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1. COMPANY PROFILE, POLICIES & PRACTICES

1.1 Introduction

This Employee Handbook is intended solely to provide DDG employees with a non-exclusive set of general guidelines concerning procedures, responsibilities, compensation and benefits.

This handbook is NOT an employment contract. No one within the Company has the authority to enter into an oral employment contract and only the Managing Director has authority to enter into a written employment agreement.

At DDG, all employees are considered "employees-at-will". This means that any employee can end their employment at DDG at any time. Correspondingly, DDG can terminate the employment of any employee at any time, with or without cause.

The policies, procedures, practices and benefits described in this employee handbook supersede all those written and unwritten at an earlier time. The guidelines and other information in this Handbook are subject to change or cancellation by DDG at any time without prior notice. Also, changes may be put into effect prior to update in the handbook webpage. DDG does have guidelines for performance reviews and disciplinary action, but these are discretionary only. Exceptions to handbook guidelines require appropriate management approval.

1.2 Company Profile

1.2.1 Formation
DDG Glass Pte Ltd is specialized in glass processing, we provide a One Stop Glass Processing for interior and exterior architectural glass application and bring all production under one roof. We work closely with reputable glass manufacturers from Europe, USA and Asia and offer high quality glass products for all commercial and residential projects.

DDG is headed by Mr. Michael Soh, who has direct knowledge of the industry and extensive experiences. He has been associated with the glass and architectural industry for thirty years, and has seen many developments in the industries. With factory in Malaysia and sales office in Singapore, DDG has been able to expand their customer base worldwide.

1.2.2 Commitment
The Company is committed to meet the requirements of the quality system and continue to improve its effectiveness.

1.2.3 Vision
Our vision is to provide a ONE-STOP Glass Solution, utilizing latest high technology, advances, and staying ahead of competition by harnessing all forms of glass processing machineries.
1.2.4 Quality Policy
Our quality policy is to achieve customer satisfaction through providing quality product and service to universally recognized agreed standards and specifications. We are creating a new era in glass processing and committed to pursue continual improvement in quality.

1.2.5 Organizational Chart
Human Resources Department will update employees through email for the latest Organization Chart for Singapore & Malaysia Office.

1.3 Human Resource Policies & Practices

1.3.1 Equal Employment Opportunity
It is DDG policy to provide equal employment opportunity to all persons. No employee or applicant for employment will be discriminated against because of race, skin color, religion, sex, national origin, creed, ancestry or other characteristics protected by law.

The company is committed to creating a work environment where the needs of our clients, employees, and the company are balanced. Therefore, DDG tries to be flexible in its approach to work styles and location.

1.3.2 Union Free Statement
It is DDG’s preference to remain union free. DDG believes a union free work environment promotes a high quality product, customer commitment and company growth. We believe it especially provides opportunities for employment growth and career development. We prefer to work with each employee individually and professionally. DDG encourages an open dialogue between supervisors and employees.

1.3.3 Talents Scout
DDG works to hire people who are conscientious and trustworthy, work as team members, interested in learning, grow in proficiency and flexibility, have good basic training and skills, hardworking, takes their job very seriously and constantly wants to perform at their highest level.

DDG will recruit only the most suitable candidates based on their knowledge, experience, skills, attitude, commitment and flexibility, regardless of their sex, race or religion to meet our human resource needs.

2. EMPLOYMENT

2.1 Terms of New Employment
An appointment to the service of the Company is valid when applicants receive a letter of appointment and acknowledge their acceptance on a copy of the letter.
Other than Singaporean and Permanent Resident, applicants of other nationalities must first be granted work permits or employment passes in order to be considered officially under the employment of the Company.

2.2 **Staff Classification**

Staffs are classified into ten (10) grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Directors</td>
</tr>
<tr>
<td>9</td>
<td>Division Heads</td>
</tr>
<tr>
<td>8</td>
<td>Senior Department Managers</td>
</tr>
<tr>
<td>7</td>
<td>Department Managers</td>
</tr>
<tr>
<td>6</td>
<td>Assistant Department Managers</td>
</tr>
<tr>
<td>5</td>
<td>Senior Executives</td>
</tr>
<tr>
<td>4</td>
<td>Executives</td>
</tr>
<tr>
<td>3</td>
<td>Coordinators / Officers</td>
</tr>
<tr>
<td>2</td>
<td>Assistants</td>
</tr>
<tr>
<td>1</td>
<td>Operators / General Workers</td>
</tr>
</tbody>
</table>

2.3 **Probation and Confirmation**

All employees will be placed on probation, with effect from the commencement date, for a period of three (3) months unless otherwise stated in the Letter of Employment.

Employees must successfully pass medical examinations, where applicable, stipulated by the Company before they are confirmed. There may or may not be a salary adjustment upon confirmation.

At the absolute discretion of the Company, a written notification will be formally given to the employee who will be confirmed as regular staff of the Company at the end of the probationary period. Probation period will be extended for employees whose performance is graded as unsatisfactory. If the employee’s performance is proven to be unsatisfactory after the extended probation period, his / her employment may be subjected to termination.

