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Our Ref : HR/2024/02628P6

Date : 19/01/2024

MOHAMMAD SAFAREL BIN MOHAMMAD NORNIN
NO 88 BLOK 1,
PPRT SUNGAI CHENAAM,
14300,
NIBONG TEBAL, PULAU PINANG.

Dear MOHAMMAD SAFAREL BIN MOHAMMAD NORNIN

Appointment Letter
We are pleased to offer you employment in our organization. The details of your employment are as follows:

Position
TECHNICIAN

Location
Public Packages (NT) Sdn Bhd.
No.3779, MK 11,
14300 Nibong Tebal.
Seberang Perai Selatan.
Penang.

Date of Appointment
19/01/2024

Wages
Your salary/wages will be **RM** [redacted] per month/~~day~~*. Your salary increment is based on demonstrated merit in your job performance.

Overtime Pay (After 7.5 hours)

WORKING HOURS	:	7.5 hours per day or more if overtime is necessary. Employee has to work morning, afternoon or night shift as per requirement of the employer.	
OVERTIME PAY (After 7.5 hours)	:	a. Normal working day	1.5 of the normal rate
		b. Rest Day	2.0 of the normal rate
		c. Public Holiday	3.0 of the normal rate

The normal working hours is 45 hours per week and overtime is voluntary.

Job Specification

You will be required to carry out such duties as per your job description given by your head of department. You will be required to be transferred from one department or section to another or from one shift to another at the sole discretion of the company. You may also be required to work in any branch of the company at the sole discretion of the company.

TRANSFERABILITY / JOB ROTATION

In the performance of your duties, the Company in evaluating your ability to perform may from time to time, transfers you for purposes of exposing you to different aspects of its operations within the Company, and its subsidiaries, associates and affiliates. This job enrichment or job rotation exercise is designed to enable you

大众包装(高渊)有限公司
Public Packages (NT) Sdn. Bhd. (252038-M)
No. 3779, MK 11, 14300 Nibong Tebal, Seberang Perai Selatan, Penang, Malaysia. | tel 604 593 6888 | fax 604 593 7888 | www.pph.com.my |

to understand the diverse needs and nature of our operations. Prior notification will be given when transfer is necessary.

Probation

This appointment is subject to a probationary period of 3 months from the date of your assumption of duty and may be extend as may be considered necessary by the company.

The probation period is solely for the purpose of enabling the company to determine whether you are suitable in all or any particular aspect of your job for confirmation in your appointment.

Bonus

Bonus is entirely at the sole discretion of the Company and it is based on your work performance and the Company's performance for that year. However, if you resign from the Company before bonus is declared and/or paid, you will not be entitled to such bonus

Increment

The granting of increments is at the sole discretion of the Company

EPF & SOCSO

In accordance with statutory rates.

Annual Leave and Public Holidays

You are entitled to annual leave per year for services.

Less 2 years	: 8 days
2 years - 5 years	: 12 days
Above 5 years	: 16 days

You are entitled to 13 public holidays per year which includes

New Year	: 1 day
Chinese New Year	: 2 days
Hari Raya Puasa	: 2 days
Deepavali	: 1 day
Thaipusam	: 1 day
Worker's day	: 1 day
Agong's Birthday	: 1 day
State Sultan's Birthday	: 1 day
Merdeka Day	: 1 day
Malaysia Day	: 1 day
Christmas	: 1 day

Maternity Leave, Medical Leave and Hospitalization

Every female employee who gives birth is entitled to maternity leave of not less than ninety eight (98) consecutive days as subject to the Employment Act 1955 (Amendment 2022).

All employees, after being certified sick by a panel clinic or General Hospital, are eligible for paid sick leave.

Less 2 years	: 14 days
2 years - 5 years	: 18 days
Above 5 years	: 22 days

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GST No.: 001968177

(* *Annual eligibility excludes sick leave due to hospitalization)*

Employees are eligible for sixty (60) days of hospitalization for each calendar year.

Paternity Leave

A married man employee shall be entitled to a paid paternity leave at his ordinary rate of pay for a period of seven consecutive days in respect of each new born child up to 5th child as subject to the Employment Act 1955 (Order 2022).

**Paternity leaves inclusive of Rest Day & Public Holiday*

Medical Benefit

The company will provide you with usual medical benefit; excluding any member of your family, in accordance with the company scheme of service specified.

Terms and Conditions of Employment

Your appointment is subject to your compliance with the company's rules and practices, either expressed or implied from time to time in force and also to your satisfying the company doctor is the company so requires, that you are in good health.

Termination Clause

During the probationary period, this employment contract may be terminated by either party by giving the other party one (1) week's written notice or salary in lieu thereof.

Where your appointment has been confirmed, either party is required to give one (1) month's notice or salary in lieu thereof for the termination of this employment contract.

Retirement

The retirement age for male and female employee is 60 years old.

Security

Due to the continuing development of the use of Information Technology in our group of companies, we are very concerned on the security of information going from one user to another. To ensure the proper use of Information Technology within the group of companies, we hereby define the responsibilities and liabilities of every user or every employee who has access to such information: -

1. E-Mail system is company property and should only be used for business purpose.
2. Employees should share E-Mail message only with those authorized company employees and are not allowed to forward confidential information to others.
3. The company, reserves the right to monitor E-Mail to ensure proper use.
4. Employees do not have any privacy right in any matter on transmission, receipt or storage of E-Mail.
5. The use of the E-Mail network for sending or storing messages that are harassing, obscene or to commit fraud is prohibited.
6. E-Mail system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from our Information Technology Department Head.
7. Transmitting copyrighted software or other copyrighted material over the network without authorization is prohibited.
8. Employees will be responsible for E-mail transmitted under their username and password. i.e. Ensure proper logout (during lunch, PC not in use for long period of time, going back).
9. Retrieving, diverting or reading correspondence addressed to other is prohibited.

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10. Any printed (and in whatsoever storage) materials, data, aging list, accounts, quotation, master card, design etc are the property of the company, and hence any unauthorized removal, photocopying, disclose or forwarding to other is strictly prohibited.

11. Employee faced guilty of committing any of the above-mentioned offences, is liable to summary dismissal.

We sincerely welcome you to our team and wish you a successful and rewarding career with our organization.

Yours faithfully,
Public Packages (NT) Sdn Bhd

Cheah Sin Yee
Asst HR Manager

Goi Chye Soon
Executive Director

I MOHAMMAD SAFAREL BIN MOHAMMAD NORNIN N.R.I.C. NO. [redacted]
confirmed that I fully understand the terms and conditions of this offer of employment which I accept/~~reject~~* the offer and agreed to abide by all the expressed and implied condition of employment. The content of this letter and the Companies' Rules & Regulations has been explained to me in Bahasa Malaysia/English/Chinese

Signature _____ Date 24/1/2024

* delete whichever is not applicable.

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