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WELCOME TO SILVER RIDGE HOLDINGS BHD. & SUBSIDIARIES

The Management of Silver Ridge Holdings Bhd. is proud to welcome you as a member of our family. We look forward to the opportunity of working together to build Silver Ridge Holdings Bhd. into a dynamic and progressive organization which you would be proud to be associated with.

At Silver Ridge Holdings Bhd., we value our employees and regard them as assets to the Company. We believe in fair employment opportunities and equal treatment to all employees and we promote learning and capacity building as part of career and skills enhancement.

This handbook is intended to familiarize you with important information about the Company and the pertinent roles and responsibilities of each division in the Company, as well as to provide guidelines for your employment experience with us in an effort to foster a close and healthy working environment. It is made available for you to help you understand how the Company operates so that you will be better informed and as a guide throughout your employment with the Company.

The content of the handbook is subject to modification and further development in the light of experience or changes in circumstances.

This booklet remains the property of Silver Ridge Holdings Bhd. and is to be returned to the Human Resource & Administration Department upon cessation of employment with the Company. If any statements in this handbook are not clear to you, please contact the Human Resource & Administration Department for clarification. Once again, welcome and we hope you will find your employment with Silver Ridge Holdings Bhd. a rewarding and satisfying experience.

The Management

Silver Ridge Holdings Bhd. & Subsidiaries

ABOUT SILVER RIDGE SDN. BHD.

Since our inception in 1995 by Dato' Mohd Suhaimi Bin Abdullah, Silver Ridge Sdn. Bhd. has made a name as a reliable partner to telecommunication carriers and manufacturers, and is synonymous with excellence in the telecommunication industry. Silver Ridge Sdn. Bhd. is a fully owned Bumiputra company that is recognized as a pioneer provider of Next Generation Telecommunications Solutions. Our core solutions include telecommunication system architecture and design, turnkey next generation network solutions and telecommunication related software solutions. Silver Ridge Sdn. Bhd. also engages in sub-contracting services involving design, installation, testing and commissioning of cellular networks, broadband, IT as well as power systems for major telecommunication providers.

Silver Ridge Sdn. Bhd. is a wholly owned subsidiary of Silver Ridge Holdings Bhd., a company listed in Kuala Lumpur Stock Exchange (KLSE) ACE market.

Currently, the Group boasts a total strength of 178 employees of which 80% are qualified Engineers, IT Professionals and skilled Technical Personnel's specializing in the area of telecommunication.

*More information on **Silver Ridge Holdings Berhad & its Subsidiaries**, please visits our website at www.silverridge.com.my*



OUR VISION

To strive for excellence in innovation, development, implementation of Next Generation Telecommunication Solution in the local and international arena.

OUR MISSION

To build upon Silver Ridge's core expertise in telecommunications and its association with multinational telecommunication partners to create a local environment that promotes creativity, structured thinking and the establishment of best practices for delivery in the area of Next Generation Telecommunication Solutions.

CORE VALUES

In order to realize its vision, Silver Ridge's Management strongly believes that it has to expand its business activities through appropriate and effective strategies to steer the Company towards the right direction in the telecommunications industry. The strategies adopted by the Company are to optimize its current technology capabilities, retain employees' and stakeholders' confidence, and increase revenue growth through market expansion, product expansion and improvement in processes plus technology upgrade along the value chain.

- Integrity
- Discipline

-
- Innovation
 - Commitment to Society
 - Customer Centricity

CORPORATE INFORMATION

BOARD OF DIRECTORS

Y.B. Datuk Sr. Haji Md. Alwi Bin Haji Che Ahmad

Chairman/Independent Non-Executive Director

Dato' Mohd Suhaimi Bin Abdullah

Managing Director

Syakur Bin Dato' Mohd Suhaimi

Executive Director/ Chief Executive Officer

Wong Chee Keong

Executive Director/Group General Manager

Zakhirah @ Zamariah Binti Mohd Zabidi

Executive Director

Ho Chee Meow @ Ho Chee Mee

Independent Non-Executive Director

Satila Binti Dato' Mohd Suhaimi

Executive Director

Syauqat Bin Dato' Mohd Suhaimi

Executive Director

Ybhg Dato' Saiful Bahar Bin Dato Hj' Mohd Arshad

Executive Director

Mohamad Ashshakur Bin Ahmad Marzuki

Independent Non-Executive Director

1.0 HUMAN RESOURCE & ADMINISTRATION DIVISION

Human Resource

- Employment and staffing matters
 - Interview, selection, recruitment, labour coordination, disciplinary matters and annual appraisal review
- Training & Development
 - Orientation, performance management, skills training, productivity enhancement
- Compensation
 - Wage and salary administration, claim processing and validation
- Employee Benefits
 - Insurance, leave, medical and all other benefits as per employee scheme of benefits
- Employee Services
 - Attend to internal/external enquiries on HR operational issues
 - Centre of information on staffing and HR related matters
 - Continuously improve HR processes to enhance work efficiency and increase productivity
 - Coordinate/organize activities that will benefit employee company-wide
 - Provide counselling and advisory services
- Employee Relation
 - Labour relations, labour law compliance, disciplines
- Personal Records
 - Information system records that keep accurate and updated information of employees
- Strategic Partner
 - Contributes to the development of and the accomplishment of the organization-wide business plan and objectives
- Company Policies
 - Effectively manage and execute company's existing policy
 - Recommend new and refine policies based on current situation to group CEO

Administration

- Arrange for accommodation and flight reservation for top management and staff
- Responsible for office security and issuance of door access card
- Responsible for office cleaning, office equipment and building maintenance
- Handle office Renovations – Head Office and State/Site Office
- Manage purchasing of Non Construction Works (Services)
- Prepare purchase order and process invoices/bills for payment

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- Handle general and motor vehicles insurance (new/renewal of insurance)
 - Responsible for Company cars maintenance, including pool car
 - In-charge of telephone system and photocopier machines
 - Purchase of stationeries and groceries replenishment
 - Responsible for staff refreshment, including prepare drinks to guest and visitors
 - Attend to complaints and problems raised by staff on Administration issues
 - Daily newspaper subscription
 - Send and collect documents, attend to mail and courier service
 - Segregate/distribute incoming faxes to all divisions
 - Manage incoming and outgoing calls from office general lines
 - Manage meeting room booking and projector
 - Conduct asset tagging on Company's assets/properties
 - Corporate rates and credit facility application
 - Arrange corporate shirts and uniforms for those required to wear uniforms
 - Rental Agreement
 - ISO Documentation

1.1 FINANCE & ACCOUNTS DIVISION

Corporate & Financial Management

- Liaise with external parties such as consultants, solicitors and bankers.
- Formulate, implement and review the Company's financial and corporate restructuring exercises and activities.
- Perform in-depth quantitative and qualitative financial analysis including project evaluation, financial modelling and sensitivity analysis.
- Review the financial statement, cash flow and CAPEX projections submitted by the project department, business development department and subsidiaries e.g. SRT, SR Secure, etc., in support of their annual business plan, or in support of a project/investment proposal.
- Assist in preparing the Company's 3-year (where possible) rolling business plan and financial projections as well as other Company-related reporting to management.
- Ensuring compliance of the Company's policies, processes and procedures as well as statutory and regulatory requirements.

