



HUMAN RESOURCE POLICIES & PROCEDURES MANUAL

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Part I	:	Introduction
Subject Matter	:	1.01 – General Introduction
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

1.01 (a). PURPOSE

This HR Handbook Manual Guide is designed to provide employees with a comprehensive guide on our company's human resource policies and benefits along with the conduct the Company expects from all its employees. In addition, this manual also serves to ensure that consistent and fair policies and practices are applied to all employees of the Company.

The policies and practices in this Handbook should always be interpreted consistently and reasonably in line with the provisions of the Employment Act 1955 and other relevant legislations of Malaysia. In the event of any disputes arising from the interpretation of these policies, consultation should be sought from the Human Resource Department.

However, it is anticipated that supplementary policies manual may be issued as and whenever necessary and the Company reserves the right to introduce, amend, review, augment and/or delete policies within this manual at any time when deemed necessary without prior notice or announcement made to its employees with the approval of the Management.

All employees are responsible for familiarizing themselves and diligently referring to the terms and conditions of employment and any amendments, additions, or variation thereto.

All amendments shall be subjected to the Managing Director's (MD) approval.

1.01 (b). BINDING EFFECT OF THIS MANUAL

All terms and conditions of employment, benefits and any limitations of employment stated within this manual shall be applicable to all employees employed under the UNIQUE FIRE HOLDINGS BERHAD group or any of its subsidiaries, unless otherwise stated in their initial Letters of Appointment or any subsequent agreements to the effect.

This Human Resource Policies and Procedures Manual shall be a revised manual to supersede all other previous manuals and revisions.

1.01 (c). CONFIDENTIAL NATURE OF THIS MANUAL

This manual is of a strict ***Private & Confidential*** nature to an extent that it should only be accessible to the employees of UNIQUE FIRE HOLDINGS BERHAD group or any of its subsidiaries.

Part I	:	Introduction
Subject Matter	:	1.02 – Employee Relations Policy
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

The Company's goal and commitment is to be the best, and therefore:-

- We are committed to making positive contributions to our clients in particular and the society in general through providing them excellent services and products. We seek to be a vital force and lead, with integrity, in the innovative expansion of the disciplines we serve.
- We seek and support people of the highest personal values and qualities, with a diversity of talents and interests. We endeavor to provide an attractive, safe, and conducive working environment, together with opportunities for career and personal development in line with the current competitive economic rewards.
- We strive to be a developing enterprise – to extend and expand our services – and yet to remain one cohesive organization, growing locally and internationally providing our employees a breaking ground platform to realize their full potential.
- With a high level of integrity, confidence, conscientious leadership and in full awareness of the high personal qualities and professional competence of our employees, we reach out constantly to realize and offer greater commitment, expecting to be both distinguishable and distinguished.
- We consider it self-evident that integrity and professional competence are essential qualities in the behavior of our employees.

Part I	:	Introduction
Subject Matter	:	1.03 – Classification Of Employees
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

The following definitions shall apply unless stated otherwise in this Handbook:

1.03 (a). DEFINITION OF EMPLOYEE

Employees of UNIQUE FIRE INDUSTRY SDN BHD are categorized into the following:

“Employee(s)” shall mean all employees engaged in the regular and permanent employment of Unique Fire including those who are confirmed in the service and those still under probation (no end date determined).

“Probationary Employee(s)” is an employee who shall be under the probationary period as specified by the company for a period not exceeding six (6) months in accordance with the Probationary Employment Agreement. This period may be further extended for a period of up to three (3) months at the discretion of the company.

“Employee Under Employment Contract” is an Employee whom the Company agrees to employ under an Employment contract for a definite term. Normally this employee is a person who is above retirement age and has valuable experience and expertise or an employee engaged under a non-permanent basis which the employment duration is determined by the Company from time to time (end date pre- determined).

“Part Time employee(s)” shall mean all employees who are scheduled to work fewer than normal work hours per week as agreed between the Company and employee.

“Temporary employee(s)” is an Employee whom the Company agrees to employ on a temporary basis as necessary and may work more or less than normal hours in a week or utilized for a specific project for a predicted period of time determined by the Company

1.03 (b). OTHER DEFINITIONS

“Family” shall include:

- A legal wife and dependent children including legally adopted children of a male employee; or
- A legal husband and dependent children including legally adopted children of a female employee

“Dependent Children” means children who are eighteen (18) years and below or twenty-three (23) years and below for children pursuing tertiary education and/or professional qualification. Exception to the above definition will be granted in cases of children who are medically classified disabled and therefore unable to support themselves.

“Business purposes” refers to travel made specifically for business transactions such as appointments, seminars, conferences, etc. but does not include training courses.

“The Company” shall mean UNIQUE FIRE HOLDINGS BERHAD group or any of its subsidiaries.

“Leave” shall mean any period, which the employee is permitted to absent him/herself from duty. Without prior permission, an absence from duty constitutes a willful breach of terms and conditions of employment.

“Mileage Allowance” shall mean an allowance which will be reimbursed to the employee when he travels on Company business using his/her own registered vehicle.

“Misconduct” shall mean any conduct on the part of the employee inconsistent with the faithful discharge of duties or any other implied duties. It also refers to any improper behavior, intentional wrong-doing or deliberate violation of a rule or standards.

“Registered medical practitioner” shall mean a registered medical practitioner in private practice appearing on the panel of medical practitioners appointed by the Company and listed in any administrative circular or any medical practitioners in a Government hospital or any other approved hospital by the appointed insurance company.

“Rules and Regulations” means employees shall observe and comply with proper orders and instructions of the Company and be bound by all rules and regulations being in force, always which is applicable to his/her employment.

“Salary” shall mean the annual basic salary of employees and shall not include any other allowances, payment, or bonuses.

“Sponsored or hosted visits” shall mean an outstation trip made at the invitation of and sponsored or hosted by a client or other organization, with expenses either wholly or partially borne by such client or organization.

“Day” means twenty-four (24) consecutive hours from midnight to midnight or a period of twenty-four (24) consecutive hours.

“Week” shall mean a continuous period of seven (7) days.

“Year” and **“Month”** shall mean calendar year and calendar month

Part II	:	Professional Responsibilities
Subject Matter	:	2.01 – Misconduct
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

The Company believes that a disciplined workforce is a prerequisite for productivity and good workplace relations. Therefore, employees are urged not to commit an act that would be construed as misconduct and could result in disciplinary action.

Disciplinary action may be taken against an employee, on following ground(s) of misconduct:-

- Poor performance / Under-performance / Non-performance at work
- Dishonesty / Stealing / Damaging of company property
- Possession of weapons or drugs
- Actual or implied physical threat to any employee
- Indiscipline
- Gross negligence
- Conviction of a criminal offence
- Pecuniary embarrassment
- Carelessness
- Act of insubordination
- Abuse of position or authority in the office
- Conviction of any criminal offences
- Breach of Terms and Conditions of Employment (as stated in this manual)
- Breach of Procedures and Policies of the Company
- Fighting within company premises
- Provoking
- Intoxication
- Smoking during office hours or smoking in a prohibited area.

Any employee who commits any of the above-mentioned offences will be given a warning in the forms of verbal or writing and/or other forms of actions including suspension from work. Aside to that, minor misconduct, if committed repetitively can and will be viewed seriously and severe forms of actions such as dismissal will be meted out if need be.

Note: The above list is illustrative but not exhaustive and may include others.

Part II	:	Professional Responsibilities
Subject Matter	:	2.02 – Disciplinary Actions
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

The Company shall take appropriate disciplinary actions against employees whose conduct or performance is inconsistent with the rules and regulations of the Company, whether these are written or implied.

In the normal course of work, the employee will be made aware informally of any minor short comings. This may be followed by a counseling session. If there is a repetition of such behavior, this could be followed by an issuance of warning/reprimand letter. The Company, however, depending on the severity or the recurrence of the misconduct, at its discretion, will issue a show cause letter or even resort to conducting a Domestic Inquiry prior to meting out an appropriate action to be taken. The employee's entire performance record during his/her tenure with the Company will also be taken into accord.

Progressive disciplinary action shall be applied as follows:

(i) Counseling

Properly planned counseling sessions conducted by the immediate superior are normally expected to yield the expected change in the behavioral pattern and the re-molding of the employee concerned. It is imperative that such counseling sessions are properly documented and filed in his/her personal file so as to serve as a reference for future use, if needed be. It is essential that subsequent proper monitoring and follow up by the immediate superior is carried out over a span of time to ensure compliance with the regulations and expected behavior.

(ii) Show Cause Letter

A show cause letter is not a form of penalization but a means of documenting the explanations that are being offered by the employee on the alleged misconduct(s) he/she has committed to avoid any form of disciplinary action being taken against him/her.

On minor offences, the Human Resource Department may issue such a letter based on the facts provided by the relevant Head of Department or immediate superior. A reasonable time frame will be given to the affected staff to explain in writing.

The Human Resource Department and related Head of Department will review the explanations offered and decide on whether it is acceptable or not. If explanations given are not acceptable, a verbal/written warning letter maybe issued depending on the offence committed and the fact recorded in his personal file. Repetition of such a similar offence in the future will result in a more severe action being taken.

In the event where explanations given are not satisfactory and /or unacceptable, the Company may proceed to hold a Domestic Inquiry if the circumstances of the offences so warrant.

(iii) Verbal Warning

This is the first disciplinary action taken on an employee, and it normally applies when the employee has committed some minor wrong doings, mistakes, or errors. The immediate superior shall formally discuss with the employee his/her problems in a private area away from the workplace. The date, time and nature of the discussion shall be recorded by the immediate superior for possible reference in the future.

(iv) Written Warning

A written warning will be issued when the employee continues to repeat the same or a series of other minor wrong doings, mistakes or errors after being verbally warned; or where the improvement desired of the employee has not been achieved within a reasonable time after he/she has been verbally warned. In the event of such, the immediate superior may serve the employee with a written warning. The contents of the written warning shall be discussed with the employee and the employee shall acknowledge the written warning by signing off on it. In the event if the employee refuses to sign off the written warning, the immediate superior shall note this on the letter and further actions will then be taken into measure.

(v) Domestic Inquiry

When the misconduct alleged to have been committed is of a serious nature, it will be imperative that a Domestic Inquiry be held. There should be at least three (3) Panel members who are at least of equal ranking or more senior than the employee and who have not been directly involved with the pre-domestic inquiry investigation, preferably, from a department or division other than of the said employee.

(vi) Suspension

In the event where the conduct or performance of the employee does not improve despite verbal and written warnings, he/she may be suspended from work (typically after three (3) written warnings but may be less depending on the severity of the offence). If the employee commits a serious offence, he/she may also be immediately suspended from work to make way for a thorough investigation to be conducted to determine whether he/she should be discharged.