2.4 **New Assignment**

Employees shall willingly and diligently carry out duties assigned by their supervisors and shall accept transfer of duties to other departments within the Company.

All employees may, at the sole discretion of the Company, be transferred to the Company's subsidiaries or related companies with no loss in length of service. Employees who are being transferred will receive a new employment letter. Terms and benefits will be in accordance to the grade and policy of the Company.

2.5 **Promotion / Upgrade**

Employees are given the opportunity to advance their career if they prove themselves capable in the normal course of work. Promotion will be based on qualifications, experience, skills, knowledge, work performance and work attitude.

2.6 **Termination of Service**

Except in dismissals by the Company for disciplinary reasons, termination of service by either party will require giving the appropriate notice period in writing or pay in lieu of such notices without any
reason being assigned:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Notice Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grade 10-7</td>
</tr>
<tr>
<td>During probation period</td>
<td>7 days</td>
</tr>
<tr>
<td>Upon confirmation</td>
<td>2 months</td>
</tr>
</tbody>
</table>

*Unless otherwise stated in the letter of Employment

All notices whether given by the Company or the employee **MUST BE IN WRITING**. Rules stipulated under Clause 6.2 (vii) shall apply in the Termination of Services.

3. **WORKING HOURS**

3.1 **Official Working Hours**

Working hours for all the employees unless otherwise stated in the Letter of Employment is:

i. Monday to Friday
   - 8.30 am to 5.30 pm
   - Lunch Break
     - 12.30 pm to 1.30 pm

ii. Saturday
    - 8.30 am to 12.30 pm
    - No Lunch Break

3.2 **Punctuality**

All the employees are expected to be punctual on the job, conforming to the Company’s established working hours.

The company shall issue warning letters to employees, who arrive late at work for more than three (3) occasions in a calendar month, without valid reasons acceptable by the Company. Disciplinary actions will be taken against employees who did not improve on their tardiness and ignore the Company’s warning repeatedly.

3.3 **Beyond Working Hours**

All employees are expected to perform duties beyond stipulated working hours if such needs arise of which they will be duly informed by their immediate supervisors.

3.4 **Time and Attendance Record**

Regular attendance is expected and required at the Company. If an employee is unable to report to work, it is the employees’ duty to inform their immediate supervisor as soon as possible. Employees are responsible for keeping their supervisor aware of their status on a daily basis. Failure to do so may result in disciplinary action including termination of employment.

Employees are required to record their attendance in the Time Attendance System installed at the designated area whenever they report to or leave from work.
In the event where no records are shown in the Time Attendance System, the employee shall be considered as absent himself / herself from work.

4. WAGE

4.1 Wage Structure
The Company practices a flexible wage structure that responds to the market situation and conditions. The starting salary of any employee shall commensurate with experience, qualifications, skills, knowledge and competence. Subsequent increments will depend on the performance of the employee and the Company. Any salary adjustments will be made at the beginning of the year in January.

4.2 Calculation
The basic rate per hour for each employee shall be calculated as follows:-

4.2.1 Monthly Rate
For Grade 2 - 10: As Stated in the employment letter
For Grade 1: Monthly Rate = Daily Rate X Total Working Day in the Month

4.2.2 Daily Rate
For Grade 2 - 10: Daily Rate = Monthly Rate ÷ Total Working Day in the Month
For Grade 1: As Stated in the employment letter

4.2.3 Daily Rate
Hourly Rate = Daily Rate ÷ Daily Hours of Work (8 hours)

4.3 Pay Period / Day
All employees will receive their pay on the scheduled pay day as below:-

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Scheduled Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st to 15th of every month</td>
<td>22nd of the current month</td>
</tr>
<tr>
<td>16th to last day of the month</td>
<td>7th of the following month</td>
</tr>
</tbody>
</table>

If a scheduled pay day is a Saturday, a Sunday or a public holiday, the following day shall be the pay day.

4.4 Mode of Payment
Basic pay, allowances and overtime payments will be credited into the Employee’s bank account through GIRO. No advance of salary allowed in accordance with the Company’s audit requirements.

4.5 Overtime
All employees are required to work overtime as and when necessary. Prior approval must be obtained from the respective Supervisor for all overtime work in order to claim for overtime allowance or other
reimbursements. No overtime compensation will be paid for casual staying in or for work performed by employees of their own initiative.

