PART D – BENEFIT AND ALLOWANCE

39.0. Wages

39.1. Salary shall be paid on a monthly basis and the date of payment shall not be later than seven (7) days from that wage period.

39.2. Employees shall be paid in accordance with the salary and wage standards of the Company.

39.3. Deductions from an employee's wages may consist of the following.

(a) Employee's Provident Fund (E.P.F.),
(b) Social Security Organization (SOCSO),
(c) Personal Income Tax,
(d) Employee Insurance Scheme (EIS),
(e) Overpaid three (3) preceding months only, if there is any,
(f) Unpaid leave (application approved prior the leave taken for special cases only),
(g) Unauthorized Leave (Absent) Deductions, and
(h) Unpaid Hours

40.0. Overtime

40.1. Overtime work is work performed in excess of the normal working hours.

40.2. Overtime work shall only be performed at the request of the Company and with the consent of the employee and such consent shall not be unreasonably withheld.

40.3. Overtime work shall not exceed the limit provided for in the Employment Act 1955.

40.4. For overtime work performed on a normal working day, the employee shall be paid according to Employment Act 1955.

40.5. Only employees who are eligible shall be paid overtime wages for overtime work.

40.6. The hourly rate of pay shall be calculated as per the provision provided for in the Employment Act 1955.

41.0. Non-Overtime Staff

41.1. All employees whose basic **salaries exceed RM4,001** per month are not eligible to overtime pay.

42.0. Salary and Increment

42.1. An Annual Increment Guidelines may be drawn up solely for the purpose of serving as a guideline for the Management to facilitate administration and is not obligatory on the Company.

42.2. Annual Increment shall be at the sole discretion of the Management and Annual Increment may be withheld, or modified to take account of individual Employee's performance, present business, and impending business situation and so forth.

42.3. An Employee may be paid higher than the minimum specified if deemed fit by the Management.

42.4. Every Employee will be notified of his basic salary on his engagement.

42.5. An annual review will be carried out for each Employee to determine his annual increment on the first day of the month following the month when he first completed twelve (12) full months of service and thereafter once every twelve (12) months.