A disciplinary suspension must be supported by previous verbal or written warnings, except in the case of serious offences. It must be initiated by the Head of Department and the Human Resources Department, and approved by the Managing Director. In the event that these authorities cannot be reached, the Immediate superior may suspend the employee from work but must review the matter with his/her Head of Department and Human Resources Department as soon as possible or, in any case, not later than the day following such suspension.

In the event of suspension, an employee may be suspended for a period of not less than one (1) working day and not more than fourteen (14) working days.

The employee shall be advised by their immediate superior of the reason(s) for and the duration of the suspension. The suspension must be documented. Upon the employee's

return to work, the immediate superior shall counsel and inform the employee that a continued breach of discipline may result to him/her being terminated from the employment.

The Company may suspend an errant employee from work with or without pay. If the employee is suspended from work for the purpose of investigation, the Company may with-hold half the employee's salary during the suspension. And after if the employee is subsequently found not to have breached an offence, the Company shall restore the full amount of the salary which is with-held from the employee.

(vii) Termination

In the event that an employee does not make any desired improvements despite the Company's countless attempts at corrective discipline, and if the employee's conduct or performance indicates his/her unsuitability for continued employment, the Company shall terminate the employee from service.

No employee shall be terminated without first having been counseled or warned in writing, except for employee who is on probation or have committed an offence which warrants dismissal.

Terminations must be supported by the Head of Department and Human Resource Department, together with the approval by the Managing Director.

(Refer to Section III, Subject 3.07 Termination of Employment for more details)

(viii) Dismissal

This is the most serious form of disciplinary action and is resorted to when the severity of an offence warrants the immediate dismissal of the said employee.

If a serious offence warranting a dismissal occurs, the immediate superior shall notify the Head of Department immediately. The said Head of Department shall then review the matter with the Human Resources Department, and they shall recommend to the Managing Director the appropriate action to be taken.

No dismissal shall take effect without the prior approval of the Managing Director.

If it is approved that the said employee is to be dismissed, the immediate superior shall immediately escort the said employee to the Human Resources Department for the dismissal process to be carried out.

(Refer to Section III, Subject 3.08 Dismissal for more details)

Part II	:	Professional Responsibilities
Subject Matter	:	2.03 – Sexual Harassment In The Workplace
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

Sexual harassment of any form in the workplace, like any other form of harassment, will strictly not be tolerated.

Specific conduct that can constitute sexual harassment in the workplace includes, but is not limited to:

- Any unwanted forms of sexual advances;
- Subtle or express pressure for sexual favors;
- Sexual innuendoes, advances, or propositions;
- Verbal abuse of a sexual nature;
- Verbal or Graphic comments about an individual's body;
- Leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting or obscene comments or gestures;
- Displaying in the workplace any sexually suggestive objects or pictures (including through electronic mail or by downloading such material(s) from the Internet);
- Other physical, verbal, or visual conduct of a sexual nature.

Any employee who believes or has come across an event that there has been a harassment in the workplace should report the alleged act(s) immediately to the Human Resources Department or his/her immediate superior.

It should be recognized that the question of whether a particular action, incident, or relationship is purely personal, social and without a discriminatory employment impact will require a determination based on all the facts in the particular matter. Given the nature of this type of discrimination, it must be appreciated that false accusations of harassment can have a serious impact on innocent individuals. Accusations made maliciously or without a reasonable foundation will not be tolerated.

Part II	:	Professional Responsibilities
Subject Matter	:	2.04 – Code of Ethics and Conduct
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

2.04 (a). Trade Secrets & Confidential Information

The employee shall not, either during his/her tenure with the Company or after leaving the services of the Company for whatever reason, disclose to any person(s) whatsoever any information relating to the Company or its customers or any trade secrets of which with the Company the employee shall acquire or possess whilst under the tenure of Company, save that he is required under or compelled by any law, statutes, regulation and/or any court order enforcement in Malaysia.

2.04 (b). Other Employment

No employee who is employed by the Company on a full-time basis is allowed to be employed on another full-time or part-time jobs by any person or Company outside Unique Fire unless prior written consent from the Company have been obtained.

2.04 (c). Conflict of Interest

The employee must not place himself in a situation where he has or appears to have a direct or indirect interest in connections which includes benefit from outside commercial activities and are in a way related to the activities of the Company. The circumstances in which such a conflict may be present includes:

- (i) Ownership, directly or indirectly of a material interest in any competitor, supplier, contractor, sub-contractor, customer, person or organization doing business with the Company or its affiliates;
- (ii) Acting in any capacity including as a director, shareholder in a private limited Company, officer, partner, consultant, employee, distributor, agent or the like for a competitor, supplier, contractor, sub-contractor, customer, person or organization doing business with the Company or its affiliates;
- (iii) Accepting directly or indirectly, payments, services, or loans, from competitor, supplier, contractor, customer, person or organization doing business with or expecting to do business with the Company or its affiliates. Gifts, travel, entertainment or other forms of 'gratitude' of more than nominal value are deemed to constitute as forms of 'payments'. This paragraph shall exclude loans from insurance companies, commercial and saving banks at normal rate of interest;
- (iv) Having business interests, which results in personal gain at the expense of either the Company or its affiliates, and inhibiting an impartial business judgment or creating a questionable public image. These should voluntarily be declared by all employees without exception. These should also be terminated by employees, unless expressed permission for such in writing is obtained from the Company.

Part II : **Professional Responsibilities**
Subject Matter : **2.05 – Dress Code**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

All employees shall be suitably dressed whilst on duty and adhere to the company's dress code provided to employees.

- (a) Employees who are not provided with the Company's uniform shall be properly attired with a neat and tidy appearance during the course of performing their duties. Sleeveless, short pants, provocative attire, sport shoes, sandals and slippers shall not be allowed.
- (b) Employees are not allowed to wear anything that other employees might find offensive or that might make co-workers uncomfortable. This includes clothing with profane language statement(s) or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.
- (c) The employee's attire, hairstyle and jewelry should not interfere with the safety aspect when performing his/her duties.
- (d) Employees who are given the Company's uniform, are required to wear the necessary given uniform as determined by the Health & Safety Procedures and also by the respective Head of Department.

Part II	:	Professional Responsibilities
Subject Matter	:	2.06 – Information Technology Security
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

2.06 (a). Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- (i) Discriminatory or harassing.
- (ii) Derogatory to any individual or group.
- (iii) Obscene, sexually explicit, or pornographic.
- (iv) Defamatory or threatening.
- (v) In violation of any license governing the use of software.
- (vi) Engaged in for any purpose that is illegal or contrary to the Company's policy or business interests.

2.06 (b). Personal Use

The computers, electronic media and services provided by the Company are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal or non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

2.06 (c). Access to Employee Communications

- (i) Generally, electronic information created and/or communicated by the employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and similar electronic media is not reviewed by the Company. However, the following conditions should be noted:

The Company may routinely gather logs for most electronic activities or monitoring of employee communications directly, e.g., e-mail, Internet sites accessed, telephone numbers dialed, call length, and time at which calls are made, for including but not limited to the following:

- Cost analysis;
- Resource allocation;
- Optimum technical management of information resources;
- Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.

- (ii) The Company reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other Company policies.
- (iii) Employees should not assume electronic communications are completely private. Accordingly, if employees have sensitive information to transmit, they should use other means.

2.06 (d). Software

All software and applications installed on a computer have been tested and approved by IT personnel at the point it is handed over to the employee. Any unauthorized software installations done by the employee from that point onwards could interfere with other existing applications and could even cause a security concern to the Company's information technology infrastructure as a whole.

Employees should contact the authorized IT personnel for any questions or queries.

- (i) Downloads

To prevent computer viruses from being transmitted through the Company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited.

Employees shall also refrain from downloading and installing other seemingly harmless applications such as multimedia players, alternative browsers and toolbars, screensavers, etc.

- (ii) Copyrights and License Agreements

Only software that is owned or licensed to the Company may be installed on computer systems. All installations will be done or supervised by IT personnel.

Failure to observe copyright or license agreements may result in corrective action by the Company and/or legal action by the copyright owner.

2.06 (e). Security/Appropriate Use

- (i) Employees must respect the confidentiality of other individual's electronic communications. Except in cases whereby explicit authorization has been granted by the Company's management, employees are prohibited from engaging in, or attempting to engage in:
 - Monitoring or intercepting the files or electronic communications of other employees or third parties;
 - Hacking or obtaining access to systems or accounts they are not authorized to use;
 - Usage of other employee's log-ins or passwords; and

- Breaching, testing, or monitoring computer or network security measures.
- (ii) No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
 - (iii) Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
 - (iv) Any employee obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

2.06 (f). Encryption

Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a Company computer must provide their immediate superior with a sealed hard copy record (to be retained in a secured location) of all the passwords and/or encryption keys necessary to access the files.

2.06 (g). Participation in Online Forums

- (i) Employees should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network – for example, internet mailing lists, bulletin boards, and online services – are statements identifiable and attributable to the Company.
- (ii) The Company recognizes that participation in some forums might be important to the performance of an employee's job. For instance, the employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

2.06 (h). Violations

Any employee who abuses the privilege of their access to e-mail or the internet in violation of this policy will be subjected to corrective action(s), including possible termination of employment, legal action, and criminal liability.

Part II : Professional Responsibilities
Subject Matter : 2.07 – Whistle Blowing Policy
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

2.07 (a). Purpose

At Unique Fire, we expect our employees to conduct themselves with a high standard of professionalism and ethics in the conduct of our business and professional activities.

As part of good corporate governance, Unique Fire have established a whistle blowing policy that sets out avenues for legitimate concerns to be objectively investigated and addressed. Individuals will be able to raise concerns about illegal, unethical, or questionable practices in confidence and without the risk of reprisal.

2.07 (b). Scope

Whistleblowing is the voluntary disclosure of inappropriate, unethical or unlawful behavior and practices by the management or employees. It includes how employees, customers and investors are treated. The following are generally accepted as improper and reportable conduct for whistleblowing, of which the list is not exhaustive:

- Any unlawful or illegal activities, whether criminal or breach in civil law;
- Breach of policies and/or procedures;
- Fraud, theft, embezzlement or dishonesty;
- Corruption/bribery;
- Bullying and harassment;
- Actions which can cause physical danger/harm to another person and/or can give rise to risk of damage to properties/assets;
- Forgery or alteration of any documents belonging to the Company, customers, another Financial Institution, or agents of the Company;
- Poor or unethical sales practices, including mis-selling;
- Profiteering as a result of insider knowledge;
- Gross mismanagement or dereliction of duties;
- Conflict of interest;
- Misuse of position or information; and
- Any other similar or related irregularities.

