

MEMORANDUM

Ref. No.: Memo-63/21
To: All employees
Date: 15 Dec 2021

Re: Amendment of Company Rules – LATENESS OR EARLY OUT

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With effective from 26 Dec 2021, one of the company rules and regulations will be amended as follows:

Lateness & Early Release:

- Employee's lateness **more than 3 times in a month**, Discipline action will be taken.

For your reminder, 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.

Thank you.

Acknowledged by,



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Ong Kim Seng
Human Resources Manager

Acknowledged by,



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Lim Seng Beng
General Manager