Treasury

- Coordinate all activities related to banking and treasury that includes cash management, management of cash receipts and disbursements, bond issuance, redemption and interest rate risk management.
- Manage liquidity, interest rate and loss or impairment of principal risks.
- Ensure adequate liquidity to facilitate the Company's operations including analyzing the cash flow patterns to achieve optimal working capital level for the Company as well as managing the borrowing and forecasting. Formulate the funding plans for the Company and fund raising exercise including liaison with financial institutions, rating agencies and institutional investors.
- Liaise with bank/other counterparties in the investment of surplus funding including Fixed Deposit (FD) placement/rollover and update of FD schedule.

Accounts

- Ensure the Company's policies, financial, accounting system and standards are in compliance with statutory requirement.
- Handle the Company's financial matters including liaising with auditors, tax agents and bankers.
- Ensure timely and accurate preparation and maintenance of management accounts, financial reports and accounts for statutory bodies in accordance with statutory bodies in accordance with statutory requirements, regulatory guidelines and established accounting standards.
- Coordinate preparation of annual budget by the Head of Department/Subsidiaries and monthly cash flow forecast to streamline the daily operation and monitoring of cash flow movement within the Company.

1.2 CORPORATE SERVICES DIVISION

Corporate Affairs

- Editorial
 - Write press release, speeches, articles etc
- Media/Government Relations
 - Maintain good working relationship and liaison with the media, related government ministries such as Bursa Malaysia and Security Commission Malaysia, organization/association in the Telco Industry.
 - Create opportunities for CEO's interviews
 - Ensure press conferences are done in an orderly manner
- Lead in the Frequently Asked Questions (FAQs) compilation when need arises
- Create a new Media Crisis & Issues Management Team and Manual
- Ensure that the targeted Return on Investment (ROI) is reached
- Monitor news monitoring on daily basis
- Events Management/Corporate Responsibility

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- Organise all corporate events and ensure they are being carried out according to the highest standards (Corporate events include staff gatherings, family day, annual dinner, management retreat, town hall, Hari Raya open house, signing ceremonies, social events with external parties, corporate social responsibilities (CSR) program and etc)
 - Publications
 - To ensure that all annual publications are published on time (Publications include annual report, notebook/diaries, company's paper bags, corporate folders and etc)
 - Website & Intranet
 - Oversee that corporate website's contents are updated
 - Ensure the intranet is updated with new contents monthly
 - Other
 - Undertake special assignment and ad-hoc projects as specified by the Management
 - To ensure corporate governance is in effect of the directors.
 - To inform directors on any new belong by BURSA and etc.

1.3 INFORMATION TECHNOLOGY

Infrastructure Support

- Provide a service on infrastructure standards, design, implementation and technical support as per following items;
 - Networks infrastructure (Hub, Switches, Wireless)
 - Servers & Storage (hardware, network operating system, services)
 - Server rooms (rack, raised floor, air-conditioning, UPS, fire suspension system)
 - Desktop & Notebook (Operating system standards, installation & support)
 - Security Administration (antivirus, anti-spam, firewall)
 - Email (create, delete, configure)
 - Database Administration
 - Backup (system, database, recovery and offsite storage)
- Application Support
 - Provide a service on application standards, design, implementation and functional support as per following items;
 - IT Support
 - Website maintenance
 - Application Integration
- Service Management
 - Provide a service on IT Policy, security compliance, risk management, IT audit and business continuity

1.4 BUSINESS DEVELOPMENT DIVISION

Job Purpose

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- To develop, maintain and implement strategic Business Development Plan to include: target markets, target accounts, sales revenues goals and objectives in a specific territory with emphasis on prospecting and managing a sales team to reach organizational target.
 - To actively seek and conduct meetings and presentations with potential clients and maintaining relationship with new and existing clients. Involve with creating and bringing in new customers for the company's revenue and continuous growing present customer purchases. Business development executive also plays an important role in creating business development strategies exactly according to the needs of the clients.

Job Duties

- Manage the business development team.
- Formulation of overall company strategies and business plan.
- Provide regular feedback to senior management on business strategies and plan.
- Develop a situation analysis of the company (SRH) including its strengths, weaknesses, opportunities and threats to assist in the development of a strategic plan for the future of the business.
- Identifies the market trend to expand a company's product reach and profit revenues.
- Screens potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
- Develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.
- To enhance and build the performance and potential of sales team
- Protects organization's value by keeping information confidential and ensuring revenue growth.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Visualize and evolve newer applications and project to the prospective customer
- Researching actively for potential clients.
- Understanding and obtaining the needs of the clients.
- Preparing various presentations and should regularly attend client meetings, trade shows, conferences etc.
- Securing business opportunities by cultivating mutually beneficial business relationship with current and potential clients.
- Work in close coordination with other corporate executives and senior managers of the company.
- Acquiring new customers closely follows the analysis of customers and prospective customers to best communicate the business' synergies of the company.
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.

Responsibilities

- To develop, manage and train the sales team to the highest capabilities and is responsible for ensuring that the company's sales target is successfully achieved committed quarterly and yearly.
- To formulate marketing strategies and is responsible for implementing them to the team
- Working hand in hand with the marketing team
- Secure sufficient financial resources for future development or expansion.
- To develop and present relevant business proposals
- To keep track of market intelligence in the industry with respect to market development, Projects, Competitive activity, customers etc.
- To meet and maintain relations with key clients
- To provide necessary training to the sales team and others as and when required.
- To monitor and evaluate the performance of sales team and must guide them towards the proper direction of achieving targets
- To enhance organizational effectiveness through setting up appropriate marketing Strategies
- To consistently track the developments of sales team ensure strategies and their Resourcefulness, in order to achieve organizational goals and objectives.