2.07 (c). Procedure

Anyone has the right to whistle blow. This Policy applies to all matters involving the Unique Fire's employees (including former employees and irrespective of nature of employment status), customers and any other stakeholders/persons providing services to the Group, including consultants, vendors, independent contractors, external agencies and/or any other party with a business relationship with Unique Fire.

We take whistle blowing seriously and your concern matters to us, so we would like to hear from you if any of your disclosure is related to improper practices occurring within Unique Fire. Any disclosure can be made to any of the following dedicated reporting channels:

- Email to whistleblowing@uniquefire.com

After receiving the report of any alleged wrong doing, it will be investigated and reporting to an Independent Board of Director.

If the outcome results in a proven case of wrongdoing/malpractice and confirms the allegations, disciplinary action shall be instituted against the related employees in accordance with the company's policy.

2.07 (d). Whistleblower Protection

Unique Fire commits to ensure that all disclosed information, including the identity of the whistleblower shall be treated with strict confidentiality. All personnel, directly or indirectly working relative to a whistleblowing case, shall strictly protect the identity of the whistleblower and witnesses from unauthorized disclosure before, during and after an investigation.

There may be certain circumstances where the identity of the whistleblower may need to be revealed on a need to know basis (e.g. requirement to testify in court). If such a situation arises, the group shall discuss and seek consent with the whistleblower first before proceeding with the case.

The protection will be removed if it is found that the whistleblower was also involved in the improper conduct, or if the whistleblower is found to have made the disclosures in bad faith.

Responsibility of Whistleblower

- (a) Whistleblower makes the disclosure in good faith.
- (b) Whistleblower reasonably believes that the information and allegations are substantially true.
- (c) Whistleblower is not acting for personal gain. If the case involves the Complainant's personal interests, it must be informed at the outset.

Part III : **Employment Terms & Conditions**
Subject Matter : **3.01 – Designated Appointments**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

All designated appointments in the Company shall be within the compass of the following grading system:

Office / Corporate Employees (Code : C- Corporate)

Band	Job Grade	Category
Leadership Team (LT)	C-LT1	Leadership Team (Senior)
	C-LT2	Leadership Team
	C-LT3	Leadership Team (Junior)
General Manager (GM)	C-GM1	Senior General Manager
	C-GM2	General Manager
	C-GM3	Deputy General Manager
Manager (M)	C-M1	Senior Manager
	C-M2	Senior Manager
	C-M3	Manager
	C-M4	Assistant Manager
Executive (E)	C-E1	Senior Executive
	C-E2	Senior Executive
	C-E3	Executive
	C-E4	Junior Executive
Non – Executive (NE)	C-NE1	Senior Assistant
	C-NE2	Junior Assistant

The Company may review the designations and grades of employees from time to time in line with business needs.

Part III : Employment Terms & Conditions
Subject Matter : 3.01 – Designated Appointments
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

All designated appointments in the Company shall be within the compass of the following grading system:

Warehouse / Manufacturing / Production Employees (Code : O- Operations)

Band	Category	Grade
Manager (M)	O-M1	Senior Manager
	O-M2	Senior Manager
	O-M3	Manager
	O-M4	Assistant Manager
Supervisor (S)	O-S1	Senior Supervisor
	O-S2	Senior Supervisor
	O-S3	Supervisor
	O-S4	Assistant Supervisor
Non – Executive (NE)	O-NE1	Senior Assistant
	O-NE2	Junior Assistant

The Company may review the designations and grades of employees from time to time in line with business needs.

Part III	:	Employment Terms & Conditions
Subject Matter	:	3.02 – Employment
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

3.02 (a). Conditions of Appointment

All employment with the Company are subjected to the following conditions:-

- (i) Any appointment shall be deemed valid only when a Letter of Appointment is issued, acknowledged and the Form of Acceptance signed by the applicant and forwarded back to the Company.
- (ii) Upon satisfactory medical examination by a registered medical practitioner in accordance with standard procedures which include urine test for drugs conducted by Company's appointed panel clinic
- (iii) Production of evidence of educational qualifications and satisfactory references from educational institutions and any other references that the Company may require;
- (iv) Production of evidence of citizenship and legal identification. In the absence of a birth certificate, the date of birth shown on the national identity card of the employee shall be accepted for the purpose of determining the citizenship and age of the employee or reference shall be made to his/her passport;
- (v) Employee is not under any obligations with any other employer.

3.02 (b). Employment of Family Members

In the event of an employment of a family member of an Employee, the following conditions should be adhered but is not limited to:

- (i) Family members may not be hired into the same Company within the Group unless with the written approval of the Managing Director. Such approval is subject but not limited to family members being separated by at least two (2) supervisors within the organization structure.
- (ii) Family members are defined to include parents, siblings, children, spouse, parents-in-law, siblings-in-law and children-in-law.
- (iii) No employee will be allowed to participate in any way related to the promotion, reward, performance, termination or any other significant, material matter concerning a family member.

3.02 (c). Written Contract / Letter of Appointment

The employee who has been offered employment by the Company shall receive a written contract or Letter of Appointment containing the principal terms and conditions of said employment.

The prospective employee shall notify the Company in writing of his/her acceptance of the offer and the date of commencement of duty within a period to be agreed by the Company.

For a contract staff, the Company shall indicate the duration of employment based on the requirements and business needs.

3.02 (d). Date of Employment

The commencement of an employment of the employee shall be on the date which he assumes duty irrespective of any other date stated on the contract and shall draw salary from that date.

3.02 (e). Pre-employment Check-up

A pre-employment check-up may be required and requested by the Company with the following conditions put in place:

- (i) The Company may request new employees to go for a medical examination and provide the said medical examination reports to the Human Resources Department prior to an offer of employment.
- (ii) Employment of new employees are conditional upon passing a pre-employment medical examination including a chest x-ray by the Company's appointed registered medical practitioners.
- (iii) The Company reserves the right to keep the Medical Examination Report.
- (iv) If the result of the pre-employment medical report is not satisfactory and shows that the employee is not fit for employment, the Company reserves the right to terminate the employment offer or employment itself with immediate effect, without any compensation.

3.02 (f). Reference Check

Prior to employment, a reference check shall be conducted by the Human Resources Department when deemed necessary.

Part III : **Employment Terms & Conditions**
Subject Matter : **3.03 – Working Days & Hours**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

- (a) All employees shall observe the scheduled working hours as determined by the Company. Currently, the Company observes the following working hours:

Department	Monday to Friday	Saturday	Lunch Break	Tea Break
Office Staffs (With Code "C" in Job Grade) *Except warehouse admins	9.00am to 6.00pm	Off	1.00pm to 2.00pm	N/A
Warehouse Staffs & Warehouse Admins	8.30am to 5.30pm & 8.30am to 5.30pm	Alternate & Off	1.00pm to 2.00pm	10.00am to 10.15am 3.00pm to 3.15pm (Warehouse staffs only)
Manufacturing / QA / Production	8.00am to 5.00pm	Off	1.00pm to 2.00pm	10.00am to 10.15am 3.00pm to 3.15pm
Foreign Workers	8.00am to 6.00pm	Off	1.00pm to 2.00pm	10.00am to 10.15am 3.00pm to 3.15pm
Johor Bahru Staffs	8.30am to 5.30pm	Alternate	1.00pm to 2.00pm	10.00am to 10.15am 3.00pm to 3.15pm

- (b) Notwithstanding the above, it is recognized that according to the business and/or operational needs of the Company, the employee may be required to work beyond the normal working hours prescribed in Clause (a) above or have his working hours staggered accordingly.
- (c) Employees visiting or on business trips to any subsidiaries or customers' place is to follow the scheduled working hours of the said subsidiary.
- (d) As the Company places value on punctuality, employees are to strictly observe the working hours. Whenever the employee is unable to be present in the office during normal working hours, he/she must inform the immediate superior immediately. If he/she has been continuously absent from work for more than two (2) working days without prior permission from the Company or without a reasonable excuse or notification or attempting to inform the Company at the earliest opportunity, he will be deemed to have terminated his/her service.
- (e) If the Company is dissatisfied with the reasons given for any absence from work, leave will be deducted from employees' annual leave and if in the event such annual leave is unavailable, it will be deemed as a no-pay leave.
- (f) If, due to exigencies of workload employees are required to work on rest day and public holidays, he is expected to comply with any reasonable request to do so.
- (g) The scheduled working hours determined by the Company may be varied or amended from time to time in accordance with the Company's business needs.

Part III : Employment Terms & Conditions
Subject Matter : 3.04 – Overtime
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

- (a) An employee who works beyond the normal working hours and performed at the request of the Company shall be paid an overtime as in accordance to the Employment Act 1955 (Amendment) 2022.
- (b) Company will only pay an overtime to Office/admin employees where his salary is less than RM4,000 per month or maximum salary that eligible for overtime claim that is stipulated in the EA 1955 (Amendment) 2022. The overtime calculation rate will be as follows:-
- i) Overtime on Normal Working Day / Off Day:
1.5 x hourly rate x number of hours worked
 - ii) Overtime on Rest Day:
1.0 x ordinary rate of pay (one day's pay)

In excess of eight (8) hours:-
2.0 x hourly rate x number of hours in excess of 8 hours
 - iii) Overtime on Public Holiday:

Less than normal hours of work:-
2.0 x ordinary rate of pay

In excess of normal hours of work:-
3.0 x hourly rate x number of hours in excess of 8 hour
- (c) All Warehouse/Production/QC workers under grade of O-S/O-NE shall be eligible to claim overtime in accordance to the Employment Act 1955 (Amendment) 2022 with reference to their basic salary.
- (d) Food allowance of RM 10.00/day will be given for Office/Admin employees if overtime performed continuous until 8.30p.m.

Part III : Employment Terms & Conditions
Subject Matter : 3.05 – Probation & Confirmation
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

3.05 (a). Probationary Period (contract staff not applicable)

(a) A newly appointed employee of the Company will be required to go through a probationary period before they are confirmed as permanent employees. The said probationary period as follows:

Employee Job Grade	Probationary Period
C-E2 and above & O-M4 and above	Six (6) months
C-NE2 till C-E3 & O-NE2 till O-S1	Three (3) months

(b) Where applicable, the probationary period may be reduced or extended at the discretion of the Managing Director, Executive Directors, Directors or Head of Departments if the employee’s performance merits it and upon recommendation by his/her immediate superior or Heads of Department.