1) Overtime Policy for Employees in Grade 1:

i. Overtime Rates

<table>
<thead>
<tr>
<th>Working Hour</th>
<th>OT Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays to Fridays</td>
<td></td>
</tr>
<tr>
<td>8.30am – 5.30pm</td>
<td>Normal hourly rate</td>
</tr>
<tr>
<td>6.00pm – 12.00am</td>
<td>1.5 x Normal hourly rate</td>
</tr>
<tr>
<td>12.00am – 8.30am</td>
<td>2.0 x Normal hourly rate</td>
</tr>
<tr>
<td>Saturdays</td>
<td></td>
</tr>
<tr>
<td>8.30am – 12.30pm</td>
<td>Normal hourly rate</td>
</tr>
<tr>
<td>1.30pm – 5.30pm</td>
<td>1.5 x Normal hourly rate</td>
</tr>
<tr>
<td>6.00pm – 12.00am</td>
<td></td>
</tr>
<tr>
<td>12.00am – 8.30am</td>
<td>2.0 x Normal hourly rate</td>
</tr>
<tr>
<td>Sundays &amp; Public Holiday</td>
<td></td>
</tr>
<tr>
<td>8.30am – 5.30pm</td>
<td></td>
</tr>
<tr>
<td>6.00pm – 12.00am</td>
<td>2.0 x Normal hourly rate</td>
</tr>
<tr>
<td>12.00am – 8.30am</td>
<td></td>
</tr>
</tbody>
</table>

ii. Contractual Hours - 44 hrs work week
As per Ministry of Manpower’s guide line, all employees are required to work 44 hrs (Annual Leave & MC is included) per week in order to get pay for Over Time.

For example: If an employee work during Monday to Friday from 8.30am to 5.30pm; Saturday from 8.30am to 12.30pm, total working hour will be 8hr x 5days + 4hrs = 44hrs.

If any un-paid leave is taken during normal working days, Saturday’s over time hour (1.15pm to 5.30pm) will be counted as 1.0 normal over time rate in order to make-up the un-paid leave hour. However, Monday to Friday & Sunday’s over time hour will not be affected.

iii. Lateness & Early Punch Out
A. If staffs punch in late for
   > or = 6 mins   deduct 0.5 hr salary
   > or = 36 mins  deduct 1 hr salary...

B. If staffs punch out early for
   > or = 6 mins   deduct 0.5 hr salary
   > or = 36 mins  deduct 1 hr salary...

2) Overtime Policy for Employees in Grade 2 - 9:
Employees in Grade 2-9 are entitled to transport and meal reimbursement when they work over-time, subject to the following terms and conditions:-
i. **Eligibility**
   A. Employees who do not drive to work;
   B. Overtime work must be authorized by superior (to endorse on claim form);
   C. Employees are not receiving transport allowance/reimbursement every month;
   D. Employee must work minimum of 2.5-3 hours beyond the normal working hours:
      - Weekday- beyond 8.30 pm
      - Saturday -beyond 4pm
      - Sunday/Public Holiday- minimum 3 hours

ii. **Meal Subsidy**
   SGD$5 for each occasion. No receipt is required.

iii. **Transport Reimbursement**
   Train fares; taxi fares; bus fares are claimable for weekday/Saturday (one way); and also for Sunday/Public Holiday (two ways). Original receipts required.

4.6 **Deductions**
   The Company reserves the rights to make deductions for CPF, Income Tax and any other deductions authorized by the employees or Government Authorities.

4.7 **Central Provident Fund (CPF)**
   All Singaporean and Singapore Permanent Resident employees are required to contribute to the Central Provident Fund according to the current prevailing CPF rulings.

4.8 **Voluntary Contribution**
   All employees are encouraged to contribute a monthly sum to their respective community funds according to their wage levels. It is compulsory for Muslim employees to contribute to the MBMF. However, it is optional for employees of other races to contribute to their respective community funds. Such contributions will be automatically deducted from the employees’ monthly wages.

4.9 **Confidentiality on Remuneration**
   Employees are to treat their remuneration package with the strictest confidentiality.

5. **TRAINING & DEVELOPMENT POLICY**

5.1 **Training Policy**
   The Management encourages training and skills upgrading for their employees’ personal growth and career development. Employees will be nominated by their Head of Department for relevant training courses.

5.2 **Employee Training & Development**
   i. **Qualified Employees**
      Unless otherwise approved by Management, an employee who wishes to enroll for courses
relevant to his / her work may apply for sponsorship if he / she meet the following criteria:

1) He / She should have been confirmed as a permanent employee of the Company;
2) He / She should have served the Company beyond the probationary period and have shown quality performance at work before applying for sponsorship;
3) He / She shall remain serving the Company during the course’s duration.

ii. **Courses**

1) The courses must be conducted by reputable universities, polytechnics and other professional institutions that are recognized locally;
2) The courses must be approved by the Company;
3) The courses must be relevant and related to the employees’ job functions;
4) The employee can only choose to study part-time courses, sitting examinations and attend convocation locally regardless of whether the courses are conducted by local or foreign institutions or universities.

Detailed terms and conditions on the period of the bond shall be disclosed to the employees whose applications are approved by the Company.

### 5.3 Quantum

The Company will pay for the course fees inclusive of the first time examination fees. Fees incurred due to purchase of books, any course materials, second or subsequent examinations, association membership fees, etc shall be excluded.

### 5.4 Bond Period

Any employee whose application has been approved shall execute a service bond prior to commencing the course of study, and shall serve the Company immediately on his completion of the course.

It shall be at the sole discretion of the Company to decide whether to approve further extension of the course of study or for embarking on higher level courses of study.