- Responsible for fair allocation and distribution of leads to sales team.
- To assists with the preparation of the sales reports
- Performs potential client research; Draft and implement business development tactics
- Plans and coordinates client sales activities
- Coordinates technical support to determine client needs, respond to inquiries, and resolve problems
- Contributes to the completion of projects in a timely manner within the specified budget
- Other duties and assignments as requested for the overall performance of the company
- Continuously achieving sales target that has been set by the organization
- To be responsible for any tender/work that has been assigned.
- To provide quotation and/or submit tender in a timely manner.

1.5 PROJECT DIVISION

- To deliver projects meeting clients and company's expectations in terms of Time, Quality and Budget.
- To ensure the timeline is followed strictly and achieved within the contractual term in design, planning and implementation phase.
- To plan and manage resources (in house and outsource) efficiently.
- To ensure the quality of work is met and fulfilled contractual terms.
- To ensure the documentations are completed within the timeline to further proceed with project invoicing. Assist Accounts Department for any issues that affects the payment.
- To assist Business Development Department in trial or testing during tender stage.

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- To define project departmental objective and business plan. Review it quarterly to ensure cost and profit is within the target.
 - To have good client, principal, vendor and subcontractor's relationship.

1.6 NETWORK OPERATION & MAINTENANCE DIVISION (NOMD)

- Ensuring that business operations are efficient in terms of using as little resources as needed, and effective in terms of meeting customer requirements.
- To provide Comprehensive Maintenance for client on telecommunication equipments (access equipment):
 - Corrective Maintenance – Maintenance that will be carry on upon TM request when the equipments faced a problem
 - Preventive Maintenance – Scheduled maintenance which will be commence based on agreed period on the entire equipments located nationwide
- To provide dynamic helpdesk system for the client in order for them to escalate information, issue and problem effectively:
 - During office hour, the in-coming call will be handle by NOMD helpdesk representative
 - After office hour the in-coming call will be routed directly to engineer on duty.
 - Three (3) channels are provided:
 - Phone (03-2300 0230)
 - Fax (03-2300 0230)
 - E-mail (helpdesk@silverridge.com.my / nomd@silverridge.com.my)
- To provide input to Business Development department on current operation and maintenance market trend.
- Ensure the spares for daily operation task are at the acceptable par level to avoid any problem that can affect NOMD service performance.

NOMD – BUSINESS DEVELOPMENT

- Identify business opportunity & new market trend – O&M related
- To develop new business account
- Responsible for conducting company & solution presentation to prospective
- Monitor/respond to customers requirement and problem solving to achieve customers O&M business target
- Achieve target KPI – revenue & profit
- To source product specification and quotation from supplier base on customer requirement for quotation and tender
- Maintain good relationship with customers, principals and contractors
- To work together with technical team and consulting team to deliver solution to meet customers need

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- To work together with Business Development Division on tendering and presentation to potential customer/contract
 - Conduct briefing to technical team before project kick-off

1.7 LOGISTIC DIVISION

Shipment

- Co-ordinate with freight forwarder for SRSB and SRT's shipment from origin until to warehouse.
- SIRIM matters (SIRIM stickers, Type Approval & Import Permit)
- Sourcing and Procurement
- Source for material, freight forwarder, warehouse within the cost and specification given by project department.
- Issue Purchase Order (PO) to suppliers.
- Clear supplier's

Warehousing

- Cutting and packing of local material
- Grouping and repacking of main equipment
- Coordinate for site delivery
- Monitoring loading and unloading at warehouse
- Receipt and inspect shipment and material delivery at warehouse

Inventory Control

- Inventory management for ML and other warehouse
- Repair & return
- Tools & Test Gears (movement monitoring, calibration)
- Prepare Delivery Order for invoicing purpose

1.8.1 SAFETY & HEALTH DIVISION

- Employer Commitment
 - Provide or maintenance equipment and system of work that are safe and without risks to health
 - Ensure that equipment and substance are used, stored and transported safety and without risks to health
 - Provide information, instruction, training and supervision that ensure the safety and health of employees
 - Maintain their workplace in safe condition including entrance and exits
 - Working with their client in order to fully understanding their requirement
 - Achieving excellent in quality, Occupational Safety & Health Management.

- Employee Commitment
 - Co-operate with their employers in their effort to maintenance the required level of safety & health
 - Take reasonable care of safety & health of one self and others
 - To wear or use at all times any protective equipment and clothing provided by employer for the purpose of preventing risks to your safety & health
 - To comply with any instruction or measure on occupational safety & health as required under the Act or Regulation

YOUR EMPLOYMENT WITH SRHB

1.0 PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

1.1 Employment Policy

The Company has a strong commitment to equal opportunity in the workplace and believes in treating people with respect and dignity. The Company provides equal employment and advancement opportunities for all qualified persons and does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, ethic, disability or any protected status in accordance with appropriate Malaysian Laws.

1.2 Employment Classification

Employment with the Company can be classified into three (3) category; permanent, contract or temporary, depending on the condition and purpose of the employment.

1.3 Pre-Employment Medical Check-up

It is pre-requisite for all potential employees to pass the pre-employment medical check-up prior to appointment. The medical check-up must be done at the Company's appointed panel clinic and the cost of the medical check-up will be fully borne by the Company.

1.4 Re-employment of Resignation Employee

Resigned staff with good standing may be considered for re-employment subject to CEO's approval.

1.5 Employment of Family Members and Relatives

The Company does not encourage employment of Family Members and Relatives as this will lead to conflict of interest.

1.6 Induction Programme

All new employees are required to attend Induction Programme to familiarize themselves with the organization and also for them to learn more about the Company's benefits, policies, practices and procedures.

1.7 Probationary Period and Confirmation

The probationary period for new employee is three (3) months, but this period may be extended for a further period not exceeding twelve (12) months in total. An employee is not deemed to be confirmed unless he/she is informed in writing.

1.8 Transfer and Secondment

It is a prerogative of the Company to transfer or second employee to any department or division within the Company and to any place of business of the Company. Similarly, an employee may also request for a transfer or secondment subject to approval by both the realising and the receiving Heads of Division.

1.9 Performance Review

The performance review period is from January to December of each year and performance will be measured against the Key Performance Indicator (KPIs) for Executive employee and above and Key Result Areas (KRAs) for Non-Executive employee, as per the following measurement:

Head of Division	100% Key Performance Indicators (KPIs)
Executive and above	80% KPI and 20% Behavioral Competencies
Non-Executive	50% KRA and 50% Behavioral Competencies

Your performance shall be measured or rated by using five (5) indicators; being 50% and below = Unacceptable, 51% - 64% = Marginal (Below Competent), 65% - 80% = Fully Satisfactory (Competent), 81% - 94% = Good (Surpass Competent) and 95% and above = Excellent (Consistently Surpass Competent).