(c) If the employee fails to serve the probationary period satisfactorily, the appointment with the Company may be terminated. Alternatively, the Company may retain the service of the said employee by extending the probationary period for a further three (3) to six (6) months. The Company shall inform in writing to the employee concerned should there be any extension of the probationary period.

Thereafter, if the said employee still fails to perform satisfactorily, his service with the Company shall be terminated by way of a Termination Notice (refer to Section 3.07 Termination of Employment).

(d) Regular counseling session(s) should be conducted during the period of extension of probation with a copy of the employee’s progress report(s) sent to the Human Resources Department after each counseling session.

- (e) During the probationary period or any extension thereof, employment may be terminated by either party (i.e. the Company or the Employee) giving to the other party the following notice period or payment of wages in lieu of such notice without assigning any reasons thereto the notice period that is stipulated in the offer letter.
- (f) Under exceptional circumstances, requirement of notice of termination under clause (d) above can only be shortened and waived with the written recommendation of the respective Head of Department and written approval from the Managing Director.

3.05 (b). Confirmation (Not applicable to Contract Staff)

- (a) Upon satisfactory completion of the probationary period, the employee shall be informed, in writing, to effect confirmation, and his service shall be deemed to have commenced from the first day of service with the Company.
- (b) At the end of the probationary period, a formal performance assessment by the immediate superior shall be conducted with the employee at the times stipulated below and shall be required to inform the Human Resources Department of the employee's performance.
- (di) The confirmation performance assessment should be initiated at least three (3) weeks before the employee is due to be confirmed.
- (c) The service of the employee who is confirmed in his appointment after serving any additional probation period shall be deemed to have commenced from the first day of service with the Company.

Part III : **Employment Terms & Conditions**
Subject Matter : **3.06 – Promotion**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

- (a) A confirmed employee may be eligible to be considered for promotion to any grade higher than his present appointment as and when a vacancy exists, expansion of job scope, eligibility of candidate or suitability.
- (b) The Company encourages employees to constantly improve themselves personally; employees are also given opportunities to develop their skills and qualifications within the Company.
- (c) The Company shall notify the employees of any vacant position that arises within the Group. The Human Resource Department shall first process all internal applications before a search is made outside the Group and in all cases, preference will be given to qualified employees within the Group.
- (d) However, if the employee is subsequently found to not be suitable for the job/role, he/she will be informed by the Company accordingly and will automatically return to his/her previous position or to any other available positions thereafter.

Part III : Employment Terms & Conditions
Subject Matter : 3.07 – Demotion
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

- (a) A confirmed employee may be subjected to demotion to any grade lower than their present appointment but within the same Job Grade Category if their work performance does not meet the Company's basic requirements/standards/criteria
- (b) Work performance of the employees will be determined through the following channels:-
- (i) Regular performance review appraisals
 - (ii) Quarterly, Bi-Yearly & Yearly KPI Review
 - (iii) Observation by immediate superior
- (c) Should an employee's review/appraisal rating be deemed unsatisfactory or is considered to be under-performing, he/she will be placed under a "Personal Improvement Plan (PIP)" hereinafter known as PIP, for three (3) months, where their Job Responsibilities will be reviewed by the Management and further customized to fit and encourage them to spear towards improvement.
- (d) Employees being put under PIP will be reviewed again after the end of the initial plan span of three (3) months to further determine their work performance and should there be significant improvement, they will be taken off the PIP.
- (e) However, should there be no visible improvements after being placed under PIP, the initial plan span will then be extended for another three (3) months to enable sufficient opportunities for improvement.
- (f) Upon the end of the second cycle of PIP, if significant improvement is evident, the employee will be taken off the PIP and resume their initial appointed position. However, if the employee is subsequently found to show no signs of improvement even after the second cycle of PIP, the employee will then be subjected to demotion to a lower grade within the same Job Grade category which fits their performance level at the time of review/appraisal and will also be subjected to a deduction in salary, fit to the revised job grade that the employee will be demoted to.
- (g) The Company encourages employees to constantly improve themselves personally; employees are also given opportunities to develop their skills and qualifications within the Company.
- (h) Any such decisions in relation to demotion must be informed to and approved by the Managing Director prior.

Part III : Employment Terms & Conditions
Subject Matter : 3.08 – Termination of Employment
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

3.08 (a). Notice Period

- (a) During the probationary period, employment may be terminated by either party giving the other the following advance written notice or payment in lieu of such required notice based on the last drawn basic salary of the employee.

Employee Band	Notice Period
GM (All) & LT (All)	Sixty (60) days
M1 & M2	Forty-Five (45) days
E1 & E2 M3 & M4	Thirty (30) days
E3 & E4 S1 & S2	Fourteen (14) days
NE (All) S3 & S4	Seven (7) days

- (b) Upon confirmation, employment may be terminated by either party giving the other the following advance notice or payment in lieu of such required notice.

Employee Band	Notice Period
M1 & M2 GM (All) & LT (All)	Ninety (90) days
E1 & E2 M3 & M4	Sixty (60) days
NE (All) E3 & E4 S (All)	Thirty (30) days

- (c) Notwithstanding all the preceding Clauses, the Company may, on the merit of each case, grant permission to the employee to dispense with the period of notice mentioned above. In such event, the employee will have no further claim on the Company after the date of the termination of the service with the Company.
- (d) The preceding provisions do not apply if the employee's service is terminated by the Company on the grounds of serious misconduct or gross negligence or any other default. On any of these grounds, the Company has the right to summarily and with immediate effect, dismiss the employees' service with the Company.
- (e) The revised periods of employment termination by either party as mentioned in the tables above under clause 3.08 (a) – (a) & (b) will hereby supersede all employment termination periods in any written and signed employment offer letters dated before the 1st of March 2023.

3.08 (b). Waiver of Notice Period

- (a) The working day on which the notice of termination is served by the Company or the employee shall be included in the notice period.
- (b) At the discretion of the Company, the period of notice to be served by the employee may be waived in whole or in part depending on the merit of the individual case. However, if the termination of employment is initiated by the Company, the employee shall be paid in full salary or part of notice period due, if the Company waives service of the full notice period.
- (c) Where the employee's request for waiver is approved, the Company shall offset any annual leave accruing to the employee against the notice period to be waived, before waiving the balance of such notice period not served. The employee shall only be paid salary up to his last day of service.

3.08 (c). Return of Company Property

- (a) All Company properties, proprietary or otherwise, shall be returned by employee to the Company on or before their last day of service.
- (b) The employee shall be responsible for and ensure that all Company properties are returned to all respective departments concerned.

3.08 (d). Final Salary Payment

- (a) Employees whose services are terminated shall be paid their final salaries subject to the following deductions by the Company:-
 - (i) deductions permitted and/or mandated by the Law;
 - (ii) deductions for Company property not returned, lost or damaged;
 - (iii) deductions for any outstanding amounts owed by the employee to the Company.
- (b) Where the amount owed to the Company is in excess of the amount owing to the employee, the employee needs to pay in full to the Company before or on his/her last day of service.
- (c) The employee has the right to appeal to the Company but it will be at the discretion of the Managing Director to approve the grace period up to but not exceeding two (2) months for the full settlement of the employee's liabilities, if any with the Company.

- (d) The above shall not apply where the Company is required to withhold salaries of employee for income tax or any other legislative purposes.
- (e) Employee who served or are serving notice of termination on the day that a salary increment takes effect shall not be entitled to any such increments.

3.08 (e). Leave during Notice Period

- (a) The employee who is serving his notice period shall be entitled to all Company leave benefits up to their last day of service.

Except for annual leave, all other types of leave which are not expended by employee on the last day of service shall not be en-cashed as payment to the employee.

Part III	:	Employment Terms & Conditions
Subject Matter	:	3.09 – Dismissals
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

- (a) The Company may dismiss the employee on grounds of misconduct inconsistent with the fulfillment of the expressed or implied terms and conditions of service.
- (b) In the event that the Company has any reason to believe that the employee has committed an offence, it may conduct an inquiry to determine whether the employee is liable for dismissal.

For the purpose of inquiry, the Company may suspend the employee from work for up to two (2) weeks and half pay over such period.

Panel of inquiry should conclude whether the employee is guilty and announce its findings with final conclusion and recommendations in clear and precise terms in the form of a report. The Managing Director should determine the appropriate disciplinary action to be taken against the employee.

In the event that the inquiry does not find any misconduct on the part of the employee, the Company shall pay the employee the salary so with-held.

- (c) Any employee who is dismissed shall only be paid his salary up to his last day of service and shall not be entitled to any other Company benefits, whether in payment or in any other forms.
- (d) Dismissed employee shall be paid his salary due to him within seven (7) days from his dismissal, barring any exceptional or unforeseen circumstances. Employee's salary however may be withheld for statutory reasons (e.g. withholding tax, etc.) and/or deducted for debt/property not returned to the Company.
- (e) Employee who has failed to complete successfully his/her original or extended period of probation may have his appointment terminated by the Company, with the Company giving the employee notice of termination (refer to Clause 3.07(1a)) or basic salary in lieu of notice. This notice period may be waived by mutual consent of the employee and his immediate superior, and with the support from the Human Resources Department.
- (f) Upon termination of service, the employee shall surrender all documents, records, files, keys, vehicles (if any) and other assets belonging to the Company and settle all outstanding liabilities, loans and other obligations to the Company.

Part III	:	Employment Terms & Conditions
Subject Matter	:	3.10 – Performance Appraisals
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

3.10 (a). Confirmation Appraisal (Applicable for Permanent Employees)

- (a) The confirmation appraisal is a formal appraisal to determine the suitability of the employee for confirmation in employment at the end of his probation.
- (b) The immediate superior shall initiate appraisal of the employee and officially inform the Human Resources Department on his/her decision to confirm employment or extension of probation or termination of employment at least three (3) weeks before the expiry of the employee's probationary period.
- (c) Upon successful confirmation of an employee hereinafter deemed as a permanent employee, he/she may be entitled to an employment confirmation increment at the sole discretion of the company, depending on the satisfactory level of his/her performance during the probationary period.

3.10 (b). Extension of Contract (applicable for contract staff)

- (a) The extension of any contractual arrangements will be determined by the Company based on business requirements.
- (b) Notice of termination or extension of such contract shall be provided to the contractor at least one (1) month from the expiry date of the contract.

3.10 (c). Yearly Performance Review

- (a) The yearly performance review is a formal appraisal system established by the Company to review the employee's performance and contributions for the appraisal period of every year.
- (b) The employee will be required to discuss and agree with his immediate superior the expected standards of performance at the beginning of each year so that his performance during the year may be evaluated against the required standards.
- (c) The year-end appraisal shall be conducted for all employees. However, employees who are not confirmed, yet to be due for confirmation or subject to the confirmation appraisal shall be excluded from this exercise.