The bond period to be served upon completion of the course shall be as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Bond Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Course (&lt; or = RM1,000)</td>
<td>No Bond</td>
</tr>
<tr>
<td>Short Course (&gt; RM1,000)</td>
<td>6 months</td>
</tr>
<tr>
<td>Professional / Certificate Course</td>
<td>1 Year</td>
</tr>
<tr>
<td>Diploma Course</td>
<td>2 Years</td>
</tr>
<tr>
<td>Degree Course</td>
<td>3 Years</td>
</tr>
</tbody>
</table>
5.5 **Examination / Study Leave**
The Company shall grant paid exam leave for the purpose of sitting for the first examinations but excluding supplementary examinations.

Employees may apply study leave without pay subject to prior approval by the Company.

5.6 **Course Review**
The Human Resource Department shall be responsible to continually monitor the progress of the employee.

The Company may at any time terminate the support of any employee under this Scheme if it is of the opinion that the employee is not making progress in his / her approved course of study.

Any salary adjustments to be proposed shall only be recommended after an evaluation by the Department / Section Managers and shall include his performance on his job.

No salary adjustment shall be given unless recommended by the Department / Section Manager and approved by Management.

5.7 **Failure to Complete Course**
If the employee fails to complete the course of study approved, he / she shall refund the full amount disbursed to him / her plus prevailing interest.

6. **LEAVES**

6.1 **Gazetted Public Holidays**
All employees will enjoy 11 paid gazetted public holidays in a calendar year as stated in the Employment Act. If such a holiday falls on a Sunday, or other designated rest day, the first working day immediately following shall be considered a paid holiday. An extra day of leave will be given to the employee to be consumed at another time if it is not possible for the employee to take the paid holiday. However, it will be subjected to Management’s approval.

6.2 **Annual Leave**

i. An employee, who has worked for at least 3 months, is entitled to Annual Leave as follows:

   Grade 2 - 10: Fixed 14 days each calendar year, additional 2 days per service year for staff work for 5 years and above;

   Grade 1:

   1) **Employees without Fixed Contract Period**
   Starting from 7 days for the first service year;
   Additional 1 day per service year and cap at 16 days per calendar year;

   2) **Employees with Fixed Contract Period**
   Fixed 7 days each calendar year regardless of years of employment;
ii. Employee is allowed to take half-day Annual Leave from Monday to Saturday. Annual Leave is calculated based on a pro-rata system according to the calendar year. Every confirmed employee shall earn annual leave based on the entitlement for the year and completed days of services in the calendar year.

\[
\text{Service Days for the Year} \times \text{No. of Days Entitled for the Year}
\]

365 days  

Prorated Annual Leave which is ≥ 0.01 will be rounded up as 0.5 day. 
Prorated Annual Leave which is ≥ 0.51 will be rounded up as 1 day.

iii. Annual Leave is being earned during the probation period and the employee can apply for paid Annual Leave upon confirmation.

iv. Every confirmed employee shall submit their Annual Leave application through E-Portal System to their respective Head of Department / Direct Supervisors based on the following rules:

<table>
<thead>
<tr>
<th>No. of Days Applied for</th>
<th>Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day or less</td>
<td>2 working days in advance</td>
</tr>
<tr>
<td>2 to 5 days</td>
<td>7 working days in advance</td>
</tr>
<tr>
<td>6 to 10 days</td>
<td>14 working days in advance</td>
</tr>
<tr>
<td>Above 10 days</td>
<td>30 working days in advance</td>
</tr>
</tbody>
</table>

Employee may go on leave only when their leave application has been approved by their Head of Department via E-Leave.

v. Up Employees are only allowed to carry forward their unused Annual Leave for a Maximum of 5 calendar days.

vi. Employees will not be entitled to any leave if service for less than 3 months is being terminated by either party.

vii. Upon resignation or termination of service, the Annual Leave due to the confirmed employee shall be the total of the unutilized days of leave of the previous year (cap at 5 days) and the prorated leave for the current year.

viii. Confirmed employees are allowed to take his / her Annual Leave during the notice period of the resignation or termination of service upon approval by Management. Otherwise, the encashed leave payment which will be pro-rated up to the date of resignation / termination will be credited to the employee’s bank account together with his/ her last pay.
6.3 **No Pay Leave**
Every unconfirmed employee is not entitled to take paid Annual Leave. If they wish to apply for leave, they could apply for no-pay leave. Application for their no-pay leave must be submitted to their HOD for approval at least two (2) working days in advance.

Every confirmed employee can apply for unpaid leave cap at **14 days** per calendar year, if they have used up their annual leave. Such leave is subject to the approval of their respective Head of Department.

Employees may go on leave only when their leave application has been approved through E-Portal by their Head of Department.

6.4 **Marriage Leave**
Only confirmed employee shall be entitled to paid marriage leave of three (3) days on the occasion of his / her first marriage. Marriage leave taken excludes any rest day, public holiday and non-working days.

Marriage leave shall be taken consecutively just before or after the date of solemnization of marriage or the date of customary rites. A copy of the Marriage Certificate must be submitted to the Human Resource Department after the event.

