

3 PAGE SAMPLE

EMPLOYEE HANDBOOK

SINGAPORE

Welcome to Xxxx Corp Corporation

1. FOREWORD

This Handbook serves to provide a better understanding for new and existing staff of what they can expect of the Company and what the Company expects of them.

It covers the general terms and conditions of service, benefits, rules and regulations governing staff employed under Xxxx Corp Singapore Pte. Ltd.

The Company will review the contents of this Handbook from time to time as and when necessary.

As in any handbook, this Handbook cannot cover every possible situation and therefore, for doubts on individual situations not covered, employees should to refer to their immediate superiors, department heads or the H.R. Department for clarification.

2. OUR ORGANISATION

Background

Xxxx Corp was founded in (DATE) by (NAME) as a (STATE TYPE OF BUSINESS) in (COUNTRY). Over the next TT years, the business grew to become one of the world's leading. (STATE TYPE OF BUSINESS)

Today, Xxxx Corp is a truly global organization, operating businesses across the world. Decentralized management enables us to build local relationships and respond to opportunities quickly. With US\$XXXX million/billion in annual sales, Xxxx Corp International Limited employs more than NNNN people worldwide.

TERMS AND CONDITIONS OF EMPLOYMENT

OBJECTIVE

These rules and regulations set the general conditions of employment, with Xxxx Corp .

SCOPE

The present rules and regulations are based on the Employment Act of Republic of Singapore. Consequently, they form an integral part of your contractual terms and conditions of employment with Xxxx Corp.

The term “employee” or “you” in this document refers to any person that has signed a letter of employment with the company.

GENERAL OBLIGATIONS and CODE OF CONDUCT

You are asked to observe extreme discretion on any information you acquire in the context of your activity at Xxxx Corp in Singapore. You are by this document and your engagement letter bound to corporate confidentiality even after your departure from the company.

All documents (drafts, notes, photocopies, diskettes, graphics, books etc.) that you have acquired through Xxxx Corp in Singapore in relation to your work are the property of Xxxx Corp in Singapore. An employee who leaves the company has the obligation to return these documents, without keeping copies. All other employer owned equipment or items not mentioned above should also be rendered.

Tidiness

We aim to provide a pleasant working environment for all staff. For this reason, every employee has a responsibility in ensuring that the work premises remain orderly and clean.