Part III : Employment Terms & Conditions
Subject Matter : 3.11 – Transfers & Relocation
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

- (a) An employee is liable to be transferred at any time by the Company to any of its departments, offices, factories, or other places of work in Malaysia and overseas or to its holdings or any of its related or associated or subsidiary companies to perform such duty and assume such post as may be directed by the Company.
- (b) Subsequently, any request from an employee on any transfer and relocation related matters are strictly subjected to the management's review and approval. Such approvals will be at the sole discretion of the Company.
- (c) An employee who is transferred to any holdings, or related, or associated, or subsidiary Company will have his length of service with the previous Company fully recognized and accumulated to his record of service with the new Company.

Part III : **Employment Terms & Conditions**
Subject Matter : **3.12 – Retirement Age**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

- (a) All employees who have attained the age of Sixty (60) shall retire.
- (b) At the discretion of the Managing Director, the employee may be employed on an annual contract of employment after the age of Sixty (60) years up to a maximum age of sixty-five (65) years.
- (c) Notwithstanding Clause (a) and (b) above, the employee may be permitted to retire earlier than is provided for with the consent of the Managing Director depending on the merit of each case.
- (d) Calculation of Retirement Age will be based on the date of birth of the employee as stated in the employee's birth certificate. If a birth certificate is unavailable, the date used will be as stated in the employee's identity card and employment records.
- (e) Re-employment of the employee after his retirement shall be on a year-to-year basis at the sole discretion of the Company.
- (f) Where a retired employee is re-employed, the terms and conditions of re-employment shall be determined by the Managing Director and shall not be assumed to be the same as those enjoyed by the employee concerned prior to his retirement.

Part III : Employment Terms & Conditions
Subject Matter : 3.13 – Public Holidays
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

- (a) All employees are entitled to the Gazetted Public Holidays, State Holidays and Special Public Holidays in the state/country where the employees are located.
- (b) For the purpose of this section, Special Public Holidays refer to those public holidays which are not gazetted but are announced by the government of Malaysia to commemorate special events from time to time.
- (c) Should any of the gazetted Public Holidays or special public holidays fall on a rest day, a replacement leave shall be given to the employees which can be utilized any time during the same calendar year. Unutilized replacement leaves cannot be carried forward to the following year and cannot be en-cashed in terms of lieu in payment.
- (d) Should a Public Holiday fall on a Sunday, it is automatically understood that the following Monday will be substituted for the holiday.
- (e) Employees may be required to work on a Public Holiday if deemed necessary by the Company and be given a day off in its place.
- (f) Every employee shall be entitled to a paid holiday at his/her ordinary rate of pay on the following days in any one calendar year in the event they are required to work on a Public Holiday or if any of the Public Holidays referred to in the part below falls on a rest day:
- (i) an eleven of the gazetted Public Holidays, five of which shall be:-
- the National Day;
 - the Birthday of the Yang di-Pertuan Agong;
 - the Workers' Day;
 - Malaysia Day;
 - the Birthday of the Ruler or the Yang di-Pertua Negeri, as the case may be, of the State in which the Employee wholly or mainly works under his contract of service, or Federal Territory Day, if the employee wholly or mainly works in the Federal Territory
- (ii) on any day appointed as a public holiday for that particular year under the Holidays Act 1951 [Act 369]

Part III : Employment Terms & Conditions
Subject Matter : 3.14 – Annual Leave
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

- (a) Any employee who joins the Company, unless otherwise specified in the employment letter, shall be granted the following annual leave for each calendar year of service:

Job Band – All NE, S & E

- For continuous service of less than 2 years = 14 days
- For continuous service of 2 years to 4 years = 16 days
- For continuous service of 5 years to 9 years = 18 days
- For continuous service of 10 years to 14 years = 20 days
- For continuous service of 15 years to 19 years = 22 days
- For continuous service of 20 years and beyond = 24 days (maximum)
- For temporary/probationary employee, only unpaid leave is available

Job Band – M – M4

- For continuous service of less than 2 years = 15 days
- For continuous service of 2 years to 4 years = 17 days
- For continuous service of 5 years to 9 years = 19 days
- For continuous service of 10 years to 14 years = 21 days
- For continuous service of 15 years to 19 years = 23 days
- For continuous service of 20 years and beyond = 25 days (maximum)
- For temporary/probationary employee, only unpaid leave is available

Job Band – M – M3

- For continuous service of less than 2 years = 16 days
- For continuous service of 2 years to 4 years = 18 days
- For continuous service of 5 years to 9 years = 20 days
- For continuous service of 10 years to 14 years = 22 days
- For continuous service of 15 years to 19 years = 24 days
- For continuous service of 20 years and beyond = 26 days (maximum)
- For temporary/probationary employee, only unpaid leave is available

Job Band – M – M1 & M2

- For continuous service of less than 2 years = 17 days
- For continuous service of 2 years to 4 years = 19 days
- For continuous service of 5 years to 9 years = 21 days
- For continuous service of 10 years to 14 years = 23 days
- For continuous service of 15 years to 19 years = 25 days
- For continuous service of 20 years and beyond = 27 days (maximum)
- For temporary/probationary employee, only unpaid leave is available

A calendar year is a period of twelve (12) continuous months based on the date of employment.

- (b) Rest days and gazetted public holidays shall not be included when computing the leave entitlement of the employee.
- (c) Notwithstanding the above entitlement, the employee shall be eligible to apply for annual leave only after his confirmation of employment. However, an employee on probationary period, may, apply for emergency leave due to an emergency situation or any valid reasons deemed appropriate by the Head of Department. The Head of Department, at his/her discretion, may approve the leave.
- (d) Contract Staffs will be entitled for annual leave according to his contract terms. Leave is only permitted upon the approval from the Head of Department.
- (e) Any balance of annual leave(s) not taken during the calendar year will then see the following terms come in effect:
 - A maximum of only five (5) annual leave day(s) are allowed to be carried forward to the following calendar year and must be utilized by June 30th of the following calendar year. Any unutilized leaves will thereafter be forfeited.
 - Where there is still a balance of annual leave(s) even after carrying forward the maximum allowed number of annual leave(s) day(s), such balance(s) will thereafter be forfeited with no further compensation as the Company has officially seized its Annual Leave Balance conversion to payment-in-lieu policy effective 1st January 2023.
- (f) Employees are encouraged to take their annual leaves during the year in which it is earned.
- (g) The employee shall not be entitled to any advanced annual leave unless this is approved on exceptional grounds by the Company.

- (h) Applications for annual leave shall be submitted to the approving authority (immediate superior) at least three (3) working days in advance using the prescribed form of application and only upon the receipt of approval, shall the employee be allowed to take the annual leave.
- (i) Leave applications for extensive leave (4 days or more consecutively) should be made at least seven (7) working days in advance and leave should be approved by the applicant's Head Of Department.
- (j) The Company reserves the right at any time to recall the employee who is on leave or cancel the employee's leave if his service is required to attend to urgent and/or important business of the Company.
- (k) Where the employee is certified medically unfit for work by a registered medical practitioner during his leave, the annual leave shall be deemed to have not been taken in respect of the days for which sick leave is so granted.
- (l) The employee may, with prior written approval of the Company, accumulate and carry forward up to one (1) year's leave to perform religious Pilgrimage, which is limited to a maximum of three (3) weeks and will be subjected to the following conditions:-
 - (i) The employee gives a written notice of his intention to do so in the first year during which he proposes to accumulate his annual leave. Such application must be submitted by providing full details through the respective Head of Department to Human Resources Department no later than 31st October of each year;
 - (ii) Annual leave may only be accumulated for a period not exceeding one (1) year and shall be taken in full in the year immediately following the accumulated period; Provided that in cases of any postponement of such leave for any valid reason whatsoever, approval has to be obtained from the Human Resources Department. Upon approval, the officer shall carry forward the accumulated leave to a later date within one year from the last day of the calendar year in which the accumulated leave was due to be taken;
 - (iii) Accumulated leave not taken under the conditions and within such periods stipulated above shall be forfeited absolutely;
 - (iv) Prior written notice of at least one (1) month must be given to the Company stating when such accumulated leave is to be utilized;

Part III : Employment Terms & Conditions

Subject Matter : 3.15 – Sick Leave

Effective Date : 1st January 2014

Last Revised Date : 2nd January 2025

(a) The Company shall grant paid medical leave to the employee on the recommendation of a registered medical practitioner. Where no hospitalization is required, the medical leave for all employees in a calendar year shall be as follows:

Years of Service	Max. No. of Medical Leave w/o Hospitalize
Less than two (2) years	Fourteen (14) days
Three (3) – five (5) years	Eighteen (18) days
More than five (5) years	Twenty-two (22) days

(b) Sick leave without hospitalization in excess of the above shall be strictly on a ‘no-pay’ basis. However, the employee who has exceeded his no. of medical leave to paid sick leave may, if he so wishes, request the Company to set off his excess sick leave days against his accrued annual leave.

(c) The employee shall be entitled to paid hospitalization leave up to a maximum of sixty (60) calendar days appending any sick leave entitlement during that year provided that such sick leave is on the recommendation of a registered medical practitioner and the employee is hospitalized.

(d) Notwithstanding the provisions of Clause (c), the employee who is certified by a registered medical practitioner to be ill enough to need hospitalization but for any reason whatsoever is not hospitalized shall be deemed to have been hospitalized for the purpose of calculating sick leave.

(e) Employees shall submit all applications for sick leave on next working day upon their return to work.

(f) The Company has the discretion to grant the employee hospitalization leave in excess of sixty (60) days on the recommendation of a registered medical practitioner, provided always that the employee who is on such sick leave is under the care of the said medical practitioner.

(g) The employee who absents himself from work on sick leave which is not certified by a registered medical practitioner, or does not inform or attempt to inform the Company within forty-eight (48) hours of his absence due to illness shall be deemed to have been absent from work without the permission of the Company and without reasonable excuse for the days on which he is so absent from work.

