



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 :-

- 1 To provide and maintain a place and a system that is safe and healthy.
2 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.
4 To comply with legal requirement on safety and health as set out in the Occupational Safety and Health Act 1994, regulations and approved codes of practive.
5 To provide basic welfare facilities for all workers.
6 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 Employment Rules & Regulations
1. EMPLOYMENT RULES & REGULATIONS
1.1 Probation
1.2 Termination of Service
1.3 Working Hours
1.4 Attendance
Approved by / Date: SAM LAW - 01/12/2011
SEM MATIC SDN BHD Employment Rules & Regulations
1.8 General Conduct

- b) 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 basis 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 or Bank 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.

2.3 Salary Review

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

2.4 Salary Calculation

$$\frac{\text{Basic Salary} + (\text{Responsible Allowance/ QC Allowance/ Technician Allowance})}{26 \text{ days}} \times \frac{\text{Total Working days}}{\text{Working days}} = \text{Monthly Salary}$$

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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SEM MATIC SDN BHD

Employment Rules & Regulations				
SEM MATIC SDN BHD	Issued by: ADMIN HR	Effective Date: 01-12-2011	Revision: 00	Page No. : Page 6 of 14

2.5 Overtime Calculation

i. Normal Day

$$\frac{\text{Basic Salary} + (\text{Responsible Allowance/ QC Allowance/ Technician Allowance})}{26 \text{ days}} + 8 \text{ hours} \times 1.5 \times \frac{\text{Total Overtime Hours}}{\text{Hours}}$$

ii. Public Holiday/ Sunday

$$\frac{\text{Basic Salary} + (\text{Responsible Allowance/ QC Allowance/ Technician Allowance})}{26 \text{ days}} + 8 \text{ hours} \times 2 \times \frac{\text{Total Overtime Hours}}{\text{Hours}}$$

3. BENEFITS

3.1 Public Holiday

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

- 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.
- 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.

3.2 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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Employment Rules & Regulations				
SEM MATIC SDN BHD	Issued by: ADMIN HR	Effective Date: 01-12-2011	Revision: 00	Page No. : Page 8 of 15

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;
- 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.

c) 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. 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.

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
1	5 S Activites.  