MANUAL
EMPLOYEE HANDBOOK

TERMS & CONDITIONS OF EMPLOYMENT

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INTRODUCTION

SCOPE & PURPOSE OF THIS HANDBOOK

This employee handbook has been prepared to give you information about some of the work rules, work environment, and policies under which we operate. From time to time, you may receive updated information concerning changes in policy.

Consider these potential purposes of employee handbooks:

- Making the employee feel at home with a welcome to his or her new employment.
- Letting the employee know what is expected in terms of deportment, keeping the company informed of his or her whereabouts along with certain basic company rules.
- Letting the employee know what benefits the company provides, including holidays, health insurance, disability benefits etc.
- Letting the employee know something about the company, its history and mission.
- Avoiding unintended contractual relationships with the employees.

COMPANY BACKGROUND

Emersive Sdn Bhd is incorporated under Malaysian Companies Act 1965 as a private limited company.

Emersive Sdn Bhd is the world leading supplier of specialty chemicals to latex dipped, adhesives, rubber and personal care industries. We have strong established relationships with manufacturers from all over the world to ensure product reliability, supply consistency and superior technical service to our valuable customers.

VISION STATEMENT

1) To be the world leading innovative dispersion product producer.
2) To be the most respected NBR latex distributor.

We strive to be an innovative and superior healthcare solutions provider for global latex dipped manufacturing industry.

OUR MISSION

1) We are committed to satisfying every customer from start to finish.
2) We offer to customers the most valuable and affordable products.
3) To enable our customers to produce the best hand protection products.
4) To be a distinctively leading dispersion products manufacturer.
5) To offer the most innovative, cost-effective product with outstanding service to support Malaysian glove manufacturing.

TERMS & CONDITIONS OF EMPLOYMENT

1. YOUR FIRST IMPRESSION

On your first day of work, you will be introduced to your colleagues in your Dept / Company by the HR department or your immediate superior.

2. WORKING HOURS

- The Group shall determine the official hours of work for all categories of staff in HQ. The actual working hours of each employee may be stipulated in the letter of offer and generally are as follows: -

Location	Working Hours	Sales and Admin Staff
KD Office	Monday – Friday	Starting any time from 8am to 9am and to work for 8 hours excluding lunch time
Factory	Monday – Friday	8am to 6pm
Both	Lunch (1 hour)	Between 12pm to 2pm

- Above office hours is subject to be changed/adjusted by management
- You have to inform HOD if on Compassionate Leave/MC, or to inform HR in the absence of your HOD before 10am where possible.
- Going out during working hours, subject to the approval of your immediate superior with reasonable and infrequent justification.
- Going out without approval deemed absent from the workplace & it is a misconduct.

3. PROBATIONARY PERIOD

- The probationary period shall be six (6) months for executive-graded staff and above and three (3) months for non-executive.
- This probationary period will act as a means of measuring the employee's compatibility with his/her job and his/her work environment as well as competency level. Upon successful completion of the probationary period, the employees will be confirmed by written notice. The probationary period may be extended at the discretion of the Management (Performance not up to Management expectations).

4. PUBLIC HOLIDAY

- A full-time employee employed in Malaysia shall be entitled to a **paid holiday on all Public Holidays (PH) as gazette by the State Government of Selangor** or the state where the employee is based on.

- If a public holiday falls on a rest day the **next working day** is observed as holiday in substitution.

- An employee who absences himself/herself without permission on a working day proceeding or succeeding a public holiday will not be entitled to be paid for that holiday.

5. RESIGNATION NOTICE

- By written notice

Position Level	Executive	Non-Executive
Probation	2 weeks	1 week
Confirmed-Sale	2 Months	1 Month
Confirmed – non-Sale	3 Months	2 Months

- If the notice period is insufficient, staff must pay in lieu of notice.
- Waiver of sufficient notice may be considered with proof of document following as below:

  a. Health problem
  b. Further study on short notice
  c. Other than the above reasons, justification is needed.

- Staff must send resignation notice in writing to their immediate superior.
- Contra of resignation notice period by untaken annual leave, is wholly subject to **prior approval of immediate superior or Head of department** (to apply via leave portal with justification and/or documentary proof) or otherwise, the company will reimburse any untaken leave on last drawn salary.
- Upon obtaining approval from the immediate superior and Management, HR Department to issue an “Acceptance Resignation Letter” to staff with final working days, apply leave apply will deem as unpay leave.