- (h) The employee who absents from work in the manner mentioned in the immediately preceding paragraph shall be considered to have self-terminated the employment with the Company without notice.
- (i) Sick leave shall not be granted to the employee who is in the opinion of a registered medical practitioner absent from work because of any illness, disease or injury that is self-inflicted, or the result of misconduct, attempted suicide, the performance of an unlawful act, the use of drugs not prescribed by a registered medical practitioner, any illegal attempt at abortion, excessive consumption of alcohol, exposure to any unjustifiable hazard except when endeavoring to save human life, provoked assault, or any breach of the peace or disorderly conduct.
- (j) Absence from work arising from dental illness, sterilization, pregnancy or pregnancy-related illness shall be regarded as normal sick leave as certified by a registered medical practitioner.
- (k) Unused sick leave shall not be carried forward to the following calendar year and no payment shall be made in lieu of unused sick leave(s).
- (l) All applications must be supported by original authenticated medical certificates issued by a registered medical practitioner. Where found otherwise, the employee may be liable for disciplinary action.
- (m) On the recommendation of the Company's registered medical practitioner, the employee suffering from Pulmonary Tuberculosis, or Cancer, or Leukemia, or Cerebral Thrombosis, or any other disease that requires prolonged absence from work, shall be entitled to prolonged illness leave, as follows, provided he has completed three (3) year continuous service:

First two (2) calendar months	- Full pay of Monthly Basic Salary
Next two (2) calendar months	- Half pay of Monthly Basic Salary
Following two (2) calendar months	- No pay
- (n) If the employee concerned has fully recovered within the above six (6) months period of sick leave may, upon producing a certificate of fitness from a registered medical practitioner or appropriate medical authority acceptable to the Company, resume his/her duties.
- (o) If the employee concerned has not recovered at the end of the six (6) months period, he/she may be medically boarded out, provided always that the Company seeks the advice of a registered medical practitioner before terminating his service on medical grounds.

Part III : **Employment Terms & Conditions**
Subject Matter : **3.16 – Marriage Leave**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

- (a) The employee shall be entitled to two (2) consecutive working days' marriage leave in the occasion of his first legal marriage provided that at the time of marriage, the employee concerned has been confirmed in his service with the Company

- (b) The employee who intends to utilize his marriage leave shall apply in writing, at least two (2) weeks in advance stating the date on which he intends to commence such leave and furnish the Company with a copy of the certificate of marriage issued by the local Registrar of Marriage along with other information, particulars or documents as may be necessary or required by the Company to support the leave application.

Part III : **Employment Terms & Conditions**
Subject Matter : **3.17 – Maternity Leave**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

- (a) A female employee who has completed at least ninety (90) days continuous service with the Company shall be entitled to paid maternity leave for a period not exceeding ninety-eight (98) consecutive days inclusive of any gazetted public holidays, rest days and off days which falls during the period of maternity leave.
- (b) In connection with Clause (a), in the unfortunate event that the female employee delivers a still-born child, she shall be entitled to paid maternity leave.
- (c) Notwithstanding the provision of Clause (a) above, the female employee shall not be entitled to any paid maternity leave if at the time of her confinement she has five (5) or more surviving children. For the purpose of this Clause, “children” refers to all natural children irrespective of age.
- (d) Provided that where a registered medical practitioner certifies that the female employee, as a result of her advanced state of pregnancy may not be able to perform her duties satisfactorily, the employee concerned may be required to commence her maternity leave at any time during the period of fourteen (14) days preceding the date of her confinement as determined in advance by a registered medical practitioner.
- (e) Maternity leave shall not commence earlier than a period of thirty (30) days immediately preceding the confinement or later than the day immediately following her confinement.
- (f) Where the female employee abstains from work to commence her maternity leave on a date earlier than the period of thirty (30) days immediately preceding her confinement, such abstention shall not be treated as maternity leave, and the number of days she abstains from work in excess of the period of thirty (30) days immediately preceding her confinement shall either be set off against her annual leave entitlement or treated as no-pay leave, as the case may be.
- (g) Applications for maternity leave shall be made not less than one (1) week prior to the intended day of such leave and submitted to immediate superior for approval. Such application must clearly state the number of surviving children the female employee has at the time she applies for maternity leave.

- (h) Leave on account of miscarriage prior to the twenty-two (22) weeks of pregnancy shall not be considered as maternity leave but as normal sick leave in accordance with the provisions of the Sick Leave policy, unless advised by a registered medical practitioner.
- (i) Upon expiry of the maternity leave, the female employee who is certified to be medically unfit for work shall be considered to be on sick leave in accordance with the provisions of the Sick Leave policy.
- (j) The female employee shall furnish a copy of the birth certificate of her child to the Human Resources Department within three (3) days upon her return to work.
- (k) A female employee on maternity leave, can, at her own will put in a request to the Company to return to work before her maternity leave period of 98 days reaches maturity, provided, she is certified fit to return to work by a certified medical practitioner. Additional allowances for returning to work within the maternity leave period, if any, may be granted at the sole discretion of the Company.
- (l) The female employee shall furnish a copy of the birth certificate of her child to the Human Resources Department within three (3) days upon her return to work.

Part III : **Employment Terms & Conditions**
Subject Matter : **3.18 – Paternity Leave**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

- (a) Confirmed male employees shall be granted Seven (7) consecutive days of paternity leave upon the birth of a child by his wife with the following conditions:-
- (i) The male employee is legally married to his wife with proof of a marriage certificate issued by the National Registration Department (NRD)
 - (ii) The male employee has been employed by the Company for a period of at least twelve (12) months preceding to the commencement of the paternity leave
 - (iii) The male employee must inform the Company of said leave at least 30 days before his wife gives birth or as early as possible after the birth of his child
 - (iv) Paid paternity leave is limited to five (5) births regardless the number of wives the male employee has
- (b) Paternity leave shall commence on the day his child is born and has to be in a pattern of consecutive days.
- (c) The employee concerned shall furnish a copy of the birth certificate of his child to the Human Resources Department within three (3) days upon his return to work.
- (d) The employee who returns to work while he is on paternity leave, whether he is requested to do so or otherwise, shall not be paid extra salary.

Part III : Employment Terms & Conditions
Subject Matter : 3.19 – Compassionate Leave
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

- (a) The employee may on application be granted paid compassionate leave, under the following circumstances:

Event	Leave Entitlement
Death of immediate family i.e. spouse, children, parents, brothers, sisters, parents-in-law.	Two (2) consecutive working days

- (b) In the event where the Company is dissatisfied with the reasons given for such absence from work, the leave will be deducted from annual leave and in the event such annual leave is unavailable, it shall be deemed as no-pay leave.
- (c) Any compassionate leave granted shall commence on the day that the death of a member of the employee’s immediate family occurs.
- (d) The employee concerned shall notify his immediate superior about the compassionate leave within forty-eight (48) hours of their absence from work. The employee must submit his application and furnish a copy of death certificate of the family member to the Human Resources Department within three (3) days upon his return to work.

Part III : Employment Terms & Conditions
Subject Matter : 3.20 – Birthday Leave
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

All Employees will be awarded with a one (1) day Birthday Leave as a token from the company effective Year 2022. The Birthday leave is also extended to employees who are still under the probationary period.

This said Birthday leave must be taken any working day within the birthday month if otherwise, would be deemed forfeited. NO carry forward of Birthday Leave is allowed.

Part III : Employment Terms & Conditions
Subject Matter : 3.21 – Flexible Working Arrangements
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

- (a) Flexible working arrangements has been established in the Employment Act 1955 (Amendment) 2022 to fit the needs for hybrid working arrangements to curb the spread of virus during the Covid-19 pandemic.
- (b) Flexible work arrangements can be requested in three (3) different forms in which the employees can put in their requests following the guidelines below:-
 - (i) A change of working hours
 - (ii) A change of working days
 - (iii) A change of working space
- (c) All three forms of flexible work arrangements can be put under the same request.
- (d) Flexible working arrangement requests must be in written form and with valid reasons when submitting to the Company for further review and approval.
- (e) Approval for flexible working arrangements requests is at the sole discretion of the company and may be approved if the given reason is acceptable in the Company's view. If otherwise, the Company reserves its rights to reject such requests with valid reasoning to the applicants.
- (f) Such requests will be responded to within sixty (60) days upon receipt, and applicants will be notified accordingly on the result of their application.

Part III	:	Employment Terms & Conditions
Subject Matter	:	3.22 – Unpaid Leave, Time Off & Lateness
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

3.22 (a). Unpaid Leave

- (a) Unpaid leave is not a right or entitlement of employee, but a privilege accorded to an employee. The Company does not encourage unpaid leave and only in extenuating circumstances shall an unpaid leave be granted, provided all available annual leaves has been exhausted or leave entitlement are unavailable in the case of probationers.
- (b) Unpaid leave will only be granted in emergency situations and/or for compelling or valid reasons.
- (c) The employee who is on approved unpaid leave shall unless otherwise advised be deemed to have not been in the service of the period he is on such leave and consequently he shall not be entitled to any benefit for the duration of such leave.

3.22 (b). Time Off

- (a) Application for time-off can only be granted for a maximum of 2 hours a day in emergency situations and/or for compelling or valid reasons.

3.22 (c). Lateness

- (a) Any lateness recorded in the employee's monthly attendance record will be subjected to salary deductions on the following conditions:-
 - (i) Lateness in reporting to work exceeding a total of five (5) minutes following the Company's official work starting hours be it daily or accumulative within the same payroll period
 - (ii) Lateness in returning from lunch time exceeding a total of five (5) minutes following the Company's official lunch time be it daily or accumulative within the same payroll period

Note : Both No Pay Leave and Time Off are subjected to salary deductions.

Part III	:	Employment Terms & Conditions
Subject Matter	:	3.23 – Personal Records and Information
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

3.23 (a). Employee Personal Records

The Human Resources Department shall be the custodian of records and be responsible for maintaining up-to-date records. Employees are required to provide accurate and up-to-date information for their personal files/records as and when requested by Human Resources Department.

No material may be withdrawn from or added to the personal file of the employee by anyone other than authorized personnel in the Human Resources Department.

3.23 (b). Updating Personal Records

Employees are expected to promptly notify their Head of Department and the Human Resource Department of changes of following information:

- (a) Home address and telephone number;
- (b) Emergency contact;
- (c) Additional educational qualifications;
- (d) Beneficiary;
- (e) Marital status;
- (f) Number of dependent(s) and details;
- (g) Tax relief information
- (h) Bank account number for payroll purpose.

The Company reserves the right to withhold and/or disapprove any employee benefits claimed by the employee in the event that the Company has no prior knowledge or record of any update or changes on the employee's personal particulars.

