

Objective

1. To strengthen the company's employees discipline, standardized attendance and leave management, to protect the legitimate rights and interests of employees, in accordance with local and Malaysia laws and regulations, specially formulated this Policies.

Scope of Application

2. This Policies applies to all employees.

Responsibilities

3. Human Resource Department responsible manage employees' attendance, policy setup, revise, supervision, attendance system maintenance, thumb print setup, and implementation. Also employees' daily attendance checking, and the monthly attendance report preparation.
4. Each Heads of departments must cooperate with the Human Resources Department implementation work to perform attendance management, responsible to follow up the department employees' daily attendance, and according to the objective reality of the employees leave application form, attendance review, and designate a person responsible follow up with human resources department do the attendance management docking work.
5. All the employees' attendance record will keep by Human Resource Department. Preservation of permanently

Working Hours Management

6. Working hours will be in accordance with the Malaysia Labour Legislation requirement and established to suit the needs of both the employees and the company.
7. Listed below is the normal set of break time hours where the Company reserves the rights to amend the schedule according to the Production needs by giving sufficient notices in advance.

Shift Pattern	Working Hours	Category Break Time	Time / Duration
Normal Shift / Office Shift	8:30am – 17:30pm	Lunch	12:00pm – 13:00pm
Morning Shift	7:30am – 19:30pm	Lunch	11:00am – 11:30am
		Afternoon Break	15:00pm – 15:30pm
Night Shift	19:30pm – 7:30am	Dinner	23:00pm – 23:30am
		Morning Break	3:00am – 3:30am

4. Working hours and break times are subject to change from time to time as directed by the Company. All employees will receive notification should work hours or break times change.

5. Position related with Production and closely departments of the work days according to the actual production planning, Human Resources department can be adjusted after the appropriate time, if emergency or temporary emergency tasks, employees should obey the company's temporary working hour's deployment arrangements.
6. Attendance Method: Company using Attendance Thumb print system, employees **MUST** thumb in and out when start work, lunch, break and back from work.
7. For those Muslim Male employees Praying on Friday, must get approval from Superior and issue Gate pass as follow:

Shift Pattern	Lunch & Praying Time
Normal Shift / Morning Shift	12:30PM – 14:30PM

** Remark: Late in will affect Personal work performance Appraisal*

12. Attendance Thumb Print Regulation

- Employees must thumb print attendance at the designated area.

Area	Attendance Device
Ground Floor Worker Entry area	2 units
Ground Floor Lobby Entry area	1 unit

- Employees Must Thumb In & Out during period as below:

Category	Thumb Print
Office Employees	4 times per day Start work, Lunch (Out & In) and After work
Production / Warehouse employees / Security Guard	6 times per day Start work, Lunch (Out & In), Break (Out & In) and After work

13. All employees must thumb print their attendance in the device as set requirement, If :

- For those employee unable thumb print their attendance, they must fill in “Failure Thumb Print Report” and get approval by respective department head. The report need to submit to HR Personnel on same day before going back otherwise will consider **Absent**.
- The thumb print device breakdown or out of power supply, respective department head must list out the employee attendance in “Failure Thumb Print Report” and verify by HR Personnel
- The employee forget to thumb print their attendance, respective department head must verify their “Failure Thumb Print Report” and allow for maximum 3 times per month only. For those exceed 3 times, Show cause letter will be issued.
- The employee unable thumb print due to outstation or perform any official work, HR Personnel will update his/her attendance according to the proof received.

14. Lateness & Early Release:

- Employee's lateness **more than 3 times in a month**, Discipline action will be taken.
- Employee's lateness **more than 15 minute per day**, will deduct salary base on salary basic rate as unearned wages.
- Employee's early release before end of work hours, salary will be deduct accordingly as unearned wages, and discipline action will be taken if without acceptable reason.

15. Attendance Detail:

Fully Attendance: No any leave taken, lateness, early release and absent record on the month consider as Fully Attendance.

Absenteeism: If the employee did not turn up to work and did not get prior approval from the superior will be consider absent. Discipline action will be taken.

If the employee 2 days absent continuously, the employee consider absconded self-termination without notice to the management.

If the total absenteeism up to 3 times a year, then shall not entitle yearly adjustment or promote on the year.

In all cases of lateness or urgent absences, employees are required to contact his/her supervisor or appropriate designated person before the start of your shift and or regular start time and provide an honest explanation.

16. Overtime:

It should be understood that you may need to perform overtime work on occasions as required by the Company in order to complete your duties whereby you shall be paid as per Malaysian Labour Law.