6. ANNUAL LEAVE

- Annual leave entitlement as stated in the Letter of Appointment.
- For all confirmed employees only.
- Leave's application is subject to your immediate superior approval, to apply **5 days in advance** which is subject to the availability of eligible earned leave, it will be deemed as emergency leave if apply less than 5 days where reason or documentary proof shall be provided.
- Annual leave is allowed to carry forward up to 5 days, the balance untaken will be forfeited.
- Unpaid Leave allowed to be taken before confirmation.
- After the completion of one (1) year of continuous service, the employee is entitled to: -

Grade	Job position	1 year and above over but less than 2 years	2 years or more but less than 5 years	After 5 years of services
D3 - D1	Factory operators	10	12	16
D3 - D1	Office General and Clerical	14	16	18
C3 – C1	Officer	14	16	18
B3 – B1	Executive	14	16	18
AM3 – AM1	Assistant Manager	14	16	18
A3 to A1	Manager	14	16	18
SM 3 to SM1	Senior Manager	14	16	18
GM3 to GM1	General Manager	14	16	18
SGM3 to SGM1	Senior GM to COO/CMO/CFO	14	16	18
DG3 to DG1	Director to Managing Director	-	-	-

Employee who are working officially during off work day may apply for (those Not entitle to OT claim) replacement leave via HOD written consent, both are oversea or locally.

- Company reserves it right to require the employee to finish off annual leave entitlement during notice of resignation/ retirement/ retrenchment or to pay salary. (Ordinary rate of pay in lieu).
- Absent from work without permission/ approval more than 10% of the working days during 12 months of continuous service, no leave entitlement.
- Based on Section 14(1)(a) – under circumstances where the employee was dismissed on the ground of serious misconduct, no annual leave entitlement was paid.
- Date of calculating annual leave is based on Pro-rate to the end December.
- Absent from work for more than **48 hours** continuously without notifying the immediate superior or HR, without any solid reason after returning to work, may be classified as self-termination of employment.

Annual Shut Down

- The annual shutdown of the office will be at the sole discretion of the Management.
- To deduct from employees' annual leave or unpaid leave (for employees who do not have annual leave).

7. SICK LEAVE

- All employees will on the recommendation of the doctor or in the case of emergency of any **registered medical practitioner be entitled to paid sick leave as follows with documentary proof (to be attached to leave portal):** -

Equal or below 2 years of services	14 days
3rd to 5th years of service	18 days
6th years and above	22 days

- In the case of hospitalization, the medical leave will be extended to a maximum of sixty (60) days in any one year, exclusive of annual medical leave.
- If an employee is certified by the Doctor or registered medical practitioner to be ill enough to be hospitalized but is not hospitalized for any reason whatsoever, the employee shall be deemed to be hospitalized for the purpose of this clause.
- Those who apply for sick leave have to notify their immediate superior/HOD or Human Resource (in the absent of immediate superior/HOD) before 10am on the same day.
- Upon report to duty, to apply leave online on same day, copy with medical certificate to immediate superior for approval or else will be deemed as deduction of emergency leave (annual) or unpaid leave.
- Employee who is infected with a contagious disease, shall not return to work unless or except meeting recovery guidelines by the Ministry of Health or any other regulatory body, in relation to this, the employee shall constantly update the medical status to immediate superior, HOD or HR appropriately.

8. PROLONGED ILLNESS

- In the case of prolonged illness such as tuberculosis, leukemia, cancer, leprosy, HIV, kidney malfunction, paralysis or other serious illness of a prolonged nature requiring long treatment, the normal sick leave on the recommendation of the company's doctor or registered medical practitioner, be entitled as follows: -
- For confirmed employee only:

    a. First three months: Full pay (include 60 days of hospitalization leave)
    b. Next six months: Half month pay
    c. Next six months: No pay

- For confirmed employees & who continue service for more than 1 year.
- After that an employee can be medically boarded upon recommendation of the doctor or registered medical practitioner.
- Staff must produce a “Fit for duty” certificate before being allowed to resume work.

