

1. Employment and Recruitment

The Company believe that our Employees are its greatest asset and vital to the success of the Company. All new Employees are recruited on the basis of their qualifications and suitability for the position through advertisements, electronic job postings, referrals, employment agencies, recruitment events or internal placement/transfers.

New Employees are mostly employed on a permanent full-time basis. However, the Company may engage consultants, part-timers and interns for specific projects. Benefits for consultants, part-timers and interns are indicated separately in the respective Employment Contract.

1.1. Procedures

The recruitment process is to be initiated by the requesting department by submitting a Personnel Requisition Form to the Human Resources Department.

All requisition forms must be duly approved by the Head of Department. The Human Resources Department will vet through before seeking final approval from the Managing Director.

The form must clearly indicate if this requisition is an addition to the present manpower budget or a replacement position.

Human Resources will contact the candidates, arrange the interview schedule and advise the requesting department. Documents during recruitment are as follows:

- a. Application form
- b. Candidate resume
- c. Candidate academic certificates
- d. Photocopy of NRIC (Front & Back)
- e. Passport photo ~one (1) pc
- f. Last drawn salary slips ~one (1) months

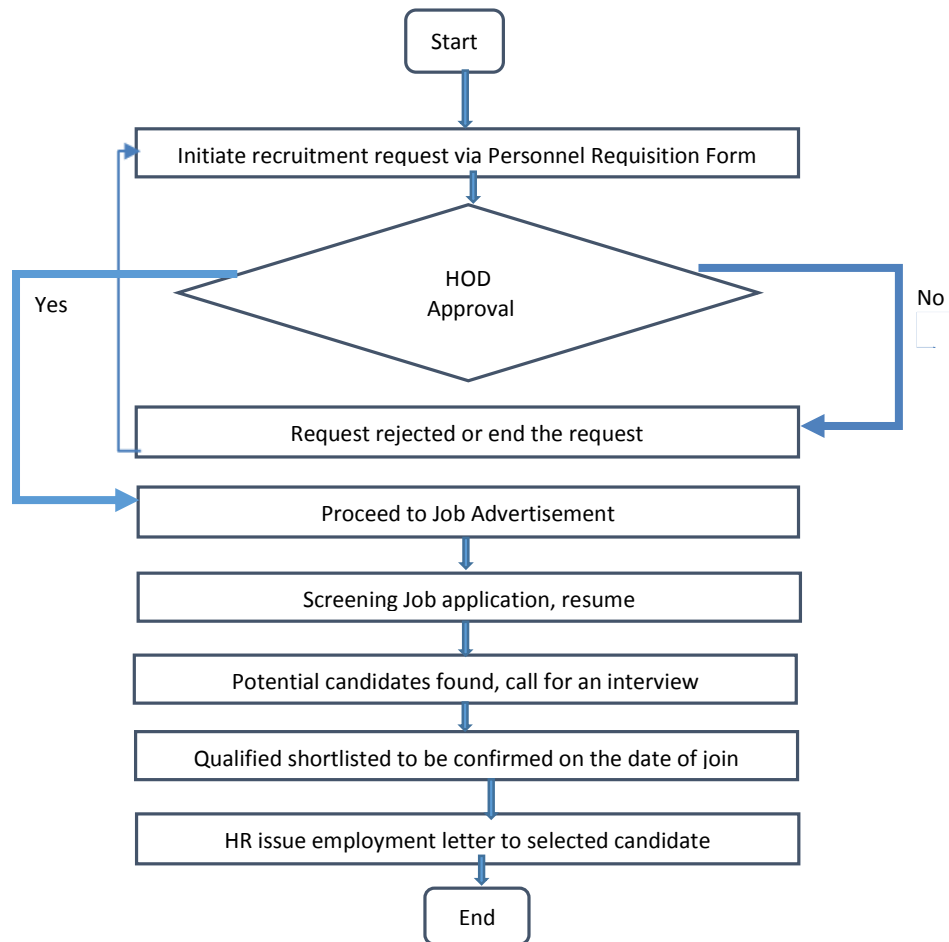
1.2. Interview Process

The interviewers for the various positions are as follows:

Position	Interviewer
Managers, Head of Department	Director
All other Executive Staff	Head of Department
Non Executive Staff	Head of Department or Human Resource Representative

A selected candidate must be validated by the respective Head of Department and approved by Director.

1.3. Employment Process Flowchart



1.4. Appointment Letter and Employment Contract

All new Employees will be given Letter of Appointment which states the basic terms and conditions of employment. It will be issued in duplicate to the Employee prior to commencement of employment or on the first day of work.

New Employee must sign both copies and return the duplicate copy to the Human Resources Department. The Company's terms and conditions of employment, written or practiced, may change from time to time. If a contractual change in terms and conditions of employment results in a change to Employee's written statement of employment conditions, Human Resources Department will provide a written statement of the change at the earliest opportunity.

1.5. Induction Program

The Company recognises its responsibility to ensure Employees are provided appropriate development during the course of employment. This development begins at the induction stage when a new Employee joined the Company. The

Company aims to support and develop Employees in their role so that they feel confident to undertake the responsibilities placed upon them and ultimately are able to contribute to the success of the organisation.

All new Employees will report to Human Resources Department on the first day of employment.

The Human Resources Personnel is responsible for the first day of the induction program and all new employees will be requested to complete the following:

- (a) Request to fill the following forms
 - i) New Hire Data Sheet. The information in this sheet is both obligatory and mandatory because the information is required for statutory returns, correspondence and career development purposes.
 - ii) Laptop Inventory Form (if applicable)
 - iii) All other outstanding paper works as mentioned in the New Employee Recruitment checklist
- (b) Introduce new Employee to the rest of the colleagues
- (c) Email to new Employee all the common forms (i.e. Expense Claim Form)
- (d) Handover new Employee to their respective line manager/supervisor

For new join at Site, they are required to complete the following:

- (a) Request to fill the New Hire Data Sheet, Vehicle Form(if applicable)
- (b) All other outstanding paper works required by HR Department
- (c) Site Supervisor/Manager to conduct a briefing on the site area
- (d) Site Supervisor/Manager introduce new Employee to the rest of the colleagues
- (e) Site Supervisor/Manager show the Employee common forms (i.e. Expense Claim/Leave Form)

The line manager/supervisor is responsible in ensuring that new Employee receives the appropriate level of induction to allow new Employee to perform the responsibilities of his/her role. The content and duration of the induction program will depend on the scope and complexity of the job and the line manager/supervisor are required to outline this in detail to new Employee on the first day of work.