Demerit point of 0.5 from the overall rating shall apply in cases where employee receives Letter of Warning/s, contributes to unsatisfactory audit rating or to non-compliance to regulatory guidelines, which results in a reprimand or fine being imposed.

1.10 Personal Files & Records

An employee is responsible to update Human Resource on any changes related to his/her personal particulars to ensure current and accurate information is maintained for efficient communication in case of emergencies.

1.11 Resignation

Resignation is defined as voluntary employment termination initiated by an employee and the notice required to serve is as follows:

employee is complete the and Hand

An required to Exit Checklist Over Report

Employment Status	Management/Executive		Non-Executive	
	Notice (Or)	Salary In-lieu of Notice	Notice (Or)	Salary In-lieu of Notice
Probationary	1 Week	1 Week	1 Week	1 Week
Confirmed	2 Months	2 Months	1 Month	1 Month

before his/her last working day with the Company. **The Company shall withhold the last salary payment or any monies due until such exit checklist**

And hand over report is completed and returned to Human Resource Department.

1.12 Termination

The Company reserves the right to terminate summarily the service of an employee at any time should he/she be found guilty due to serious misconduct or breach of contract.

1.13 Retirement Age

Retirement age for male or female employees is upon reaching 60 years old and any offer of reemployment after retirement will be on contract basis, subject to approval by the Chief Executive Officer.

1.14 Working Days/Hours

Monday to Friday : 8.30am – 6.00pm

1.15 Lunch Hour

Monday to Thursday : 12.45pm – 2.00pm

Friday : 12.45pm – 2.00pm

(Female Muslim & Non-Muslim employees)

12.45pm – 2.30pm

(Male Muslim employees)

2.0 EMPLOYEE REMUNERATION

2.1 Salary Administration

An employee is required to open bank account at the Company's designated bank for purpose of salary crediting which is normally by 28th of every month.

2.2 Annual Increment

Annual increment is not contractual and will be subject to the conduct and performance of an employee, performance of the Company and the ability of the Company to pay.

An employee needs to be confirmed by 31st December each year in order to be eligible for increment, if any, and confirmed employee with less than one (1) year service, shall be paid pro-rated based on the number of days in service. An employee however, shall not be entitled for increment in the event of resignation from the Company or termination of service by the Company due to serious misconduct.

2.3 Annual Bonus

Annual Bonus is not contractual and will be subject to the conduct and performance of an employee, performance of the Company and the ability of the Company to pay.

An employee needs to be confirmed by 31st December each year in order to be eligible for bonus, if any, and confirmed employee with less than one (1) year service, shall be paid pro-rated based on the number of days in service. Newly joined employee who is not yet confirmed as 31st December, may be paid bonus on a pro-rated basis upon confirmation, subject to performance. An employee however, shall not be entitled for bonus in the event of resignation from the Company or termination of service by the Company due to serious misconduct.

2.4 Overtime (OT) Pay

Non-Executive employee is entitled to claim OT for work performed in excess of normal hours of work on week days, off days, rest days or gazetted public holidays and the OT is paid as per Employment Act 1955.

Depending on the exigencies of the job requirement, executive employee may be required to work beyond the normal office hours of work. In such instance, overtime payment is claimable as Replacement Leave.

2.5 Employee Provident Fund (EPF)

The Company shall deduct as per EPF statutory deduction from an employee's salary for the employee contribution to EPF and shall pay the same to the Fund together with the Company's contribution.

2.6 Social Security Organization (SOCSO)

The Company shall deduct from an eligible employee's salary under the SOCSO Act, 1965 for the employee contribution and shall pay the same to SOCSO with the Company's contribution.

Other Employees not govern under SOCSO act will be covered under company's general insurance policy. The terms and conditions of such policy will be shared across upon employment and when changes are made effective.

3.0 EMPLOYEE BENEFIT

3.1 Allowance

Hand-phone Allowance

All employees are provided with the hand-phone allowance as part of their job requirement subject to the Head of Department approval.

Corporate Shirt

The Company shall provide corporate shirt to all technical employee. Wearing of corporate shirt is strongly encouraged on every working day and during site visits to promote uniformity and part of corporate branding.

Laptop Scheme

Laptop scheme will be revised from time to time. Any employee who wants or wish to apply for the laptop scheme shall be subjected to the terms and conditions.

The allowance is to be paid together with the salary and this allowance is subjected to deduction by the statutory bodies, for example EPF and Income Tax.

3.2 Leave

Annual Leave

You will be entitled to annual leave upon joining the Company, as follow:

- Less than five (5) years in service : 14 days
- Five (5) to ten (10) years in service : 16 days
- Ten (10) years and above in service : 18 days

An employee with less than one (1) year service shall be entitled for annual leave on a pro-rated basis. Annual leave can be carried forward to the following year up to maximum of five (5) days of the current year's leave entitlement and must be utilized by June of the following year. Failure to comply shall result your leave be automatically forfeited, unless written approval is obtained from GM or CEO and no cash payment shall be made for the unutilized leave balance.

Medical/Hospitalization Leave

You will be eligible for paid sick leave on the recommendation of the Company's panel of doctors or appropriate Government Hospital Authorities or in cases of emergency by any registered medical practitioner, as per the following entitlement:

- Less than two (2) years in service : 14 days
- Two (2) to Five (5) years in service : 18 days
- More than Five (5) years in service : 22 days

If hospitalization is necessary, you will be granted sixty (60) days in the aggregate per year, and this is non-cumulative and inclusive of outpatient medical leave. Hospitalization leave shall be considered consecutively and intervening rest days shall be included, but normal medical leave shall be based on working day/s.

You will have to inform your immediate Superior or Head of Division on the same day you are on medical leave and failure to inform shall be deemed as absent without leave and may be subject to disciplinary action unless with valid reason.

Maternity Leave

A female employee is entitled for sixty (60) days maternity leave which consecutive and inclusive of Rest Days and Public Holidays and up to five (5) deliveries during her service with the Company. Maternity leave shall be considered to commence any day within a period of thirty (30) days immediately following her confinement and also applicable to birth or miscarriage after twenty eight (28) weeks of pregnancy whether alive or still born.