9. MATERNITY and PATERNITY LEAVE

- The company will pay for any maternity leave and paternity leave of **98 and 7 consecutive days** respectively, for five children after 1 year of continuous service.
- A female employee shall not be entitled to any maternity leave if the time of her confinement, already has five (5) surviving children (children mean all natural children irrespective of age).
- Application for maternity leave shall be in writing made not less than two (2) months prior to the expected date of confinement. Under normal circumstances, maternity leave shall commence two (2) weeks before the expected date of confinement as specified by the registered medical practitioner.
- Leave on account of miscarriage or abortive measures, occurring on or before twenty-two (22) weeks of pregnancy shall not be considered as maternity leave but as normal sick leave.
- An employee shall be deemed to have broken her/his contract of service with the Company if she fails to resume duty continuously for more than two (2) days on expiry of such maternity leave: -

    a. Without prior application of annual leave from the company or without reasonable excuse; or
    b. Without informing or attempting to inform the Company of the excuse for such absence; or
    c. Without a valid medical leave certificate for such absence.

- Notification to immediate superior and HR Department on the pregnancy.
- Have to inform immediate superior and HR Department upon confinement.
- To produce a “Medical Certificate” or “Give birth declaration” issued by a government authority or private Doctor/hospital upon coming back from work.

10. COMPASSIONATE LEAVE

- To inform the immediate superior of the duration of absence & reasons
- To produce relevant documentary evidence before or within 1 week from the return from such leave. If otherwise, deduct annual leave or deem as unpaid leave.
- Not allowed to carry forward.
- If abusing the provisions, liable for disciplinary action.
- To notify immediate superior first if applying for compassionate leave.
- If not able to contact superior, then to HR Department before 10am.
- To apply online and to attach supporting documentary evidence for the approval of the immediate superior.
- Natural Disaster affecting the employee and/his personal property and belonging – 2 days per year
- First legal marriage – 2 days
- The demise of near relatives – 2 days
    - Near relative is defined as:
        - Husband or wife
        - Children or grandchildren
        - Parent or parent-in-law
        - Brother, sister

11. UNPAID LEAVE

- Unpaid leave may be granted at the discretion of immediate superior/HOD. Only in exceptional circumstances will unpaid leave of more than one month, either as a single period or several shorter periods, be allowed.
- Approval must be obtained before going on leave, otherwise it will be classified as absent without approval (AWP) and disciplinary actions can be taken against the staff involved.

12. LEAVE OF ABSENCE WITHOUT APPROVAL

- In accordance with Section 15(2) of the Employment Act 1955, an employee shall be deemed to have broken his/her contract of service with the employer if he has been continuously absent from work for two (2) consecutive working days without prior consent from his employer or without reasonable excuse with documentary proof.

13. EMERGENCY APPLICATION

- To call immediate superior or HR department before 10:00am.
- To produce relevant documentary evidence for the company within one week after resuming duty.
- Granted on with approval by the head of the Department.
- Employees have to fill up leave online and seek approval from their immediate superior.
- Late more than 30 minutes, should make every attempt to notify immediate superior or HR Department on the same day.
- Late more than half an hour but less than four hours, employees should apply for half day's leave.
- Late more than four hours, employees should apply for one day leave.
- Acceptance cases for lateness example traffic jams due to accidents or natural disasters, transport problems, send immediate family members to see doctor (submit proof document, no more than 5 times per year).

14. MEDICAL BENEFITS

- Medical fees are to be reimbursed upon presentation of receipt or certificate indicating the nature of the illness
- Covering western and traditional medicine, physiotherapy, chiropractic, optical, dental etc health related problem by recognized/registered/academically trained physician/Doctor.
- Medical expenses do not cover the following: -

a) Treatment arising from unlawful use of drugs and narcotics and corrective surgery for cosmetic effect.

- Coverage immediate family member, for yourself, spouse and children only.

15. INSURANCE

GROUP HOSPITALISATION & SURGICAL INSURANCE SCHEME

Annual overall limit of RM 100,000 for confirmed inhouse staff who service more than one year.

- RM250 per night for Room and Board.
- Employee should apply to Insurance company for prior approval before or on the day of seeking treatment + hospitalization, adhere to room and board limit (ask for an application form from the hospital who will assist to apply to Insurance company)

16. MILEAGE CLAIM/TRANSPORT/ALLOWANCE

- An employee who travels for the Company's business in his own motorcar or motorcycle will be reimbursed accordingly in accordance with the mileage claim policy as below.
- The company reserves the right to cut or reject all/part of a claim for mileage claim if the reason given for non-compliance is found to be abusive and unreasonable.