6.5 **Sick & Hospitalization Leave**

i. Only confirmed employees shall be eligible for sick leave and hospitalization leave with pay as follows:
   - **Sick Leave**: maximum 14 working days per calendar year
   - **Hospitalization Leave**: maximum 60 calendar days per calendar year
   (Inclusive of 14 days sick leave)

ii. The number of days of paid sick & hospitalization leave a new employee is entitled to depend on his / her service period.

<table>
<thead>
<tr>
<th>Service Months</th>
<th>Paid Sick Leave</th>
<th>Paid Hospitalization Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Months</td>
<td>5 days</td>
<td>15 days</td>
</tr>
<tr>
<td>4 Months</td>
<td>8 days</td>
<td>30 days</td>
</tr>
<tr>
<td>5 Months</td>
<td>11 days</td>
<td>45 days</td>
</tr>
<tr>
<td>6 Months</td>
<td>14 days</td>
<td>60 days</td>
</tr>
<tr>
<td>thereafter</td>
<td>14 days</td>
<td>60 days</td>
</tr>
</tbody>
</table>

iii. Employees who are unable to report to work because of illness must inform their immediate supervisor before 9am of the working day of absence. Employees who fail to do so within 48 hours shall be deemed to have absent themselves from work without permission and reasonable excuse for these days.

iv. An employee will not be entitled to paid sick leave on a rest day, public holiday, non-working
day or on a day when he is on no-pay leave, even if he / she is given a medical leave by the doctor. Besides, employees are also not entitled to paid sick leave during periods, which they are receiving compensation for disablement under Workmen's Compensation.

v. In the event that sick leave / hospitalization leave taken by employee exceeds his / her entitlement, the Human Resource Department shall inform the employee and deduct his / her salary equivalent to the number of days of sick leave / hospitalization leave taken over and above the entitlement. Any half day of sick leave / hospitalization leave shall be counted as 1 day sick leave / hospitalization leave.

vi. All medical certificates must be produced on the first day the employee reports back to work.

For Grade 2 - 10:  All medical certificates will be accepted including the one issued by a dentist or a private doctor;

For Grade 1: Only medical certificates issued by the company doctor Drs Koo & Neoh Medical Group or the MOM approved public medical institutions will be accepted.

* The MOM approved public medical institutions are:

1)  Alexandra Hospital
2)  Changi General Hospital
3)  Institute of Mental Health / Woodbridge Hospital
4)  Jurong Medical Centre
5)  KK Women's and Children's Hospital
6)  Khoo Teck Puat Hospital
7)  National Cancer Centre
8)  National Dental Centre
9)  National Heart Centre
10) National Neuroscience Institute
11) National Skin Centre
12) National University Hospital
13) NHG Eye Institute
14) Singapore General Hospital
15) Singapore National Eye Centre
16) Tan Tock Seng Hospital
17) The Cancer Institute
18) The Heart Institute
19) All polyclinics under the National Healthcare Group
20) All polyclinics under the Singapore Health Services.
6.6 Compassionate Leave

i. The Company will grant 3 working days of paid compassionate leave to confirmed employees but no more than 6 working days per calendar year in each event of the following circumstances:

<table>
<thead>
<tr>
<th>Circumstances</th>
<th>No. of Days Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death of Spouse, child, parent or In-Law</td>
<td>3 working days</td>
</tr>
<tr>
<td>Death of grandparent or sibling</td>
<td>2 working days</td>
</tr>
</tbody>
</table>

ii. Compassionate leave must be consumed consecutively and it is for the preparation for and attendance at the funeral and burial.

iii. A copy of the Certificate of Death of the deceased must be submitted to the Company after the event.

6.7 Maternity Leave

All female employees are entitled to maternity leave if:

Criterion A: The child is a Singapore Citizen;
Criterion B: The child’s parents are lawfully married; and
Criterion C: The employee has worked for the Company for at least 90 days before the child’s birth.

i. For employee meets all the criteria, she will be entitled to sixteen (16) weeks of paid maternity leave. Working fathers are entitled to share 1 week maternity leave, subject to the agreement of the mother.

ii. For employee meets Criterion C only and covered under the Employment Act, she will be entitled to twelve (12) weeks of maternity leave up to two confinements. First eight (8) weeks are paid leave, the subsequent 9th to 12th weeks are unpaid leave.

iii. If the employee meets the Criteria A & B within 12 months of the child’s birth, she will be eligible for the remaining maternity leave from the date she meets all the criteria. The remaining maternity leave entitlement must be taken before the child turns 12 months old.

iv. Employee is encouraged to take the 9th to 16th weeks of the maternity leave flexibly over a 12 months period after the child’s birth. The employee can consume an equivalent of 8 weeks’ worth of working days flexibly, up to a maximum of 44 days. Options are as follows:

1) Return to work on a half day scheme; or
2) Be on a shortened workweek (of 3 days) until the flexed leave (maximum 44 days) is exhausted.
v. Employee shall inform the Company at least two months before her maternity leave and as soon as practicable of her delivery. Otherwise, the employee is only entitled to half the payment during maternity leave.

vi. An application for maternity leave shall be supported by a certificate from a registered medical practitioner or a government hospital.

vii. The employee is not entitled to paid sick or hospitalization leave while on maternity leave. The employee is also not eligible to claim for medical expenses incurred in connection with the delivery of her child.