Prolonged Illness Leave

An employee certified to be suffering from illness requiring prolonged medical treatment or hospitalization based on the certification and recommendation from the panel doctor, may be granted prolonged illness leave at the Company's absolute discretion as follows:

- | | |
|------------------------------|------------|
| ○ First six (6) Months | : Full pay |
| ○ Further six (6) Months | : Half pay |
| ○ Further twelve (12) Months | : No Pay |

In order to qualify for prolonged illness leave, you must fully utilize your medical/hospitalization and annual leave entitlements and submit your prolonged illness leave application for recommendation and approval by your Immediate Superior and Head of Division.

During prolonged illness leave, an employee shall not be entitled for payment of bonus and salary increment, except for his own medical benefits as per the terms and condition of employment.

Privilege Leave with Pay

Leave for Representing Company

Confirmed employee representing the Company or Country in sports and cultural events or community services can apply for this leave based on the actual event days, subject to CEO's approval.

Examination Leave

Confirmed employee pursuing further study either, a degree, master or professional program relevant to the Company and his/her job can apply for the examination leave based on the actual examination day/s, subject to CEO's approval.

Haji Leave

The Company shall grant Hajj leave to confirmed Muslim employees intending to perform Hajj, once after three (3) years of service and the leave is based on the actual Hajj leave or up to forty (40) days including Rest Day and Public Holiday.

Compassionate Leave

The Company shall grant additional leave in deserving cases of emergency and on compassionate grounds on production of relevant evidence to confirmed employees, in the event of the following:

- Death of immediate family members : 2 working days
- Natural disasters/calamities that affect you and your property : 2 working days

Immediate family member shall be your spouse, children (including step-children), parents, parents-in-law, brother and sister of the employee.

Marriage Leave

The Company shall grant marriage leave of 2 working days to a confirmed employee who is single on the occasion of his/her first marriage and the leave must be utilized immediately upon marriage.

Paternity Leave

Confirmed male employee is entitled to 2 working days paternity leave on each occasion of birth of his legal child, up to the 5th child during his employment with the Company.

No Pay Leave

Employees are not encouraged to apply for no pay leave however; the Company shall grant no pay leave to deserving employees of up to 30 days under special circumstances.

Time-off

You can apply for time-off, not more than two (2) hours for purpose of attending to any unavoidable/emergency personal matters and limited to once a month only. In the event you exceeded two (2) hours, your time-off shall be treated as emergency leave.

Absent without Leave

Absence without leave or prior approval is an offense, and if you have been absent for a period of more than forty eight (48) hours without informing or attempting to inform the Company and without reasonable excuse, you shall be subject to disciplinary action.

Leave/Time-off Application

All application for leave and time-off must be submitted using the standard leave or time-off application form. These forms and other HR forms are available from the Master List of SRHB Forms & Checklist.

3.3 MEDICAL BENEFITS

The Company shall cover medical expenses for you, your 1st married legal spouse and your children (including step children and legally adopted children) up to the age of 21st years old and unemployed or up to 24th years old if attending tertiary education, full time. The medical benefits shall be auto-terminated upon your children reaching the age limit.

Our medical benefits programme has been outsourced to the Third Party Administration (TPA) and all employees are required to adhere to the procedures outlined by the TPA when seeking treatment.

Outpatient Treatment

This benefit includes outpatient general treatment, outpatient specialist treatment, dental and vision as per the limit below:

- Single Employee : RM500 per annum
(Inclusive of Vision and Dental)
- Married Employee : RM500 per annum (Inclusive of Vision and Dental)

Vision is for the purchase of spectacles/ contact lenses or undergoing laser/corrective, treatment from any registered ophthalmologist/optometrist/optician up to RM100 per annum, while dental is for all dental treatment except for cosmetic and beautification purpose, up to RM100 per annum.

You need to bring your national registration identity card (NRIC) each time you seek outpatient treatment from any panel clinics. Specialist treatment shall be on referral basis and you need to bring guarantee letter issued by the TPA before you proceed with the treatment.

Vision and dental is on reimbursement basis and any unutilized portion of vision and dental can be used for out-patient treatment.

Hospitalization

The hospitalization benefit covers cost of admission to any panel hospitals for treatment and surgery up to the limit accorded to you and your dependents, as per your scheme of benefits. Except for cases of emergency, you are required to bring guarantee letter before admission.

Annual Medical Check-up/Executive Screening Programme (ESP)

The Company shall bear the cost of annual medical check-up of all employees age of 50th and above, as per your scheme of benefits. You need to seek appointment with the doctor for the check-up and request for a consent letter from Human Resource before issuance of guarantee letter by the TPA.

Visit to non-panel clinics/hospitals

Visits to non-panel clinics/hospitals are strictly on emergency cases and on claims basis. Claims for reimbursement must be made using the Medical Reimbursement Claim Form and submitted to HRAD within one (1) month from the date of visits.

3.4 GROUP INSURANCE SCHEMES

The Company has taken up group Insurance schemes on a 24 hour worldwide basis, as protection and further coverage to all employees.

Group Personal Accident (GPA)

This is a full life protection and coverage against death and/or permanent disability arising from any accidental causes and the sum assured is as per your scheme of benefits. Under the GPA, you will be automatically assured as per the proposed sum assured.

3.5 TRAVELLING ON COMPANY'S BUSINESS

Local and Overseas Travel

Air travel should be used as mode of travelling on official visit where time is of an essence and cheaper. The class of travel is based on flight duration and is as per summary of your scheme of benefits. However, you may also use other modes of travelling where flights are not available.

Official travel shall mean all business related travel, including but not limited to attending meetings, conference, negotiation, symposium, seminar, workshop, study trips, project related trips and all other related trips, as approved by the Company.

The Company shall reimburse you the actual expenses, as per receipts incurred by you in connection with your official travel.

Mileage

An employee who travels on Company's business using his/her own mode of transport shall be eligible for transportation claims based on the mileage used for the Company's purposes.

Mileage claims include travelling to attend training courses, seminars and conferences if so instructed by the Company including employee services on the off days, rest days and public holidays.

An employee who is called up for duties to work on the off days, rest day and public holidays shall be entitled to claim mileage from his/her home to the base station.

No claim reimbursement for any travelling in respect of:

Social, recreational, seeking medical treatment and other non-work related matters; or Carrying out official duties using any company vehicles including company's car pool cars, motorcycles, four-wheel drive etc.

All mileage claims shall be calculated from base station (office) to the assigned destination except during rest day or public holidays where journey starts from home. Employees based outside the office or those require to start work offsite for a long period of time (more than 5 days) will not be entitle to travelling claim from the office the required place of work.