- Monthly chemical allowance of RM30 will be given to those employees who by work nature expose to chemicals, such as R & D, QA & QC, Laboratory, everyone in factory.
- To produce any relevant documentary evidence to the company for such claims or to seek immediate superior prior approval before submitting to the account for reimbursement on or before the 4th of each month.

	Mileage claims per kilometer	
	Car	Motorbike
When Job requires	RM0.70	RM0.50

- **Travelling and Meal Allowances:**

  Refer to SOP/HR/EMS/02

- **Accommodation and Allowance:**

  Refer SOP/HR/EMS/04

17. RETIREMENT

- Age of retirement as per labor law of **60**.
- If the identity card only shows the year of birth, staff shall be retired on 31st Dec of that year.
- May be offered re-employment, subject to mutual agreement on different contracts of employment & it is entirely at the discretion of the company

18. OVERTIME

- Due to work demand, the Company may require you to work overtime. The needs & scheduling of such overtime will vary but shall be performed at the request of the Company.

- Executive graded or office staff, whose salary exceeds RM4,000 is not entitled to overtime, however, executive graded staffs may entitle to meal allowance and travelling claim if work on non-working days.
- Immediate superior has to submit an overtime form on or before the 20th of every month to the HR Department. (for current month OT).
- Rate of overtime is in accordance with Employment Act, OT computation is based on the current basic salary or up to the ceiling basic salary of RM4,000.
- Overtime calculation is based on employment Law.
- Claim submission is not more than the past two months from the current month.
- Example of OT & wages calculation:

  Employee A- Basic salary: RM3,500, phone allowance: RM50, total OT: 6 hours on normal working day

  OT calculation: RM3,500/ 26 days/ 8 hours x 1.5 x 6 hours = RM151.44

  Wages calculation: RM3,500 + RM50 + RM151.44 – RM392 (EPF) – RM18.75 (Socso) – RM7.50 (Socso SIP) – RM6.25 (PCB) = RM3,276.94

  Employee B- Basic salary: RM4,200, phone allowance: RM50, total OT: 6 hours on public holiday

  OT calculation: RM4,000/ 26 days x 2 = RM307.69

  Wages calculation: RM4,200 + RM50 + RM307.69 – RM469 (EPF) – RM22.75 (Socso) – RM9.10 (Socso SIP) – RM80.50 (PCB) = RM3,976.34

19. PROMOTIONS / UPGRADING

- The company encourages every employee to improve their performance, thus, you are given opportunities to develop and demonstrate your skills and performance.
- Good performance employees will be given the opportunity of either upgrading or promotion, absolutely at the discretion of the superior and company.

- Performance appraisal system will be undertaken to assess employee performance annually.

20. LEAVING THE SERVICE OF THE COMPANY

- On leaving the service of the Company, the employee is required to return all company assets to their immediate superior, or to the Head of department or Human Resource Department after compliance to clause 5 as stated above.

21. APPLICATION OF VACANT POST

- At management prerogative
- Staff has to obtain written consent from immediate superior and then.
- To submit the application form with resume (support in written signatory from superior) to HR Department.
- HR Department forward the resume to related departmental HOD for consideration.
- If acceptable or shortlisted, an interview session will be arranged.
- If successful during the interview session, will follow promotion guidelines or as job relocation.

22. PERSONAL PARTICULARS

- Any change of personal particulars, such as address, birth, or deaths or children, marital status etc. must be notified to Human Resources Department immediately.

23. COMPANY PROPRIETARY INFORMATION

- Proprietary information such as chemicals specifications, procedures, product costing and pricing, customer and supplier information, development data and methodologies, research findings, formulae, compositions, processes, improvements, designs, photographs, sketches,

graphs, drawings, samples, flow charts, new technology information etc of the company should be kept strictly confidential.

- Disciplinary actions will be taken against those who disclose such proprietary information to anyone without prior written approval from the management.
- All employee is banned for disclosing or peruse of company information **for no shorter than 3 years after resignations.**

24. SAFETY & HEALTH

- Employees are expected to take normal and suitable precautions to prevent injury or exposure to hazardous situations.
- Employees will be provided with safety apparatus/equipment to wear or use at all times during their hours of work if the job so requires.
- They should not fail to follow safety instructions or to use safety equipments provided by the Company. Failure to do so constitutes misconduct.
- Employee has the right of refuse to perform risky job, provided must notify immediate superior instantly with appropriate justification.
- All accidents must be reported to the Supervisor/ Executive in-charge instantly, who will then be required to notify the HR Department immediately and follow by a written report within one week.