6.8 Paternity Leave
All male employees are entitled to one (1) week of paternity leave if:
Criterion A: The child is a Singapore Citizen born on or after 1 May 2013;
Criterion B: The child’s parents are lawfully married; and
Criterion C: The employee has worked for the Company for at least 90 days before the child’s birth.

6.9 Child Care Leave
All employees are entitled to childcare leave if:
Criterion A: The child (including legally adopted children or stepchildren) is a Singapore Citizen;
Criterion B: The child’s parents are lawfully married (including divorced or widowed parents);
Criterion C: The child is below seven years of age;
Criterion D: The employee has worked for the Company for at least 3 months.

i. For employee meets all the criteria, he / she will be entitled to six (6) days of paid childcare leave per calendar year. The leave for a calendar year will be pro-rated based on the duration of employment (as showed below), subject to a minimum of 2 days.

<table>
<thead>
<tr>
<th>Service Months</th>
<th>Eligible Childcare Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not eligible</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2 days</td>
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<td>4</td>
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<td>5</td>
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<td>4 days</td>
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<td>5 days</td>
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<td>10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>6 days</td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>
ii. For employee only meets Criterion C & D and covered under the Employment Act, he / she will be entitled to two (2) days of paid childcare leave per calendar year.

iii. All employees shall submit their childcare leave application to their respective Head of Department through E-Portal two (2) working days in advance. They may go on leave only when their leave application has been approved.

iv. An application for childcare leave shall be supported by the child’s Birth Certificate.

v. Childcare leave is capped at 6 days (for Singaporeans) or 2 days (for others) per calendar regardless of the number of children that an employee has and is not transferable between spouses (if any). Unused childcare leave at the end of December of the calendar year will lapse and cannot be encashed.

vi. Childcare leave cannot be used to offset the notice period for termination of employment.

6.10 **NS Reservist Leave**

All Singapore Citizen employees shall be granted leave of absence to enable them to fulfill their National Service obligation. Employees who are required to undergo reservist training must inform their Head of Department immediately on receipt of notice from the relevant authority.

The employee shall submit all supporting documents to the Human Resource Department as early as possible, so as to ensure that the make-up pay claim is submitted to the relevant authority on time.

6.11 **Training Leave**

All employees shall file the paid training leave application through E-Leave if they are sent for training by the Company during working hours. Employees will be notified by Human Resource Department regarding the training schedule details prior to their application.

6.12 **Overseas Travel Leave**

Human Resource Department will update the overseas travel leave when employees are on business trip overseas. Employees will need to inform the HR Department if any amendment made to their schedule.

7. **BENEFITS**

7.1 **Medical Benefits**

All confirmed employees are entitled to medical expenses claims up to S$360 per calendar year, including dental and traditional Chinese medical treatment.

Medical expenses accrued in Malaysia are claimable for employees posted to JB DDG or stay in JB and commute to Singapore every day.
All expenses are payable only upon receiving the original receipt.

7.2 **Workmen’s Compensation**

The Company will insure every employee, or “workman”, defined under Workmen’s Compensation Act, against personal injury sustained by accident arising out of and in the course of work. Benefits awarded will be according to the guidelines stipulated by the Ministry of Manpower / Workmen’s Compensation Act.

7.3 **Hospitalization & Surgical Insurance**

All confirmed employees are covered under AXA/Great Eastern Hospitalization and Surgical Insurance. However, the Company shall not be liable for any claims not related to work.

7.4 **Travel Insurance**

All employees travel overseas on business is covered under AIG Travel Insurance plan. Any incident encountered during the trip must be reported to the HR Department immediately for follow up actions. The company shall not be liable for any unreported lost / damage incurred.

7.5 **Company Assigned Assets**

Depends on their designation, each new employees will be issued the digital equipment as well as other goodies by respective departments, such as staff ID card, laptop, camera, mobile phone and stationery.

All goods issued by the Company shall remain as the Company’s assets and shall be returned to the Company upon the employee’s resignation or upon Company’s request.

In case of damage due to negligence, employees shall be liable for the charges accrued.

8. **PERFORMANCE REVIEW**

8.1 **Performance Appraisal**

The Company places great emphasis on employee performance and hence it is the Company’s policy to reward the employee according to their good performance. An open performance appraisal system is adopted to provide an open assessment and discussion of an employee’s performance and developmental needs. This will be done annually and as and when necessary. The performance appraisal is linked to salary review and incentive payments.

The criteria for the evaluation shall be based on several factors such as:

1) Knowledge of the job;
2) Ability to perform on assigned duties;
3) Demonstrated on-the-job initiative;
4) Compliance with the Company’s rules and policies;
5) Commitment to team building / good team leader;
6) Positive attitude towards job and the Company;
7) Professionalism;
8) Attendance;
9) Reliability & Integrity;
10) Productivity & Efficiency.

