CENTRE WEST
Group of Companies

# EMPLOYEE HANDBOOK




Updated: January 2024

## PURPOSE AND USE OF THIS HANDBOOK

This Handbook shall apply to all permanent employee of Centre West Group of Companies which shall serve as a guide on the terms and conditions of service, benefits and other related matters pertaining to the employee's services with the Group.

All permanent employees of the Group are required to be conversant with this Handbook together with the Terms and Conditions of Service as stated in their Letter of Appointment / Contract of Service.

**Provided however**

Whenever Terms or Conditions of this handbook differs from an employee's Letter of Appointment / Contract of Service, the General terms and Conditions (GTC) in the Handbook and Specific Terms and conditions of the beholder in the Letter of Appointment / Contract of Service shall prevail.

The GTC are not exhaustive and the Group reserves the right to vary, modify or amend the clauses in this Handbook, policy, procedures, or employee benefit programs and its sole discretion and all employees would be informed accordingly.

All employees shall subject to the terms and conditions stated in the Employee Handbook, Policy and Procedure.

## SCOPE OF THIS HANDBOOK

This Handbook includes personnel policies and procedures that are applicable to all permanent employees of the Gorup. However, the respective department might have a more detailed departmental instruction, which relate to a specific department or area that are not stated in this Handbook.

## DEFINITIONS

In these Terms of Conditions of Services, unless otherwise statetd, the following definition and interpretations shall apply:

a. All reference to the 'Group' shall refer to
   - Centre West Resources Sdn Bhd
   - Centre West Industrial Supplies Sdn Bhd
   - Centre West Chemicals Sdn Bhd
   - Debut Resources Sdn Bhd
   - Alpha Nanotech Sdn Bhd
b. All reference to the 'Masculine' gender shall include the feminine gender, unless the context requires otherwise.
c. All reference to the 'Singular' shall include the plural and vice versa unless the context enquires otherwise.
d. All reference to "CEO" shall mean the "Group Chief Executive Officer"
e. All reference to "Group GM" shall mean the "Group General Manager"
f. All reference to "HR Department", "HR" shall mean the "Human Resource Department"
g. All reference to "HOD" shall mean the "Head of Department"



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The Company reserves the right, at its discretion, to change, modify, add, or remove portions of the contents, process, procedure, policy and benefits and update in this Handbook at any time without prior notice as circumstances may require.



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