25. SMOKING

Employees who are smoking need to follow company guidelines so that they will:

- Protect non-smokers from second-hand smoking
- Avoid setting off alarms and smoke detectors
- Preserve an image of a clean workplace
- Avoid fires from discarded cigarettes

- Areas where smoking is permitted

Company permits smoking during normal breaks at:

1. Designated smoking areas:



HQ



HQ



Factory



Factory

2. Any outer premises including gardens, yards and sidewalks outside of buildings.

26. SECURITY (For Factory)

- Security guards should verify employee identity (if unidentifiable) or uniforms are required to be worn at all times for identification and for security reason. Visitors must register themselves at the Guard House to obtain a visitor's pass/registration and it is the responsibility of the reception staff concerned when visitors are in the premise or factory, the employee concerned shall escort his/her visitor until they walk out from the factory.
- Packages, containers and bags are liable to be examined within the Company premises/Factory by security.
- All vehicles are subject to security check and search.

27. DISPUTES (Complaint and Grievances REF : EM-SMS-SOP-03)

The following procedure is recommended to resolve disputes:

- Can raise a grievance to an immediate superior within **7 working days** from the date of commencement of the grievance.
- If no agreement is reached within 7 working days of meeting your immediate superior, you can refer the matter to the Human resource Department (HOD) for another 7 working days.
- If no agreement is reached within 7 working days after meeting HR department, the matter shall be discussed with HOD/GM

28. UNIFORM (For Factory)

- Those employees who are provided with uniforms must ensure that their uniforms are clean and always worn whilst working within the Company/factory premise.
- Any employee who losses, damages or destroy any item of uniform issued to him/ her may be required by the Company to replace it at his/ her own expense.

- The company will provide three pieces of uniform in a year.
- If the uniform is lost, you shall replace it at your own expense.

29. GIFT (To refer to Anti-Bribery & corruption Policy)

- Employee Is not allowed to receive any gifts, hampers etc made to his/her personal capacity, by principles, agents, dealers, or any parties who have business dealings with the company, similarly. The Sales Department is not allowed.
    - To provide any form of monetary reward to customers, unless it is in company capacity upon formal written request, e.g annual dinner.
    - Except some refreshments in the form of meals, drinks, souvenirs and festivity items.
    - to link or to induce of any business order.

30. ANNUAL BONUS/INCREMENT

- No contractual bonus or increment.
- Any staff tendering resignation may not entitled to an annual bonus and increment, it is entirely at the discretion of HOD/company
- It will be on a prorated basis for confirmed employees with less than one year of service.
- It is based on a basic salary of the preceding month/year
- Entirely at the discretion of Management. Subject to: -
    - Confirmed employee
    - Company performance
    - Individual performance
    - Additional contribution to company
    - Other relevant factors

31. PETROL/TOLL/PARKING/HANDPHONE (reimbursement)

- Expenses will be reimbursed for qualifying staff or salesperson based on actual amounts and individual maximum limit set (if applicable).
- To support with receipt.
- The company reserve right to cut or reject all claims if found to be unreasonable or abuse.
- To submit to account after necessary approval on or before 5th of subsequent month.

32. EMPLOYEE PROVIDENT FUND (EPF)

- The purpose of this scheme is to provide for a pension during retirement. The Company will contribute to the EPF in accordance with the EPF Ordinance.
- **Employer contribute 12%, employee contribute 11%. (or latest rule)**
- Temporary exception, when there is an instruction from the regulatory body.

33. SOCIAL SECURITY (SOCSO)

- The company will contribute to the SOCSO program in accordance with the employee Social Security Act of 1969.
- The program provides certain benefits to employees in case of invalidity and employment injury.

34. TELEPHONE BILL

- Reminder: the telephone system is provided for company business used only.
- No personal call is allowed except emergency call.
- The tracking bill which identified the person who used for personal purpose and the bill will be charged back on them.

