

<p>1.0 About This Employee Handbook The Employee Handbook Use of this Employee Handbook Updates to the Handbook Feedback on the Handbook</p> <p>2.0 About The Company</p> <p>3.0 Terms & Conditions of Employment Employment Validity Employment Classification Job Grade & Salary Range Probation Confirmation Termination of Employment Dismissal from Employment Retirement Prolonged Illness Working Hours Public Holidays</p> <p>4.0 Code of Conduct Punctuality & Attendance Dress Code Conduct Care for Property Conflict of Interest Confidential Information Publications, Interviews & Broadcasts Acceptance of Gifts & Entertainment Whistle Blowing</p> <p>5.0 Technology Systems and Use Security of IT System Passwords Data Back Up Policies No unauthorized Software Programs Download or installation of 3rd Party Materials Anti-Virus Software Stay Alert to Security Risks Use of Company's IT Systems Misuse of Company's systems Reporting Faults Inappropriate Use Personal Use Loss or Damaged IT Issued Equipments Potential Torts and Other Liability Client Confidentiality Signatures on Outgoing Emails Languages in Email Communications No undertakings by Email "Out of Office" Response Internet Use Policy</p>	<p>6.0 Salary Administration Payment of Salary (Pay Day, Pay Mode) Salary Withholding Central Provident Fund Salary Review Performance Bonus Overtime Pay</p> <p>7.0 Leave Annual Leave Medical Leave Compassionate Leave Maternity Leave, Paternity Leave Childcare Leave National Service Leave No Pay Leave Marriage Leave Any Other Statutory Leave</p> <p>8.0 Staff Benefits Outpatient Medical Treatment Specialist Treatment Medical Insurance Professional Subscription Long Service Award</p> <p>9.0 Allowances & Reimbursements Transport (Taxi/Car/MRT/Bus) Meal Allowance Mobile Phone Entertainment</p> <p>10.0 Career Development & Training Performance Appraisal Training Support/Grant Attendance Course Evaluation Training Bond Training Record</p> <p>11.0 Standards & Safety At The Workplace Reporting Unsafe Conditions or Practices Maintaining a Safe Worksite Reporting An Injury Care of Equipment and Supplies Smoking Violence and Weapons Drug Free Workplace</p> <p>12.0 Grievance & Discipline</p> <p>13.0 Leaving The Company Notice Period & Outstanding Annual Leave Work Permit & Employment Pass Re-Hiring</p> <p>14.0 Business Travel</p>
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