Hospital Daily Cash Allowance - per day, up to 150 days	90	80
9. Medical Report Fee	60	60
10. Malaysian Government Service Tax	up to 6% of Room & Board subject to daily Benefit Limit	
<b>OVERALL ANNUAL LIMIT - per Insured Person</b>	<b>80,000</b>	<b>50,000</b>

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



## 9 INSURANCE BENEFITS

### 9.1 Personal Accident (GPA) Insurance

All confirmed employees shall be insured under a Group Personal Accident (GPA) Insurance Policy

## 10 DENTAL AND OPTICAL CARE ALLOWANCE

All confirmed employees are allowed to claim a yearly dental and optical care allowance up to a maximum of **RM 200.00** per annum. The payment of this allowance is at the discretion of the Company. This claim should be submitted through the monthly claim with original receipts attached.

## 11 PUBLIC HOLIDAYS

All employees are entitled to the gazetted public holidays in each calendar year, as per our Corporate address (i.e. according to Selangor's entitlement), or as per our branch/subsidiary office location (i.e. according to other states in Malaysia or other countries' entitlement). If a holiday falls on a Sunday (or Friday if in Terengganu or Kelantan), a staff shall be entitled to an off-day in lieu of the holiday.

## 12 REIMBURSEMENT & ALLOWANCES

### 12.1 Exam Fees Reimbursement

Any employees that incur exam fees on approved trainings can seek reimbursement for the first attempt and, if more than one attempt, the last attempt (proof of passing result required).

### 12.2 Transport Reimbursement

All employees are entitled to claim business-related travel expenses for employees who travel in their own vehicle. The company will bear transportation expenses incurred for return journey from TFP's office or from home to the client's site, whichever is lower.

The rate of reimbursement for mileage claim is RM0.60/km for employees not having any fixed travelling allowance.

For employee enjoying fixed travelling allowance, reimbursement of mileage claim will be applicable for travelling outside of Selangor and Kuala Lumpur and the rate for mileage claim is RM0.45/km.

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



Parking fees, Toll fees, Taxi/LRT/Bus fare incurred by employee for business-related travels will be reimbursable by the Company. Receipts should be produced wherever possible.

### **12.3 Handphone Expenses**

The reimbursement of handphone expenses shall be based on job requirements and used solely for business calls only. The claims must be supported with original phone bill and specifically identified the usage.

The Company will reimburse the handphone expenses up to limit of RM150.00 per month.

### **12.4 Entertainment Expenses**

Managers may from time to time, in the course of their duties and responsibilities entertain clients, visitors and government officials. Such entertainment claims ought to be reasonable and are subject to the approval by the company. Details of entertainment must be provided on all bills.

### **12.5 Mode of Overseas Travel**

All employees travelling overseas on business related agenda shall travel on economy class.

### **12.6 Outstation and Overseas Subsistence Allowance**

Employee who travel on Company business outside Selangor (or outside of the state where the office reside) shall be paid a daily subsistence allowance to cover meals and laundry expenses according to the prevailing company rates set out in the Company's policy.

The rates applicable for such travels are: for outstation travels shall be paid a daily subsistence allowance of **RM30**; for overseas travels shall be paid a daily subsistence allowance of **RM75** (for ASEAN countries) and **RM100** (for Non-ASEAN countries). These rates are paid out to the nearest half day.

## **13 SAFETY**

Safety is on top of the list of priorities in the Company. As an employee of the Company, you play an important role in helping the Company to make it a safe workplace.

## **14 SECURITY**

The nature of the Company's operation calls for the compliance of standing instructions on Security by every employee. As an employee of the Company, you

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



should adhere to basic security requirements applicable and to take appropriate and prompt actions whenever any apparent security violation occurs.

In the interest of the Company, you should never divulge Company secrets to unauthorised persons whether you are in the workplace or outside the Company's premises.

## **15 CONDUCT & DISCIPLINE**

### **15.1 Responsibility**

As an employee of the Company, you should be familiar with the Company's rule and regulations regarding conduct and discipline.

All Employees are expected to maintain a high degree of discipline at all times. The Company may give an Employee a Show Cause or Written Warning Letter for any minor or major misconduct, lack of discipline, inefficiency or for any breach of service.

The Employee must acknowledge receipt of the letters and to acknowledge his or her understanding of the contents of the letter.

It is the responsibility of the Department Head (with the assistance of Human Resource) to monitor corrective actions for disciplinary problems and inform the Human Resource Department about them. The Department Head's responsibility also covers the control and enforcement of discipline.

### **15.2 Assault and/or Fighting**

No employee should assault another employee or be involved in fighting in the Company's premises.

### **15.3 Employee Attire**

Employees are required to have proper attire during normal working hours as no jeans are allowed. For the Sales & Technical Support staff, the men are required to put on necktie, long sleeve-shirt and trousers while the ladies should wear blouse and skirt.

### **15.4 Disciplinary Action**

In the event that a disciplinary action is to be taken against an Employee after due enquiry, it shall be in any of the following forms depending on the seriousness of the offence:

- a.) Verbal or written warning.
- b.) Suspension without pay for a specified period.
- c.) Demotion.
- d.) Withholding of increment.
- e.) Down grading.
- f.) Dismissal after due notice.
- g.) Instant dismissal.