35. IT POLICY

- **Software Policy**
  - Unauthorized duplication, copying and installation of licensed software onto multiple computers and or installation of unlicensed software are illegal and constitute an offense under Malaysia's Copyright Act 1987. Therefore, employees are not allowed to duplicate company's software for their personal use.
  - All users are prohibited from installing unauthorized and /or illegal software from external media such as CD, USB thumb drive and/or internal download such as Internet or file sharing onto company's PC or employees' own PC within the boundaries of the companies. Moreover, users are prohibited from altering and/or tampering with system resources on the servers.

- **Network**
  - Users with access to the company's local network and server are prohibited to share their password with others unless specifically authorized by the management.
  - Users are not allowed to share their Autocount login password and require changing their password when they 1st login into the system to avoid other people misuse or her user ID.

- **Environment**
  - No beverage or food allowed around the computer and monitor the area.
  - No heavy objects on top of the computer and monitor.
  - Users are fully responsible for equipment or assets assigned to him or her to enable them to perform their jobs efficiently. As a deterrent, users who abuse or willfully misuse Company's computer hardware or software are liable to compensate for the damages caused by negligence.

- Not allowed to access any form of social media such as Facebook, Youtube, Video etc, except job requires to do so.

- **Replacement of Computer/Laptop**
  - Minimum every 3 years except it is spoiled and not repairable.
- Laptop user is obliged to ensure it data safety inside it computer by either to conduct regular backup or save company data in public folder.

36. MISCONDUCT

- Two types of misconduct, there is major and minor misconduct.
- The list of misconduct is not meant to be exhaustive but illustrative.
- It's within the Company right to take severe disciplinary action in case of misconduct that is not listed.
- The company shall summarily dismiss an employee, if the employee found to have been committed serious misconduct after domestic inquiry.
- The determination of disciplinary action is subject to management discretion depends on the nature and gravity of the misconduct committed and also according to equity, good conscience and substantial merits of each case.

A. MAJOR MISCONDUCT

- Habitual absent
- Habitual late coming
- Willful insubordination or disobedience whether alone or in combination to any lawful and reasonable order of a superior or customer or client of the company.
- Theft, fraud or dishonesty or attempted to do so in connection with the company's business/property or that of the company's client/customer/staff.
- Willful damage/loss of company's goods or property

- Taking bribes or any illegal gratification
- Gambling, playing cards in the premise.
- Riotous, disorderly behavior, fighting in the company's premises.
- Violence, abusing, assaulting, or threatening to assault or to any injury to other employees or supervisor.
- Illegal strike or abetting, inciting, instigating other to strike.
- Leaving the work plant during working hours without permission
- Habitual or substantial negligence of his duties
- Failure to observe safety rules or other safety devices
- Willful slowing down of work or inciting others to do so
- Smoking in prohibited areas or plants
- Sleeping on duty
- Disclosing commercial, manufacturing secrets or calculations or design or any other information.
- Conviction and imprisonment for any criminal offence.
- Repeated failure to meet established standards of production and output.
- Refusal to wear or use safety equipment provided by the company.
- Interfering with the record of attendance or recording attendance of any other employee of falsification, defacement or destruction of any record of the company.
- Instigating industrial action among employees against the factory
- Taking part in anti-government activities or contamination of the factory's processes, materials and equipment.
- Spreading false or unpleasant information about the company among employees and outsiders.
- Forging or defacing medical certification or other official documents to defraud the company.
- Withholding overtime at the critical time to bring pressure on the management.

- Mass attendance at a company's clinic or any other clinic in furtherance of a trade dispute.
- Canvassing for union membership or collection of unions dues within the premise in accordance with the Law, agreement or awards.

B. MINOR MISCONDUCT

Minor misconduct will become a "major" one if it is repeatedly committed.

- Late coming.
- Not taking care of the tools entrusted.
- Using drinking fountain for purposes other than drinking.
- Posting, altering removing things on notice boards on company's property without permission
- Failure to observe health rules and regulations.
- Eating during working hours other than break time in the canteen or within working hours.
- Not wearing uniform provided by the company while at work.
- Loitering within company's premises.
- Unauthorized use of company's vehicle, equipment, fire appliance.
- Absent without approval or valid reason.
- Leading and borrowing money within company in circumstance prejudicial to discipline
- Bringing friends on a factory tour without permission
- Any action contrary to factory or office procedure
- Spitting within the company's premises.
- Urinating anywhere on the company's premise other than in the lavatories provided.
- Entering another department or unit in the company when not permitted to
- Not keeping machines and workplace clean and tidy.
- Soliciting for funds and business from workers or customer without permission

- Excessive use of the telephone for private calls.
- Putting things other than suggestions in the suggestion box.
- Lingering in the factory at night (after working hours) without plausible cause
- Horse-playing within company's premise or during working hours
- Improper use by an employee of the toilet or canteen facilities.
- Ceasing work before the proper finishing time without permission
- Missing from workplace
- Interfering with another person's work during working or non-working hours
- Sleeping whilst on duty.