Part IV	:	Compensation & Benefits
Subject Matter	:	4.01 – Basic Salary & Salary Range
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

- (a) The employee's salary shall be determined in accordance with the salary ranges established from time to time for each grade of appointment.
- (b) The employee's basic salary will be clearly stated in the Letter of Appointment and here to be agreed upon by the employee upon signing the offer letter.
- (c) The salary range offered to an employee will commensurate with their academic qualifications and/or working experience and determined by the Human Resource Department on an amount deemed fit to the employee.
- (d) The Human Resource Department will duly keep updated on the current market wage rates and minimum employment wage rates in accordance to the Malaysian governance to offer a competitive overall salary package deemed suitable to the company's employees.
- (e) The Company shall pay the employee in arrears a monthly basic salary by way of crediting the employee's given bank account on a monthly basis. However, the Company reserves the right to change the mode and times of payment in anyway it deems fit at its sole discretion. For the purpose of salary payment, the employee is required to open and maintain an active savings account with a bank to ensure receipt of payment.
- (f) The Company's wage cycle for salary calculations is from the 25th till the 24th of every month.
- (g) The Company's wage period for salary disbursement shall be within the span of the 1st to the 7th of every month.
- (h) The Company takes into serious practice on privacy and confidentiality. Any salary related matters are strictly private and confidential and should never be discussed amongst employees. Failure to comply will result in disciplinary actions.

Part IV	:	Compensation & Benefits
Subject Matter	:	4.02 – Annual Salary Review
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

- (a) Salaries are reviewed each year effective 1st January. Only confirmed employees will be eligible for annual salary review.
- (b) Notwithstanding the above, the eligibility of the annual salary review of new employees will be determined as follows:
 - (i) Employees who have been employed with the Company on or before 30th June and confirmed on or before 31st December shall be eligible for the Company's annual salary review on 1st January of the following year.
 - (ii) Employees who have been employed with the Company on or after 1st July shall not be eligible for salary review on 1st January of the following year but may be eligible for salary review on 1st January of the next following year.
- (c) Any annual salary increment is awarded subject to the discretion of the Company. This will depend primarily on the Company's performance, the employee's performance, and other market and economic factors. The quantum of annual increment shall be decided by the Company.
- (d) Annual increments shall be calculated based on employee's monthly basic salary as at 31st December of each year.
- (e) Contract staffs or employees who are under probation or found guilty of any misconduct in the year preceding the increment will not be eligible for any increment.

Part IV : Compensation & Benefits**Subject Matter : 4.03 – Performance Bonus****Effective Date : 1st January 2014****Last Revised Date : 2nd January 2025**

- (a) Payment for performance bonus to confirmed employees is at the sole discretion of the Company and will be effective as and when declared by the Company, and on such terms and conditions as shall be decided by the Company at its sole discretion.
- (b) If a confirmed employee has yet to complete a full year of service with the Company at the date a bonus is declared, he may be eligible to receive a bonus only in proration to the period he has served the Company during the financial year such bonus is declared.
- (c) The employee shall not be entitled to receive a bonus during the financial year for which such bonus is payable, if at the date such bonus is declared:
 - (i) He/she is on probation;
 - (ii) His/her service with the Company has been terminated;
 - (iii) He/she has left the service with the Company without the consent of the Company.
 - (iv) He/she resigns in circumstances involving serious misconduct (including fraud, embezzlement or dishonesty) or gross negligence, or if he is discharged, or dismissed under the same circumstances;
 - (v) He/she resigns to avoid dismissal.
- (d) Notwithstanding the above, if the employee submitted his resignation at the date such bonus is declared and payable, he may only be eligible to receive a bonus at the sole discretion of the Managing Director.
- (e) The amount of such bonus, if declared, shall be approved by the Group Management on the recommendation of the Managing Director. Period of unpaid leave shall be excluded in the computation of bonus.

Part IV : **Compensation & Benefits**
Subject Matter : **4.04 – Statutory Contribution & Deduction**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

- (a) The Company and the employee shall contribute a percentage of the employee monthly wages to the employee's account in accordance with the Employees Provident Fund Act 1991 (Act 452) & Regulations and Rules and its amendments.
- (b) The Company and the relevant employees shall contribute to SOCSO at the prevailing statutory rates in accordance with the Employee's Social Security Act 1969 and Rules and Regulations and its amendments.
- (c) Employee's income as defined under the Income Tax Act 1967 is subject to monthly tax deduction. The Company shall make the deduction to the Inland Revenue Board of Malaysia (IRB) in accordance to the Tax Deduction Table issued by the IRB
- (d) The Company and the relevant employees shall contribute to EIS at the prevailing statutory rates in accordance with the Employment Insurance System Act 2017 and Rules and Regulations and its amendments.
- (e) The employee's contribution for EPF, SOCSO, PCB (where applicable) & EIS shall be deducted monthly from his/her payroll.

Part IV : **Compensation & Benefits**
Subject Matter : **4.05 – Outpatient Medical Benefits**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

- (a) All employees as well as contract staffs shall be entitled to receive outpatient medical treatment by registered medical practitioner (**NOT** including personal Medical/Health Check Ups), subject to the following limit:

Grade	Overall Limit Per Annum
Local Employees	Less than 5 Years – RM350 5 years and above – RM550
Foreign Employees	RM250

- (b) Specialized medical services and treatment (e.g. at private medical centers, physiotherapy centers, rheumatism cure centers and psychiatric treatment, etc.) must be on the recommendation of the Company's registered medical practitioner, prior to such treatment being obtained. Otherwise, expenses will **NOT** be reimbursed by the Company.
- (c) The Company will **NOT** bear medical expenses for the following:
- (i) Treatment of venereal diseases or sexually transmitted diseases;
 - (ii) Cosmetic and/or plastic surgery, body building/reducing pills;
 - (iii) Dentures, deaf-aid equipment, artificial limbs and other devices of similar nature;
 - (iv) Treatment for illness or injury due to employee or his legal dependent(s)'s own negligence or dangerous and illegal activities;
 - (v) Treatment arising from the unlawful use of drugs and narcotics;
 - (vi) Contraceptive treatment, fertility treatment and services, maternity expenses, pre-natal or post-natal care, miscarriage, and willful abortion.
 - (vii) Treatment by an acupuncture, homeopathies, bomoh, '*sinseh*' and traditional medical practitioners not certified by the national health and /or medical authorities;
 - (viii) Psychotic, mental, or nervous disorders and behavioral conditions including any neurosis and their physiological or psychosomatic manifestations.

- (ix) Any expenses for treatment in mental cases, which have been certified by a Government doctor in charge of mental cases;
 - (x) Any expenses incurred in respect of illness, injury or disablement, arising from any fault, carelessness, indiscretion of the employee, participation in or attending any hazardous sport, pursuit or pastime, attempted suicide, the performance of unlawful act, exposure to any unjustifiable hazards except when endeavoring to save human life, provoked assault, the use of drugs not medically prescribed, congenital anomalies, illegal abortive measures, excessive use of alcohol, or any breach of the peace of disorderly conduct and plastic surgery for beautification purposes.
 - (xi) For any emergency cases, all medical costs shall be settled personally by the employee. Thereafter, the employee shall submit his claim for reimbursement with supporting payment receipts. The Company shall reimburse approved medical bills for the employee according to the limit on medical expenses allowed by the Company, as applicable. Reimbursement shall be on monthly claim basis.
- d) Panel Clinics
- Clinics under the ***“Red Alert Program”***
Individual physical Medical Cards will be given to each staff and the list of panel clinics under this program can be viewed in the Red Alert Mobile Application
 - i) Obtain approval from HOD to visit panel clinic during working hours, and HOD will notify HR on employee’s absence for the day.
 - ii) Employees are allowed to visit non-panel clinic at their own cost but the cost incurred will NOT be reimbursed. Therefore, employees are advised to visit the wide range of Panel Clinics provided under the Company’s healthcare program.
 - iii) Medical Certificate that are issued from non-panel clinics are NOT entitled to grant Sick Leave, but is subjected to verification if deemed necessary.

Part IV : **Compensation & Benefits**
Subject Matter : **4.06 – Business Travel**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

4.06 (a). Means of Travel

- (a) Employees traveling on Company business shall be entitled to the following class of travel for domestic or international:

Grade	Class of Travel
LT - GM	Air <ul style="list-style-type: none"> • Less than eight (8) hours: Economy Class • Eight (8) hours and above: Business Class
M & below	Air <ul style="list-style-type: none"> • Economy Class

Notwithstanding the above entitlements, at the sole discretion of the Managing Director, the employee who travels together with clients may be entitled to the same class of travel as the clients.

- (b) Where employees with different entitlement travel together, there is only the option to downgrade the flight class if the employees wish to sit together.

4.06 (b). Mileage Claim

- (a) In the event if the employee is required to travel using his/her own car/motorcycle on Company business, he/she shall be entitled to claim mileage as follows:

Options	(Mileage Claim – Without petrol claim)
Car (km with refer to Google Search + 5%)	1st 90km at RM0.70 per km 2nd 90km at RM0.65 per km 3rd 90km at RM 0.60 per km Every Subsequent 90km after at RM 0.55 per km
Motorcycle	RM0.40 per km

- (b) The employee who uses other modes of transport for official duty of the Company after obtaining prior approval shall be reimbursed the expenses incurred for actual transportation, to be substantiated with original receipts.
- (c) The Company will reimburse parking fees, road toll charges and other reasonable charges incurred by the employee in the course of performing his/her official duties; to be supported by original receipts.
- (d) The employee shall not be entitled to claim mileage if:
 - (i) Provided with a Company car; or
 - (ii) Provided with Petrol Card.
 - (iii) With Monthly Car Allowance

4.06 (c). Hotel Accommodation

- (a) Accommodation shall be at Company's approved accommodation at either a Company provided housing or hotel of international standards, as determined by management. The total entitlements (per day) are as follows:

	LT - M	E	S – NE
Malaysia	RM200	RM150	RM100
ASEAN (except Singapore)	RM400	RM300	RM200
Other Asia Countries (incl. Singapore)	RM500	RM350	RM250
Others	RM600	RM450	RM350

- (b) All bookings and arrangements for hotel accommodation shall be made by the employee except in cases where such accommodation has been pre-arranged by the Company, a host company, organization or sponsor of meetings, training courses, seminars, or conference in such outstation destinations.
- (c) Reimbursement shall be on claims basis, as evidenced by receipts submitted to the Human Resource Department for approval and payment.
- (d) Non-receipt claim for accommodation in Malaysia is RM50.00 per night. However, if accommodation is provided at site, no claim for accommodation is permitted.

4.06 (d). Outstation Allowance

- (a) Employees (all job grades) whom are required to travel out of the usual proximity for business purposes to other states within Malaysia shall be eligible for an outstation allowance claim of RM 50 per day only. Employees are required to obtain **prior approval from their immediate superiors/HODs before travel.**

4.06 (e). Overseas Allowance

- (a) Employees whom are required to travel out of the usual proximity for business purposes to other countries depending on the itinerary of travel, shall be eligible for an overseas allowance claim. Claims for this type of allowance should be discussed with the Management prior travel and depending on the nature and itinerary of travel, approval of such claims will be at the sole discretion of the Management. Employees are required to obtain **prior approval before travel.**

- (b) The Company acknowledges two types of travel itineraries as listed in the following:-

- **Full Board Work Travel**

- (i) Definition : A travel itinerary where all accommodation, transportation and meal expenses have been pre-arranged and paid for by the Company.
- (ii) In the event of this type of itinerary, a reasonable travel allowance rate might be offered to the Employee subject to prior discussion with and approval by the Management.