8.2 Annual Increment
Annual increment, if any, will be awarded to the employee in January of every year based on performance appraisal result. The amount to be given will be at the discretion of the Company and will vary according to the employee's capabilities, performance, work scope and duties of work, and the Company's performance.

Eligible employees include confirmed employees who have served the company for at least one year as of 31st December.

8.3 Performance Bonus
The Company will, at its discretion, pay a performance bonus in the form of an annual variable bonus sometime in December of every year. The amount to be given out will be based on the performance of the employees and the Company as well as the service year of the employees.

Eligible employees include confirmed employees who have served the company for at least three months as of 31st December of the previous calendar year.

9. RULES & REGULATIONS

9.1 Code of Conduct
It is expected that all employees shall conduct themselves at all times in a manner, which brings credit to themselves and the Company. In order to do this, all employees shall follow and maintain the Company's Code of Conduct at all times.

The term “Misconduct” shall be deemed to mean and include the following Minor and Gross Acts of Misconduct:-

i. Minor Misconduct
The following acts or conduct shall be treated as minor misconduct. Employees so involved are liable to receive warnings.

1) Absence without official leave;
2) Tardiness;
3) Careless or negligent work;
4) Laziness, inefficiency or loitering during work hours;
5) Attempting to obtain leave by false pretences;
6) Failure to observe safety and health regulations in circumstances not amounting to gross
misconduct;
7) Refusal to wear uniforms or failure to wear them in a proper manner;
8) In case of male employees, sporting long hair;
9) Not keeping the work place clean and tidy;
10) Eating in company premises except in approved areas;
11) Not taking proper care of company property;
12) Quarrelling in company premises;
13) Committing a nuisance in company premises;
14) Inciting, influencing or collaborating another employee to commit any of the above misconduct;
15) Any other misconduct not mentioned above as may be determined by the Company from time to time

ii. **Gross Misconduct**

The following acts of conduct shall be treated as gross misconduct which an employee is liable to receive a warning, suspension without pay up to one week, demotion to a lower grade or immediate dismissal.

1) Absence from work for more than 2 working days continuously without approval or good excuse and without informing or attempting to inform the Company of the excuse for such absence;
2) Willful insubordination or refusal to carry out a reasonable and lawful instruction of a superior;
3) Refusal to work;
4) Gross negligence at work that resulted in losses or damages suffered by the Company;
5) Willful slowing down in performance of work;
6) Sleeping in Company premises during official working hours;
7) Failure to resume employment without cause on expiry of maternity leave;
8) Working for another employer whilst on maternity leave;
9) Any false declaration or misrepresentation regarding his / her personal particulars;
10) Organizing, holding, attending or taking part in any meeting within Company premises which is not in connection with the Company’s business without obtaining the prior permission of the Company;
11) Displaying, pasting or distributing any documents, circular or publication within Company premises or removing the same without prior permission from the Company;
12) Breaching the Company’s rules relating to confidentiality;
13) Lending or borrowing money in Company premises in circumstances prejudicial to good discipline;
14) Committing any act of subversion contrary to good discipline in the Company;
15) Failure to observe safety and health regulation in circumstances that will cause injury to any other person or damage to Company property;
16) Smoking in prohibited places;
17) Theft or dishonesty;
18) Fighting, whether provoked or otherwise;
19) Conduct which is likely to endanger the safety of another person;
20) Being drunk, intoxicated, in possession of alcoholic drinks, disorderly conduct, indecent behavior, intimidation, coercing or interfering with the work of other employees whilst in Company premises;
21) Gambling in Company premises;
22) Willful or negligent action resulting in damage to Company property;
23) Conviction by any court of law for a criminal offence;
24) Committing an act which is detrimental to the Company’s good image or interest;
25) Possession of any lethal weapons in Company premises;
26) Inciting, influencing or collaborating another employee to commit any of the above major misconduct;
27) Careless / Willful damage to customers’ property;
28) Careless / Willful damage to other third party’s property;
29) Any other misconduct not mentioned above as may be determined by the Company from time to time.

The Company shall maintain a record of misconduct in respect of which an employee is warned or suspended. The repeated commission of a minor misconduct will result in subsequent misconduct being treated as gross misconduct.

9.2 House Rules

1) Professional Behavior
   Employees should conduct themselves in a professional manner at all times.

2) Punctuality
   Employees are expected to be punctual in all Company’s meetings, functions, appointments, training, reporting for work etc.

3) Accountability
   Employees shall notify their Superior when leaving the premises during working hours. Site operators shall report to the Factory upon completion of duties at the end of the day.

4) Privacy
   Employees should respect other colleagues’ privacy at all times.

5) Payments, gifts and gratuities in cash or kind
   Such giving should not be accepted by any employees unless the Company has given prior approval.