37. DISCIPLINARY ACTION

- The company may take disciplinary action against any staff in the event of misconduct, inefficiency or indiscipline, such disciplinary action shall be confirmed in writing;
- The Company may on the grounds of serious misconduct or inconsistent with the fulfilment of the express or implied conditions of service after due inquiry
    1. Defer, withhold or stop the annual increment
    2. Issue show cause and then a warning letter
    3. Suspend a staff without pay for up to two weeks
    4. Dismiss a staff.
    5. Downgraded.

No	Descriptions	Disciplinary procedures
1	Serious Major Misconduct	1) Employee will be suspended up to 2 weeks with half pay, pending internal investigation, and then 2) Employee will be called for Domestic Inquiry. a. If found guilty- direct termination/ summary dismissal with half pay. b. If found to be non-guilty, to reinstate to work with repay of full salary.
2	Minor Misconduct	1) Verbal reminder(s) of 1 to 2 times, if recurrence 2) On first recurrence, show cause letter 1 - To serve warning letter 1 if explanation found to be unacceptable. 3) On second occurrence – To provide show cause letter 2 - To serve warning letter 2 if explanation found to be unacceptable. 4) On 3rd occurrence – To provide final show cause letter 3 - To serve final warning letter if explanation found to be unacceptable. 5) On each and every subsequent re-occurrence. a. Employee will be suspended up to 2 weeks with half pay, pending internal investigation, and then b. Employee will be called for Domestic inquiry. i. If found guilty- direct termination with half pay during suspension period ii. If found to be non-guilty, to reinstate to work with repay of full salary.

38. NO SEXUAL HARRASSMENT (To refer non discrimination & anti sexual and harassment policy)

i. Any unwanted conduct of a sexual nature.

ii. The conduct can be in any form. This includes conduct which is:

   a. verbal;

      i. e.g. offensive or suggestive remarks, comments, jokes, jesting, kidding, sounds, questioning.

   b. non-verbal;

i. e.g. leering or ogling with suggestive overtones, licking lips or holding or eating food provocatively, hand signal or sign language denoting sexual activity, persistent flirting

c. visual;
   i. e.g. showing pornographic materials, drawing sex-based sketches or writing sex-based letters, sexual exposure.

d. Psychological harassment; or
   i. e.g. repeated unwanted social invitations, relentless proposals for dates or physical intimacy.

e. physical.
   i. e.g. inappropriate touching, patting, pinching, stroking, brushing up against the body, hugging, kissing, fondling, sexual assault.

iii. The conduct must be directed at a/one person.

iv. Reasonably offensive or humiliating / threat to his/her well-being.

While this definition is worded in a wide manner, there appear to be limits as to what qualifies as 'sexual harassment'. For example, offensive conduct which is not directed at a particular person may fall outside the statutory definition. Consent may vitiate allegations of 'unwanted conduct'

39. OUTSIDE EMPLOYMENT

Company do not prohibit outside employment / side job (when it is not doing during office hours), but it will not be encouraged due to the below reasons:

- Employee may be too tired to perform its own job effectively because another job might require the employee to work long or late hours.
- Employee may be spending working hours performing activities related to another job.
- The employee's job at the other place of employment may represent a conflict of interest.

Company main rule is that employees must treat their job in the company as their primary occupation.

With this rule in mind, employees must not:

- Take up a job or project if its working hours overlap with those of their main job, as so doing will cause attendance issues.
- Take up a job or project that's so demanding of which it interferes with main job duties. For example, employees may too tired to do main job properly.
- Take up a job or project that could create a conflict of interest. For this reason, company prohibit employees from working for or with the company's main stakeholders, for example customer, supplier, banker etc
- Starting a business that competes with the company.

Company requested the employees to be transparent about their side jobs in order to prevent conflicts with their main jobs,

Employees who are engaging in outside jobs are required to make annual declaration, the declaration form is available in the public folder.