The Company will reimburse employees for incidental expenses incurred in the course of business such as taxi fares, bus/coach, ferry ticket, parking fees and toll. All claims must be supported with receipts. For toll receipts, the Company requires the receipt to be printed with the date and time of the journey is shown clearly visible. Toll incurred for daily commuting from home to office and vice versa is strictly not claimable.

The mileage claims rates are as follows:-

Type of Vehicle	Rate
Motorcar	0.47 per km
Motorcycle	0.25 per km

Note: These rates are subject to change at the discretion of the Company

Accommodation

For project related personnel, regarding any request of accommodation for outstation, he/she needs to get prior approval from the Immediate Superior and General Manager by completing the 'Business Travel & Accommodation Form' and submitting to the HRAD prior to the departure.

For non-project related personnel, any request of business travel and accommodation for any outstation trip, employees must complete the 'Business Travel and Accommodation Application Form for non-project related personnel', which has to be approved by the appointed HOD and must be approved either by

the GM or CEO. This form is then has to submitted to the HRAD for travel arrangement and record purposes.

All accommodation and travelling expenses including 3rd party bills and invoices made without necessary forms and prior approval will be rejected and any amount that company will need to pay 3rd party will be deducted from the employee's salary and/or claims.

Accommodation has to be arranged by the Company for an employee who is travelling on duty at designated hotels whereby the Company can enjoy corporate rates. If the hotel provides breakfast, the company shall reduce RM10.00 from the staff entitlement outstation allowance.

If no hotel arrangements are made prior to the journey, the employee will be reimbursed based on the actual figure printed on the receipt in accordance to their level of position and eligibility. Also, the employee shall receive full amount of outstation allowance according to her/his position in the Company.

If there is one or more employee are on duty, he/she are required to share rooms, hence only one of the employee can claim accommodation allowances. The amount claimable must not be more than the eligible rate paid for double/triple sharing room. No other employees are allowed to claim with the same receipt or vice versa, if your colleague has paid the bill.

For managerial level employees, you are entitled to a single room although you may be travelling with one or more person on the same trip. However, you are encouraged to stay in the hotel room sharing basis according to the eligible rate for double room.

The Company will reimburse claims against receipts for room charges only. All other miscellaneous charges such as mini bar, personal telephone calls, meals, cable TV, massage, cigarettes, room service, alcoholic, soft drinks and mineral water shall be borne by the staff.

Hotel room rate eligibility for local and overseas travel is as follows:

*For all employees:-

State	Single Occupancy (with receipt)	Double/Triple Sharing (with receipt)	Outstation Allowance
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Peninsular Malaysia	100.00	100.00	15.00
Sabah & Sarawak	100.00	100.00	15.00
Overseas	USD50.00	USD70.00	40.00

**Note: These rates are subject to change at the discretion of the Company*

Outstation allowance will only be given to staff who are required to work outside Wilayah Persekutuan (KL & Putrajaya), Selangor & Negeri Sembilan (Seremban). The work must require a stay of more than eight (8) hours inclusive of travel time shall be entitle to the allowance as per above table.

Miscellaneous Expenses

Employees on duty outside from their base station may claim back any miscellaneous expenses incurred as follow:

Public transport fares, if no transport is provided by the Company including parking, toll or ferry charges supported by receipt where applicable.

Claims submission

All reimbursement claims must be submitted on a monthly basis before 10th of every month and within a month from the date the expenses were incurred. Late claims submission must be justified and for valid reasons only and all approved claims will credited into your account accordingly.

3.6 TRAINING AND DEVELOPMENT

Staff Training

You are entitled to attend training whether internally or externally within your allocated budget and the training must be related to your job function. However, in the event you had exceeded your budget, you may still be able to attend training based on merit cases and upon recommendation by your Head of Division and approval by GM or CEO.

Member of Professional body

You are entitled to claim for reimbursement of annual fee to any professional or accredited body that is related to your qualifications or profession, up to the limit stated in your scheme of benefits. Membership to any association or societies does not fall into this category.

3.7 OTHER BENEFITS

Condolence Sum

As a way of showing sympathy and caring to employees and dependents of employee in grief, the Company shall contribute cash towards funeral expenses of the deceased employee and/or dependents, as follows:

- Death of an Employee or Dependents : RM1000

4.0 WORK ETHICS AND CODE OF CONDUCT

4.1 CODE OF CONDUCT

As an employee of a public interest company, you should refrain yourself from any interest, influence or relationship which might conflict or appear to conflict with the best interest of Company and may cause the Company's reputation at stake. For this purpose, the Company requires you to sign a Intellectual Property Policy (Intellectual Property Rights Clause and Confidentiality Clause) to ensure the Company's interest is well guarded.

The following shall be considered a conflict of interest, unless there is a written consent from the CEO:

- a. Employment in other companies

-
- b. Direct/Indirect interest or business affairs in other companies that have existing/potential contractual obligations with SRHB
 - c. Non-Executive Directorship/Silent Partners in companies which are listed on the SRHB's lists of recognized contractors or which have contractual business arrangement with SRHB.
 - d. Disclosure of Company's data or information of a confidential nature to the Company (*More details, please refer to Non-Disclosure and Confidentiality clause below*)*
 - e. Acceptance of Gifts, Perquisite and Entertainment of more than the nominal value from any organization, firm or individual doing or seeking to do business with the Company.
 - f. Misuse of Company Utilities/Equipments for personal gain.
 - g. Business dealings
 - h. Breach that may lead to conflict of interest.

***Non-Disclosure and Confidentiality**

An employee shall not, except with due authority and in the proper course of his/her duties, during or after the employment period disclose to any person whatsoever or otherwise make use of and shall use his/her best endeavours to prevent the publication or disclosure of any Confidential Information, as follows:

Salary

- ✓ The employee's salary is classified as **Private & Confidential**. Disclosure of salary to an outside firm or individual and other employee without the appropriate authorization is prohibited and could be grounds for dismissal.

Internal Records and Information

- ✓ All Company's records and information relating to its businesses and clients are confidential.
- ✓ No Company's related information, including documents, files, records or similar material may be removed from Company's premises without permission (except in the course of performing duties).
- ✓ The contents of Company's records or information otherwise obtained in regard to business may not be disclosed to anyone, except as required for Company's business purposes.
- ✓ An employee is prohibited from making personal copies of any data, records or software programme owned or developed by the Company.
- ✓ Employees will be subject to appropriate disciplinary action, up to and including dismissal, for revealing information of a confidential nature.

