7.0 PROCEDURE

7.1 Employees are entitled for legally mandated holidays, leave, benefits, such as public holidays, annual leave and sick leave to all employees within legally defined time periods. In addition, all leave shall be calculated correctly.

7.2 ASP shall compensate employees for all hours worked. Payments for overtime hours worked shall be calculated by applying the premium rate required by local legal regulation requirement.

7.3 Overtime premium compensation will comply with local laws and regulations governing the payment of premium rates for work on holidays, rest days, and normal day. Employees shall be briefed during pre-departure, orientation and RBA training about overtime compensation rates prior to undertaking overtime.

7.4 Legally mandated deductions for taxes, social insurance, EPF, EIS, SOCSO or others shall be deposited each pay period in the legally defined account or transmitted to the legally defined agency. This includes any lawful garnishments for back taxes, etc. The contribution records for 12 months shall be in place for review at all times.

7.5 ASP shall not hold over any of legally mandated deduction funds from one pay period to the other.

7.6 ASP shall ensure deductions from workers' pay are below the minimum wage and disciplinary wage deductions are strictly prohibited.

7.7 All employees shall be credited with all-time worked for an employer for purposes of calculating length of service to determine the benefits to which workers are entitled. The company shall not use hidden or multiple payroll records in order to hide overtime, to falsely demonstrate hourly wages, or for any other fraudulent reason. Payroll records maintained shall be authentic and accurate.

7.8 All legally required payroll documents, and reports are available, accurate, complete and up to date. The company shall ensure correctly calculates worker wages, benefits, and overtime and maintains accurate pay records at site.

7.9 ASP shall ensure “Pay equals time worked” are applies to all the job that been carry out within the facility. Twelve months wages benefits, and overtime records must be in place for review.

7.10 ASP shall ensure employees understand the wages, including the calculation of wages, incentives systems, benefits they are entitled to in a company and under applicable laws. All the workers should know what to do in the event when there is an error in pay slip or method of calculation. Workers should refer ASP Healthcare App for the payslip.

7.11 Employees shall be communicated orally and in writing on all relevant information in native language if required.

7.12 Employees will be provided with payment statement / pay slip each