- **Half Board Work Travel**

- (i) Definition : A travel itinerary where only either accommodation / transportation / meal expenses have been pre-arranged and paid for by the Company and requires the Employee to make their own arrangements on either one or more of the travel necessities mentioned in the above.
- (ii) In the event of this type of itinerary, the following rates in the table below shall then apply. **Prior approval must be obtained from the Management before the travel period.**

Location / Grade	LT - M	E S NE
ASEAN countries (except Singapore)	RM100	RM80
Other Asia Countries (incl. Singapore)	RM150	RM100
Other Countries (not stated above)	RM200	RM150

4.06 (f). Site Allowance

- (a) Engineering staffs shall be paid a site allowance of RM30 per integrity test conducted at site with condition site location must be exceeded 100km from Unique Fire.
- (b) Site allowance claims must be supported by site report and submit together with monthly expenses claim for approval.

4.07 (g). Miscellaneous Expenses

- (a) Expenses incurred on Company's business namely telephone calls, telegram, telex, facsimile or cable charges, internal transportation charges, etc. shall be reimbursed on production of receipts. Where receipts are not issued, Head of Department is required to certify that such expenses have actually been incurred and paid by employee.

4.07 (h). Laundry Expenses

- (a) All employees in LT to GM grade on business travel are entitled to claim for laundry expenses. Reimbursement shall be on claims basis, to be substantiated with original receipts.
- (b) All employees in the grading of M and below on business travel for continuous period at least 4 days 3 nights are entitled to claim for laundry expenses. Reimbursement shall be on claims basis, to be substantiated with original receipts.

4.07 (i). Entertainment Expenses

- (a) Entertainment expenses shall be payable to employee at the discretion and with the prior approval of the Company. Claims pertaining to such expenses shall be substantiated by original receipts with Client's name, in the absence of which, the employee is required to certify that such expenses had indeed been incurred and paid by the employee.

4.07 (j). Cold Weather Outfit Allowance

- (a) Employees may be granted an outfit allowance depending on the climatic conditions prevalent in the country of destination at the time of their visit is below 20 Degrees Celsius.
- (b) The outfit allowance of RM500 payable may be granted to the employee only once in every three (3) years.
- (c) The outfit allowance is only applicable to employees within the grade of Mand below.
- (d) Reimbursements shall be on claims basis, as evidenced by receipts submitted first to the Human Resources Department for approval and record.

4.07 (k). Advances

- (a) The employee may request for an advance by making a request through the Travel Authorization Form (TAF). The request for advance shall be made at least three (3) working days prior to the date of departure.
- (b) The employee is required to present details of all expenses incurred by employee during the outstation trip within two (2) weeks of his/her return. These expenses including any other allowances to which employee is entitled, shall be offset against any advance that may have been given prior to his/her departure.
- (c) If the employee fails to submit the above within two (2) weeks from the date of his/her return, the Company will have the cost incurred deducted from his salary in the following month.

Part IV : Compensation & Benefits
Subject Matter : 4.07 – Car Benefits
Effective Date : 1st January 2014
Last Revised Date : 2nd January 2025

4.07 (a). Company Car

(a) All employees in the LT grades service more than 3 years and above will be entitled to a Company car. The make and model of the car shall be determined by the Company at its absolute sole discretion.

4.07 (b). Car Allowance

(a) Sales employees shall be entitled to an all-in car allowance as follows:

Grade	Monthly All-in Car Allowance
E and above	RM500
E and below	RM350

(b) These employees will have no further claims for car related expenses.

Part IV : **Compensation & Benefits**
Subject Matter : **4.08 – Mobile Phone Benefits**
Effective Date : **1st January 2014**
Last Revised Date : **2nd January 2025**

4.08 (a). Mobile Phone Call Charges

- (a) All calls made by employees in LT grades will be borne by the Company up to a reasonable amount.
- (b) Employees from the following departments (where applicable) will be provided a mobile device (property of the Company) together with adequate mobile data for official work purposes:-
- Accounts
 - Outdoor Sales
 - Counter Sales
 - Business Development
 - Sales Engineer
 - Engineering
 - Human Resources
 - Supply Chain
 - Warehouse

Part IV	:	Compensation & Benefits
Subject Matter	:	4.09 – Dental / Optical Benefits
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

- (a) All employees who have served for at least **ONE (1) Full Year** of service with the Company are entitled for this benefit.
- (b) Claims can only be made on a **ONE TIME OFF basis** in a year (at any time within that year), **NO ACCUMULATION** of receipts will be accepted. **Only ONE receipt per staff per year is accepted.**
- (c) All receipts deemed for the purpose of such claims must be submitted to the HR department in **ORIGINAL copy** format only. Claims can only be done with a valid official receipt.
- (d) Receipts submitted must be addressed to the official employee of Unique Fire's name (no family members, etc...), otherwise firmly rejected.
- (e) Claim amount will be capped at the **MAXIMUM** of the "**entitlement tier**", should the receipt amount be lesser or exceeding, no further compensation will be given from the company.
- (f) Amounts not claimed for that year **cannot** be carried forward nor be reimbursed as cash payout.

Entitlement Tier:-

Job Band / Category	Entitlement Amount
All NE, S & E	RM 250 per annum
M – M4	RM 350 per annum
M – M3	RM 450 per annum
M – M1 & M2	RM 550 per annum

Examples:-

1. Receipt Amount total RM 170, company will only reimburse the amount based on official Receipt received (RM 170). The balance of RM 30 will be deemed void.
2. Receipt Amount total RM 220, company will only reimburse the "maximum amount" of RM 200 as per benefits policy. **Note:-** "Maximum amount" depends on entitlement tier amount as per job band/category.

Part IV	:	Compensation & Benefits
Subject Matter	:	4.10 – Special Benefits
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

The Term “Special Benefits” is a form of appreciation from the Management to all employees in recognition of their outstanding performances, contributions and loyalty. However, the Company reserves the right to change the form of special benefit payment in anyway it deems fit at its sole discretion.

4.10 (a). Perfect Attendance Allowance

(a) All Local employees with perfect attendance shall be rewarded accordingly (refer below):-

Allowance Type	Allowance Amount	Clock-in Conditions
Attendance Bonus (Monthly) – All Employees	RM 100.00 per month	Daily attendance clock-in by:- 08.45am – Office Staffs (with Code “C”) – Warehouse
Attendance Bonus (Yearly) – Local Employees Only	RM 800.00 per year	07.45am – Manufacturing, QA, Production, – Foreign Workers 08.15am – Johor Bahru Staffs

(b) Additional conditions appending the Clock-in Conditions above to be entitled for the attendance allowance (monthly and/or yearly) includes the following:-

- i. No AWOL (Absent Without Leave) for the Month & Year
- ii. No Emergency Leave for the Month & Year
- iii. No Medical Leave for the Month & Year
- iv. No Late Punch in / early Punch out for the Month & Year

4.10 (b). Long Service Award

(a) An appreciation will be rewarded to employees who has contribute long services with Unique Fire as below:-

Years of Service	10 th , 15 th , 18 th , 20 th & 22 nd	25 th & 28 th	30 th
Award Amount	RM5,000.00	RM10,000.00	RM15,000.00

Part IV	:	Compensation & Benefits
Subject Matter	:	4.11 – Other Benefits (Personal Loan)
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

4.11 (a). PURPOSE

The Company has a loan provision, which may be extended to you in the event of emergencies, e.g. family tragedies, calamities and other unforeseen circumstances. It is to assist you in coping with these circumstances in the event if it takes place.

4.11 (b). ELIGIBILITY

The scheme is applicable to 2 years confirmed staff. However, any special cases will be dealt with on a case to case basis, with the Managing Director giving the final approval.

4.11 (c). ENTITLEMENT

The Company allows you to borrow up to 3 times your monthly basic salary or the actual price of the items or the maximum allocation allowed for each loan or the balance amount remaining out of the loan entitlement within the exercise period; whichever is the lowest at the time of application.

However, the total amount of loan(s) must not exceed your entitlement i.e. 3 times of monthly basic salary or a maximum of RM10,000; whichever is lower within the exercise period.

Note: You will be entitled to a new set of loans only after the completion of the repayment and fully settlement of all previous loans.

4.11 (d). REPAYMENT

The repayment for the interest-free loans will be deducted from your salary based on the following:

- a) Payable in 12 months which the payment shall not exceeding 50% of your basic Salary or
- b) The maximum period allocated based on type of loan; or
- c) Up till retirement age.

4.11 (e). CONDITIONS

All applications for loans must be accompanied with proper quotation before loan(s) can be approved. You are required to provide documentary proof of purchase (e.g. bills, receipts, etc.) within reasonable period as stated in your loan approval letter.

For Purchase of Car & Motorcycle:

- The vehicle must be registered in your name
- A photocopy of Registration Card to be submitted to HRD.

For Education (Own or Children):

- A photocopy of Registration and Courses details to be submitted to HRD.

For House Renovation or Purchase of new house:

- A photocopy of Quotation/ SPA with prices details to be submitted to HRD.

For Purchase of Computer:

- A photocopy of Quotation & proof of purchase with price details to be submitted to HRD.

For Emergency Personal Use/ Medical Expenses:

- A photocopy of bills/ receipts with description details to be submitted to HRD.

Part IV	:	Compensation & Benefits
Subject Matter	:	4.12 – Other Benefits (Gifts/Condolences)
Effective Date	:	1st January 2014
Last Revised Date	:	2nd January 2025

As part of life, it is anticipated that there are bound to be special events happening throughout your employment term with Unique Fire, and, the Management would like to be a part of such occasions. Therefore, below are some packages offered as a token from the Company to all confirmed staff. The mode of how such tokens will be gifted are at the sole discretion of the company.

4.12 (a). WEDDING

Services Years	All Levels	Employee's Children
Below 2 Years	RM300 Cash / Present	RM200 Cash / Present
2 to 5 Years	RM500 Cash / Present	RM200 Cash / Present
5 years & above	RM800 Cash / Present	RM200 Cash / Present

4.12 (b). NEW BORN BABY

All Levels	RM150 Cash / Hamper / Baby Products
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4.12 (c). CONDOLENCES

Employee's Spouse, Children, Parents	RM300 Cash / Wreath
Employee's Brothers, Sisters, Parents-In-Law	RM100 Cash / Wreath