4.2 CONDUCT WITH MEDIA

All inquiries from the media must be referred to the Corporate Affairs Division or the Management and press statement can only be made by the CEO or spoke person appointed by the Management.

4.3 CODE OF ATTIRE

You are expected to dress in accepted business attire to reflect corporate image and professional appearance as per the guidelines below:

Day	Male Staff	Female Staff
Monday to Thursday	Long sleeves shirts, tucked into the trousers	Appropriately dressed office attire (e.g. suits, baju kurung, kebaya, etc)
Friday	Smart & Casual Wear (Appropriately dressed smart casual)	Smart and Casual Wear (Appropriately dressed smart casual)
Monday to Friday (For Technical Staff Only)	Corporate shirt (strongly encouraged)	Corporate shirt (strongly encouraged)

Note: Please refer to the Peraturan Etika Kerja, Kelakuan dan Tatatertib for more details on Work Ethics and Code of Conduct.

5.0 GRIEVANCE, EMPLOYEE DISCIPLINE AND SEXUAL HARASSMENT**5.1 GRIEVANCE**

Conflict at workplace is common and due mainly to misunderstanding or disagreement with a decision, action or behaviour by a fellow employee, supervisor or manager that may affect the working relationship or work environment. In ensuring fairness and continuous good relations between employee and employer, the Company has established a formal and orderly process that must be followed by all employees in addressing their grievances.

This process which is called Grievance Procedure provides you a proper channel and means of addressing your complaints and dissatisfactions in relation to your employment with the aim of reaching an agreement at the lowest possible supervisory level and at the earliest possible opportunity.

5.2 EMPLOYEE DISCIPLINE

SRHB employees are expected to be discipline and abide by the Office rules and regulations at all times. Undesirable conduct will not be tolerated and will be dealt with accordingly.

Some examples of minor misconducts as per below;

- i) Coming late to office
- ii) Unauthorized use of Company's vehicles
- iii) Equipment for personal gain while examples of major misconducts are wilful insubordination to any reasonable order of superior
- iv) Habitual absence without leave

The disciplinary action taken against an employee will be dependent on the seriousness of the offense and the consequence to the Company. For minor misconducts, the offender will be counselled and given verbal warning first but if they repeat, written warning/s will pursue and subsequently dismissal.

However, for major misconduct, a show-cause letter will be issued to the offender where he or she is required to provide an explanation on the alleged misconduct if the explanation is not accepted by the Management, If the DI finds the offender guilty, the disciplinary actions can be taken against the offender which shall include but not limited to written warning, suspension with no-pay, defer/freeze in increment, downgrade and dismissal.

5.3 SEXUAL HARASSMENT

What is the sexual harassment?

Sexual harassment means any unwelcome verbal, non-verbal, visual, psychological or physical conduct of a sexual nature that might, on reasonable grounds, be perceived by the victim as placing a condition of a sexual nature on his or her employment because of his or her sex.

Sexual harassment may also consist of an unwelcome verbal, non-verbal, psychological or physical conduct of sexual nature that might, on reasonable grounds, be perceived by the victim as an insult or humiliation, or a threat to his or her well-being, and has no connection with his or her employment.

Sexual harassment in the office includes work related harassment which happens outside the office. Such work related harassment may include situations taking place at work-related social gathering or functions, conferences, workshop or training sessions and during work assignments outside the office.

Sexual harassment in the course of work-related travel is also considered sexual harassment in the office. Where sexual harassment occurs as a result of employment responsibilities or relationship over the phone and through electronic media, it is also considered sexual harassment in the office.

Types of Sexual Harassment

There are two (2) categories of sexual harassment, namely sexual coercion and sexual annoyance.

i) Sexual coercion

Sexual Coercion is a type of harassment which has direct results in some consequence to the victim's employment. It is employment discrimination.

Sexual coercion is under a condition of employment, where an openly or implicitly offer in keeping a job or getting a promotion is made by a supervisor to an employee in exchange for sexual favours. Such person normally has the power over promotion or raise of the employee.

In sexual coercion, promotion and favourable job benefits will follow if an employee takes the advantage and consented to sex. On the contrary, if the employee rejects, the job benefits are denied.

ii) Sexual annoyance

It is also known as hostile environment sexual harassment.

Sexual annoyance is a demeaning and unwelcome sexually related behavior that is offensive, hostile or intimidating to the victim, but has no direct connection to any job benefits. However, the annoying behaviour creates an offensive working environment which affects the victim's ability to continue working.

Sexual annoyance includes sexual harassment by an employee against a co-employee. Similarly, sexual harassment by a company's customer against an employee also falls into this category.

Nevertheless, the definition of subjective words for example unwelcome, offensive and annoying still leaves for individual interpretation by courts.

The Differences between Verbal, Non-Verbal, Visual, Psychological And Physical Harassment

Verbal harassment – is in oral form and includes uncomfortable and offensive teasing, joking, questioning, jesting or making suggestive remarks or sounds, or verbal repartee.

Non-verbal harassment – a leer with indecent overtone, sexual activity or desire denoted by hand signal, lips licking or food eating and persistent flirting.

Visual harassment – covering the wall with pin-up, calendars, drawings, photographs of naked and scantily clad women or other sex-based materials and writing sex-based letter. Sexual exposure also falls under this form of sexual harassment.

Psychological harassment – harms a person's psychological well being and includes oppressively constant proposals for dates, repeated undesirable physical intimacy or social invitations.

Physical harassment – includes distasteful action such as touching of an intimate body part, patting, pinching, stroking, brushing up against the body, hugging, kissing, fondling and sexual assault.

All forms of sexual harassment are behaviour that elicits sexual attention.

Sexual Harassment is classified as major misconduct and the person found guilty is subject to disciplinary action, including dismissal. Making false or fabricated accusation is also a major misconduct and a person found guilty of the offense shall also be subject to disciplinary action, including dismissal.

Note: Please refer to the Peraturan Etika Kerja, Kelakuan Dan Tatatertib for more details on Employee Discipline and Sexual Harassment.

