

Human Rights

Safety And Health Policy

It is the policy of the Occupational Safety and Health to provide a safe working environmental and healthy for all employees and others perons who may be affected by its activities.

The Management and employees will work together to achieve the goals and objectives of this policy through consultation and cooperation.

In particular, the policies of the department are :-

- To provide and maintain a place and a system that is safe and healthy.
- To ensure that all employees are given the information, instruction, training and supervision on how to do their jobs safely and without risks to health.
- 3 To investigate all accidents, disease, poisoning and dangerous occurrences and take steps to ensure such incidents do not recur.
- To comply with legal requirement on safety and health as set out in the Occupational Safety and Health Act 1994, regulations 4 and approved codes of practive.
- To provide basic welfare facilities for all workers. 5
- To review this policy when necessary.

The Department believes that the safety and health must be integrated into our daily activities and use of the workplace safe and healthy is a key factor to ensure the success of our mission.

Hours, Wages and Leave

SEM MATIC SDN BHD

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1. EMPLOYMENT RULES & REGULATIONS

Probation period will be three months from the date of commencement of work. However, the management has the right to either shorten or lengthen the probation period depending on the performance of the said staff. Staff shall be informed in writing on the abovementioned.

Your service with the Company may be terminated by either party giving the other one month notice in writing or salary in lieu thereof, and no other claims whatsoever against the employer in respect of termination of service. In the event failing to receive confirmation in writing from the Company, then the last day of your service will coincide with the expir of the probationary penied.

- 1.2 Termination of Service
 i. Upon confirmation, either party may terminate your appointment by 1 month's written notice or payment of 1 month's salary in lieu of such notice.
 - ii. For Supervisor level, either party may terminate your appointment by 2 month's written notice or payment of 2 month's salary in lieu of such notice.
- iii. For Management level, either party may terminate your appointment by 3 month's written notice or payment of 3 month's salary in lieu of such notice.

The Company will decide on whether your leave entitlement outstanding at time of resignation can be used in lieu of notice.

1.3 Working Hours

You shall follow the working hours set by this company and the management has the right to change the working hours without any reference to you.

Monday to Saturday 8:30am to 5:30pm Tea Break 10:30am to 10:45am Lunch 13:00pm to 13:45pm

1.4 Attendance

**Attendance allowance is counted based on half month basic, the calculation is as below:-

Attendance Allowance RM40.00 RM40.00 1st half month 2nd half month

Attendance Allowance will only be credited to those who present to work for each normal working day. This reward is counted as a half month basic. Employee who absent from work or confinued late attendance, take unpaid leave & medical leave are not eligible for the reward mentioned above.

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1.8 General Conduct

- a) You shall not expose, divulge or disclose to any one, at any time, whether by word of mouth or otherwise, any particular details of the Company's affairs, business trails or transactions, technical know-how, admiristrative, financial or organization matters, whether confidential or otherwise which you may have acquired during the course of your employment with the Company.
- You are required to exercise your whole time and best effort on behalf of the Company and during your employment you may not be employed by any

You are required to exercise your whole time and best effort on behalf of the Company and during your employment you may not be employed by any other company.

2. SALARY

2.1 Salary

The salary is paid on monthly basic and the cut off date is 26th of the month. Salary shall normally be paid end of each month. In the event that the end day of the month falls on a rest day of the Company, Public Holiday, payment will be on the next day.

- 2.2 Incentive / Bonus

 Half yearly incentive review shall be conducted in July & January each year.
 Bonus if any, shall be awarded at the absolute discretion of the company,
 2.2.1 Incentive/ Bonus will be paid to eligible confirmed employee only,
 2.2.2 Employees who were tendered resignation or breach the contract will not entitle to incentive 'Bonus."

Yearly salary review shall be conducted in December each year for all eligible permanent employees who have completed their probationary period.

Basic Salary + (Responsible Allowance/ QC Allowance/ Technician Allowance) x Working a Honthly Salary

Employees who expose and discuss the Salary, Incentive & Bonus with fellow Colleagues will be subjected to Strict Disciplinary Action, and any additional cost incurred by Company will affect your future increment, promotion, incentive and bonus performance.

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2.5 Overtime Calculation

i. Normal Day

ii. Public Holiday/ Sunday

3. BENEFITS

3.1 Public Holiday

The Company observes 11 gazetted public holidays declared by the government.

- a) If an employee is absent, without prior approval, immediately preceding or succeeding the public holiday, he/she is not entitled to the holiday pay unless he/she has reasonable excuse.
- b) If an employee is absent, without prior approval, immediately preceding or succeeding the public holiday, he/she come back to work on holiday he/she is only entitled to normal rate of pay.

Employee Provident Fund (EPF)
 Malaysian Employees are required to contribute to the Employees' Provident Fund.

3.3 Employee's Social Security (SOCSO)

Malaysian Employees are required to contribute to the SOCSO.

3.4 Medical Scheme

You are entitled to standard medical benefits provided by the Company. The Company will not bear the cost of dental, optical, obstetrics and general medical text.

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4. LEAVE

4.1 Annual leave

- a) You are entitled to paid annual leave as follows: -
- 10 days for every 12 months of continuous service with the Company if you have been employed by the Company for a period of less than 2 years;
- ii. 14 days for every 12 months of continuous service with the Company if you have been employed by the Company for a period of 2 years or more but less than 5 years;
- 16 days for every 12 months of continuous service with the Company if you have been employed by the Company for a period of 5 years or more.
- b) Annual leave will be pro-rated in respect of any uncompleted period of engagement.
- Applications for leave should be submitted at least 7 days before the commencement of leave or a reason for any inability to comply must be given.
- d) Such leave not taken shall not be brought forward to next year's annual leave

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4.2 Medical Leave a) Entitlement :

- i) Entitlement:

 i. of 14 days in the aggregate in each calendar year if you have been employed for less than 2 years;

 ii. of 18 days in the aggregate in each calendar year if you have been employed for 2 years or more but less than 5 years;

 iii. of 22 days in the aggregate in each calendar year if you have been employed for 5 years or more.
- b) The Company is entitled to deduct any sick leave, exceeding the period stated in paragraph 7 (a), from your annual leave entitlement. Any sick leave exceeding your annual leave entitlement, if approved at the Company's discretion, will be leave without pay.
- c) If the sick leave taken in any calendar year exceeds 5 consecutive days, the Company is entitled to terminate your employment immediately without assignment further reason(s).
- d) Sick leave must be accompanied by a Medical Certificates issued by our Panel Doctor for the number of sick days.
- r-arter Doctor for the number of slot Cays.

 e) On Hospitalization up to 60 days in each calendar year (inclusive of any sick leave taken under section 7(a) to be granted at the discretion of the Company.

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Fair Treatment

Company will keep all the employee data as private & confidential.

All department have department head/Supervisor/Leader.

Our working place in open type.

Install CCTV system in factory and work place to upgrade our security system.

Product Stewardship

No information available.

Country Risk

No information available.

Suppliers

No information available.

Activities for 5S & Safety in Year 2011

No	Activities
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