- Overtime in excess of normal hours of work shall be paid 1.5 times of the hourly rates:

$$\frac{\text{Monthly salary}}{26\text{days} / 8 \text{ hours}} \times 1.5$$

- Overtime paid during rest day or Public Holiday as follow:

$$\frac{\text{Monthly salary}}{26\text{days} / 8 \text{ hours}} \times 2.0$$

If the O.T. hours for the holiday work exceed the normal hours of work, you will be paid 3 times the hourly rate of pay as follow:

$$\frac{\text{Monthly salary}}{26 \text{ days} / 8 \text{ hours}} \times 3.0$$

17. All employees are entitled to the following types of leave (where applicable):

- **Annual Leave**

(Employees are entitled to paid annual leave based on earned leave basis after confirmation)

Length of Service	Entitlement
≤ 2 year of service	8 days per year
2 – 5 years of service	12 days per year
5 years of service and above	16 days per year

** Calendar year is from 1 January to 31 December. For employees who have worked less than 12 months on the 1st of January (not shown on this table) the earned annual leave will be prorated. From 1st January the following year (first year of service), employee will earned the full of annual leave depending on Length of Service. Annual leave accorded prior to this revision will remain unchanged.*

- a) **Annual Leave Balance** can be carried forward. The carried forward leave has to be consumed by 30 June the following year. Any leave balance not consumed on the last day of the calendar year will be back paid.
- b) Leave application should be submitted 7 working days in advance to your superior for approval before commencement of leave. So that necessary arrangements can be made to cover your duties during your absence.
Should an employee be unable to provide notification of absences for three consecutive workdays, Mehow reserves the right to regard this as voluntary termination without serving notice.
Employment Act 60E(1), If an employee's absenteeism exceeds 10% of the working days during the 12 months during which his/her entitlement to annual leave accrues, he/she shall not be entitled to such leave.

For employees on half day leave, the start and end times are as follows:-

- Morning leave : 8.30AM - 13:30PM
- Afternoon leave : 12:30PM -5.30PM

- **Sick Leave and Hospitalization Leave**

Employees are entitled to Paid Sick Leave and Hospitalization Leave in each calendar year. The entitlement criteria is as follows:

Where no hospitalization is necessary	Days of entitled
If employed for less than 2 years	14 days
If employed for 2 years or more but less than 5 years	18 days
If employed for 5 years or more	22 days
Where Hospitalization is necessary	

Any Sick Leave taken must be deducted from the 60 days

60 days in aggregate each calendar year

An employee is entitled to Sick leave on a calendar year basis. It is not apportioned according to the period of his service in that year. Employee will get the full entitlement even though his works for less than one year.

Sick leave will only be granted to an employee who has been issued with medical certificates (MC) by:

- a) Company’s Panel doctors
- b) Malaysia Government hospitals
- c) Specialist hospitals

Upon obtaining MC, the employee must inform his immediate superior of his absence. The employee will have to fill in the Leave Application Form when returns to work.

An employee is deemed to be absent if:

- The medical leave is not certified by the recognized medical clinic per the abovementioned.
- He or she did not inform or attempt to inform the company within 48 hours of the commencement of such medical leave.

Employee is given time off for medical consultation during working hours. A medical excuse chit is to be obtained as evidence of such consultation. If your time away for medical consultation is more than 4 hours, either your salary or leave will be deducted accordingly, if no MC is granted to the employee:

Hours absent from work	Before / after consultation	Status
≤ 4 hours	Return to work	Time Off or ½ day leave (Paid/Unpaid) taken
Regardless of hours absent / hours stated in excuse chit	*Does not return to work (no time off entitlement)	1 day leave (Paid/Unpaid) taken

Please note, this is not applicable to employees who are on half day leave (either AM/PM). Those taking half day leave are not permitted to take the other 4 hours as time off and absent for work.

Note: Consultation hours could be any time during the work day.

- **Maternity Leave**

All female employees covered by the Employment Act are entitled **60 days** Paid Maternity leave benefits if

- I. The child is a Malaysian Citizen;
- II. The child’s parents are lawfully married; and
- III. The employee has worked for the company for at least 90 days before Or employed at any time during the 4 months immediately before the child’s birth.

A female employee shall not be entitled to any maternity leave if at the time of her confinement she has **Five or more** surviving children.

- **Paternity Leave** (for confirmed staff only)

All male employees are entitled to **2 days** paternity leave on the birth of the first and second child, provided that such leave must be consumed within one month of the birth of child (Birth certificate must be produced as supporting document).

- **Marriage Leave** (for confirmed staff only)

A confirmed employee is eligible for **4 days** marriage leave on the occasion of his or her first legal marriage upon production of a properly authenticated marriage certificate.

Such leave can be consumed during Registration-of-Marriage (ROM), Customary wedding or honeymoon if the following conditions apply:

- (i) Submit marriage leave application form to his or her superior together with Marriage Certificate upon ROM.
- (ii) Indicate at least the month and year to activate the marriage leave entitlement (The month and year could be any time either during ROM or after ROM).
- (iii) If the employee ceases employment with the company before taking the marriage leave, the four days leave will be forfeited and cannot be encashed during final settlement.

- **Compassionate Leave** (for confirmed staff only)

Employees are entitled to **3 days** paid compassionate leave in the event of death of the employee's family (parents, brothers, sisters, grandparents, spouse, children, parents-in-law). The compassionate leave must be taken across 3 consecutive working days.

Relevant death certificates must be produced to support such application.

- **Public Holiday**

Employees are entitled Public Holiday specified by Company every year.

18. All Leave approval process and permissions see "Leave Application process table"

Supplementary Provisions

19. This Policy is responsible by Human Resource Department for the formulation, modification and interpretation. Where this policy & procedure conflicts with past regulations, this policy shall be implemented.

20. The Policy with effect from the date of publication.