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



## 16 CONFIDENTIALITY

You shall undertake to exercise due care and diligence in the discharge of your duties without causing detriment to the interest of the company. All employees are required to keep confidential all the information they may obtain during the course of their employment concerning the business and affairs of the company or company clients. This restriction will not apply to any information which is already in the public domain. Failure to safeguard such information shall be regarded as a breach of trust which shall result in summary dismissal and or legal action.

### 16.1 Obligations

During the period of employment with the Company, the Employee shall:

- a.) Abide by any relevant Company policies, which may be promulgated from time to time.
- b.) Not directly or indirectly disclose to any person, firm or Company or use other than for any legitimate purposes of the Company any confidential business information.
- c.) Not without the Company's prior written permission hold any material interest in any person, firm or Company which:
  - i) Is or shall be in competition with any of the businesses of the Company.
  - ii) Impairs or might reasonably be thought by the Company to impair his or her ability to act at all times in the best interests of the Company.
  - iii) Requires or might reasonably be thought by Company to require him or her to disclose any confidential business information in order to properly discharge his or her duties to or to further his or her interest in such person, firm or Company.
- d.) Not directly or indirectly receive or obtain in respect of any goods or services sold or purchased or other business transacted (whether or not by him or her) by or on behalf of the Company any discount, rebate, commission or other inducement (whether in cash or in kind) which is not authorized by any Company rules or guidelines from time to time and if he/she or any firm or Company in which he/she holds any material interest shall obtain any such discount, rebate, commission or inducement, he/she shall immediately account to the Company for the amount so received.
- e.) Not without the prior authority of the Company remove from the Company premises or copy or allow others to copy the contents of any document, computer disk, tape or other tangible item which

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.



contains any confidential business information or which belongs to the Company.

- f.) Return to the Company upon request and, in any event, upon the termination of his or her employment, all documents, computer disks and tapes and other tangible items in his or her possession or under his or her control which belong to the Company or which contain or refer to any confidential business information.
- g.) If so requested by the Company, delete any confidential business information from any computer disks, tapes or other re-usable material in his or her possession or under his or her control and destroy all other documents and tangible items in his or her possession or under his or her control which contain or refer to any confidential business information.

## **16.2 Inventions**

- a.) If an Employee makes any invention whether patentable or not which relates to or is capable of being used in any business of the Company with which the Employee is (at the time of making the invention) or has been (within the two years before that time) concerned to a material degree, the Employee must disclose it to the Company immediately.
- b.) As between the Employee and Company, the ownership of all inventions made by the Employee will be deemed to belong to the Company.

## **16.3 Copyright and Intellectual Property**

- a.) The Employee shall promptly disclose to the Company all copyright works or designs originated, conceived, written or made by the Employee alone or with others and shall hold them in trust for the Company until such rights shall be fully and absolutely vested in the Company.
- b.) The Employee shall assign to the Company by way of future assignment all copyrights, design rights and other proprietary rights (if any) for the full term therefore throughout the world in respect of all copyright works and designs originated, conceived, written or made by the Employee.
- c.) As such, the Employee shall irrevocably and unconditionally waive in favour of the Company any and all moral rights conferred on the Employee.
- d.) In addition, the Employee shall at the request and expense of the Company, do all things necessary or desirable to substantiate the rights of the Company.

<p>The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.</p>
---



## 17 GENERAL

### 17.1 Company Properties

Employees who are entrusted with Company properties are expected to maintain them in good order and utilize them to the best advantage.

Any employee who is found willfully damaging or tampering with Company properties shall be subject to disciplinary action amounting to dismissal.

Employees are subject to surcharge for loss of willful damage to any Company property under their care.

A Door Access Card will be issued to all Employees of the Company. All loss or damage of access card must be reported immediately to Human Resource Department who will issue the Employee with a replacement access card after the payment RM50.00 (in cash), depending on the nature of loss or damage.

### 17.2 Long Service Awards

Employees who have served the Company faithfully shall be entitled to long service awards in recognition of their services rendered.

<u>Length of Service</u>		<u>Value of Award</u>
5 years' service	-	RM 250.00
10 years' service	-	RM 500.00
15 years' service	-	RM1,000.00
20 years' service	-	RM2,000.00
25 years' service	-	RM5,000.00

### 17.3 Gifts, Favour & Concessionary Offers

No employee or any member of his family shall accept any gift, favour or concessionary offer from any organisation, firm or individual who is or is seeking to become a contractor, supplier or customer of the Company. Any gift, favour or concession received shall be reported to Management who shall decide on its disposal, commercial samples, advertising items or common promotional gifts (e.g. calendar and other low value desk items are exceptions to this policy.)

### 17.4 Amendments

The Company reserves the right to amend, annul, modify or vary any of the aforesaid benefits, conditions and terms as and when deemed necessary and such amendments shall apply forthwith.

---

The Company has developed policies and procedures regarding the management of its personnel. This Handbook is a summary of our policies and procedures implemented to achieve them. The Company changes its personnel policies from time to time as the business needs and experience dictate. If Employees have a question which is not covered in this Handbook or which is not clear, please refer the matter to your Department Head or the Human Resource Department.