SUMMARY SCHEME OF BENEFITS

1.	EMPLOYEE PROVIDENT FUND		
	1.1	Employee Provident Fund <i>(Employer's contribution)</i>	11% + 19% - Director 11% + 13% - Employee
2.	LEAVE		
	2.1	Annual Leave	Less than five (5) years in service : 14 days Five (5) to ten (10) years in service : 16 days Ten (10) years and above in service : 18 days
	2.2	Medical Leave (i) Outpatient (ii) Hospitalization	Less than two (2) years in service : 14 days Two (2) to Five (5) years in service : 18 days More than Five (5) years in service : 22 days 60 days per annum inclusive of outpatient medical leave
	2.3	Maternity Leave	60 consecutive days
	2.4	Prolonged Illness Leave	First six (6) months : Full pay Further six (6) months : Half pay Further twelve (12) months : No pay
	2.5	Privilege Leave (i) Special Event (ii) Examination Leave (iii) Hajj Leave	Actual event days and subject to CEO's approval Actual day(s) of examination Actual Hajj days or up to 40 days, whichever is lesser, once in employment after three (3) years of service
		(iv) Compassionate leave <i>*immediate family member shall be your spouse, children (including step-children), parents, parents-in-law, brother and sister of the employee</i>	<i>(Maximum of 7 working days per annum)</i> Death of immediate family members* : Two (2) working days Natural disasters/Calamity/Fire/Flood affect the employee or his/her property : Two (2) working days

2	LEAVE (Cont'd)		
	v)	Marriage Leave	Two (2) working days <i>(1st marriage only)</i>

		vi) Paternity Leave	Two (2) working days <i>(up to the 5th children only)</i>	
3	INSURANCE SCHEME			
3.1	Group Personal Accident (GPA)	The insurance premium is borne full by the Company. <i>(Subject to CEO's approval)</i>		
3.2	Director Liability & Managers			
4	MEDICAL SCHEME			
4.1	Outpatient & Specialist Treatment * <i>*(Inclusive of Vision & Dental)</i>	All Employee : RM500 per annum		
4.2	Hospitalization Group Hospital & Surgical (GHS)	The insurance premium is borne full by the Company. <i>(Subject to CEO's approval)</i>		
4.3	Annual Medical Check-up <i>(for age 50 year and above)</i>	Up to RM1500 per annum for confirmed employee		
5	TRAVELLING ON COMPANY BUSINESS			
5.1	LOCAL TRIPS i) Air Travels - Mid Range (4-8 hours) - Short Distance ii) Mileage - Motorcar - Motorcycle	Economy Class Economy Class 0.47 per KM 0.25 per KM		

5	TRAVELLING ON COMPANY BUSINESS (Cont'd)																				
	iii) Accommodation	For all employee:- <table border="1"> <thead> <tr> <th>State</th> <th>Single Occupancy (with receipt)</th> <th>Double/Triple Sharing (with receipt)</th> <th>Outstation Allowance</th> </tr> </thead> <tbody> <tr> <td>Peninsular Malaysia</td> <td>100.00</td> <td>100.00</td> <td>15.00</td> </tr> <tr> <td>Sabah & Sarawak</td> <td>100.00</td> <td>100.00</td> <td>15.00</td> </tr> <tr> <td>Overseas (USD)</td> <td>50.00</td> <td>70.00</td> <td>40.00</td> </tr> </tbody> </table>				State	Single Occupancy (with receipt)	Double/Triple Sharing (with receipt)	Outstation Allowance	Peninsular Malaysia	100.00	100.00	15.00	Sabah & Sarawak	100.00	100.00	15.00	Overseas (USD)	50.00	70.00	40.00
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6	ALLOWANCE																				
6.1	i) Hand phone Allowance ii) Laptop Allowance	<i>(Subject to approval and the new terms and conditions and also new allowance scheme.)</i>																			

7	OTHER BENEFITS		
7.1	Condolence Sum	RM1000.00 – Death of an Employee or Dependent	

8	OTHERS																						
8.1	Retirement Age	66 years																					
8.2	Probationary Period	Three (3) month* <i>*Not applicable to contract and temporary employment</i>																					
8.3	Working Hours	Monday to Friday: 8.30am – 6.00pm																					
8.4	Notice of Resignation																						
		<table border="1"> <thead> <tr> <th rowspan="2">Employment Status</th> <th colspan="2">Management/Executive</th> <th colspan="2">Non-Executive</th> </tr> <tr> <th>Notice (Or)</th> <th>Salary In-lieu of Notice</th> <th>Notice (Or)</th> <th>Salary In-lieu of Notice</th> </tr> </thead> <tbody> <tr> <td>Probationary</td> <td>1 Week</td> <td>1 Week</td> <td>1 Week</td> <td>1 Week</td> </tr> <tr> <td>Confirmed</td> <td>2 Months</td> <td>2 Months</td> <td>1 Month</td> <td>1 Month</td> </tr> </tbody> </table>			Employment Status	Management/Executive		Non-Executive		Notice (Or)	Salary In-lieu of Notice	Notice (Or)	Salary In-lieu of Notice	Probationary	1 Week	1 Week	1 Week	1 Week	Confirmed	2 Months	2 Months	1 Month	1 Month
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Confirmed	2 Months	2 Months	1 Month	1 Month																			

REFERENCES

For queries and clarification, please contact Human Resource & Administration personnel as follows:-

Satila Binti Mohd Suhaimi

Manager, Human Resource & Administration

Contact No. : 03-2300 0163 e

Fax No. : 03-2300 0291

Email : satila@sil verridge.com.my / hrdept@sil verridge.com.my

ATTACHMENT

Employee book Acknowledgement Receipt

I have received and acknowledged the current company employee handbook. I also have read and understand the material written inside the handbook. I have been given the opportunity to ask questions about the policies of the company as stated in the handbook, hence any future questions and grievance may be submitted to the Human Resource & Administration Department (HRAD).

I agree to comply with the policies, procedures, and other guidelines set forth in the handbook. I understand that the Company reserves the right to change, modify or abolish any or all of the policies, benefits, rules and regulations contained or described in the handbook as it deems appropriate at any time, with or without notice. I acknowledged that neither the handbook nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the company, regardless of their classification or position, are employed on an at-will basis, and their employment can be terminated at the will of the employee or the company at any time, with or without cause and with or without notice. I have also been informed and understand that no officer, agent, representative or employee of the Company has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, handbooks or any other documents of the company shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

This handbook is the company property and must be returned upon separation.

Signature

Date

Employee Name

Position

FOR MANAGEMENT REFERENCE ONLY;

Prepared by,

.....
SATILA BINTI DATO' MOHD SUHAIMI

Manager, Human Resource & Administration Department

Checked by,

.....
WONG CHEE KEONG

General Manager

Verified by,

.....
SYAKUR BIN DATO' MOHD SUHAIMI

Chief Executive Officer

Approved by,

.....
DATO' MOHD SUHAIMI ABDULLAH

Managing Director