6) Telephone Use
   All employees are required to pick up any phone calls in their working vicinity, including those not belonging to them.
7) Dress Code
   Monday – Friday: Semi Formal / Uniform
   Saturday: Smart Casual
   Gentlemen: No Slippers, no shorts
   Ladies: No Slipper / Singlet, no mini skirt / shorts

8) Hygiene
   Employees are required to observe personal hygiene and cleanliness at all times.

9) Publications
   No employee is permitted to talk to the press and media regarding any business of the Company.

9.3 Confidentiality
   Employee agrees that any and all knowledge or information that may be obtained in the course of the employment with respect to the conduct and details of the business and with respect to the trade secrets, formulas, machinery, confidential information or any other sensitive data with the Company will be forever held inviolate and be concealed from any competitor and all other persons.

   Likewise, directly or indirectly, at any time in business, he / she will not impact the knowledge acquired to anybody and that should he / she at any time leave the employ of the employer he / she agrees not to enter into the employ or service or otherwise act in aid of the business of any rival company or concern or individual engaged in the same or in similar lines of business.

   The company shall have the absolute right to take legal action against any employee who has deemed to commit the above acts of violation.

9.4 Notification of Absence
   Employees who are unable to report for work for any reason (sickness, injury, urgent personal issues), must inform their immediate superior of his / her absence and the full reason for it before 9am on the working day of absence.

   Employees who fail to do so shall be deemed to have absented themselves from work without permission and reasonable excuse for these days.

   An employee who is unable to report for work due to sickness or injury that continues for more than 2 working days must provide the Company with a medical certificate by the 3rd day of sickness or injury. A medical certificate must be provided to the Company thereafter to cover any continued absence.

9.5 Personal Property
   The Company discourages employees from bringing personal property into the Company premises and shall not be responsible for loss or damage to personal property brought into Company premises.
9.6 **Company Property**

All company property entrusted to employees shall be returned to the Company before the employee leaves the employment of the Company. In the event of failure to do so, the Company may recover the cost of such Company property from the pay of employees.

Every employee who has not returned Company property to the Company before he resigns or engages in vandalism or damage to Company property shall be liable for further prosecution.

9.7 **Removal of Company Property**

Every employee who, in the course of his work, is required to take Company property out of Company premises for any reason must obtain the appropriate approval by section manager before he/she is allowed to take the Company property outside the premises.

An employee is required to produce an authorized gate pass to the security personnel if removing any Company's property out of the factory premises. In all cases of theft or dishonestly involving Company's property or the property of fellow colleagues, the offender will render himself/herself liable to immediate dismissal and legal prosecution.

9.8 **Use of Company Premises**

Company premises shall be used solely for the purpose of work connected with the Company's business only. Any employee who desires to use Company premises for any other purpose such as a rally or a meeting not connected with Company's business shall first obtain the prior permission of the Company.

The Company's notice boards are to be used for official notices only. Any employee who desires to put up a notice or post on Company's notice boards other than of an official nature connected with the Company's business shall obtain the prior approval of the Company.

In general, Company premises and Company property are to be used for work in connection with the Company's business only. Where the use of such facility other than in connection with the Company's business is desired, prior approval from the Company must be obtained.

9.9 **Photography Restriction**

No employee or visitor is allowed to take any photograph within the factory premises for any purpose except with the specific prior authorization of the Company.

9.10 **Employee’s Personal Particulars**

Every employee is required to furnish the Human Resource Department with their personal particulars as accurately as possible on the first day him/her report to work.

Any changes in the employee's personal particulars, such as home address or personal contact details, etc, shall be notified to the Human Resource Department promptly.
9.11 Employee’s Clearance

On the last day of service with the Company, all Company assets such as staff ID card, laptop, software, and cabinet’s key, manual, stationary or any other items recorded by HR, IT or Accounts Department that belongs to the Company must be returned to the Company before any salaries due to him / her can be released.
DDG Orientation Information Agreement
培训课程信息同意书

Name: _______________________________________ ID No: ________________   Date: ______________
姓名 工号 日期

Terms & Conditions （附带条件）
1. I have understood the content of the orientation guide.
   本人已明白公司介绍培训课程所提供的信息。

2. I will abide to the stipulated working hours and rest hours.
   本人将顺从公司所规定的工作与休息时间。

3. On the occasion of failure to report to work, I must inform HR department and my supervisor or leader before 9am.
   若生病（病假）或因任何因素不能够上班，本人必须在当天早上9点之前通知人事部及主管。

4. I need to apply my annual or unpaid leave 3 days in advance and submit to my supervisor.
   若要申请假期，本人必须在3天前向主管缴脚申请表格。

5. I shall be subjected to the company’s penalty and punishment if I fail to comply to the company’s rules.
   本人同意遵守公司所规定的纪律，若犯规将依照公司的程序接受处罚。

6. I shall keep my salary information discreetly.
   本人将把薪水有关的资料保密。

7. I shall work diligently and abide to my supervisors instructions.
   本人将顺从主管的吩咐，积极工作。

I ___________________________ I/C No: __________________________ agree to abide to the terms mentioned above.
本人同意及了解以上的规则。

_______________________
Signature 签名

Witness By,

______________________
HR Department