



Blk 20 Woodlands Link #02-25 Singapore 6755 8177 Fax 6755 8166

COMPANY HAND BOOK

A guide to better understanding of the Company's policies

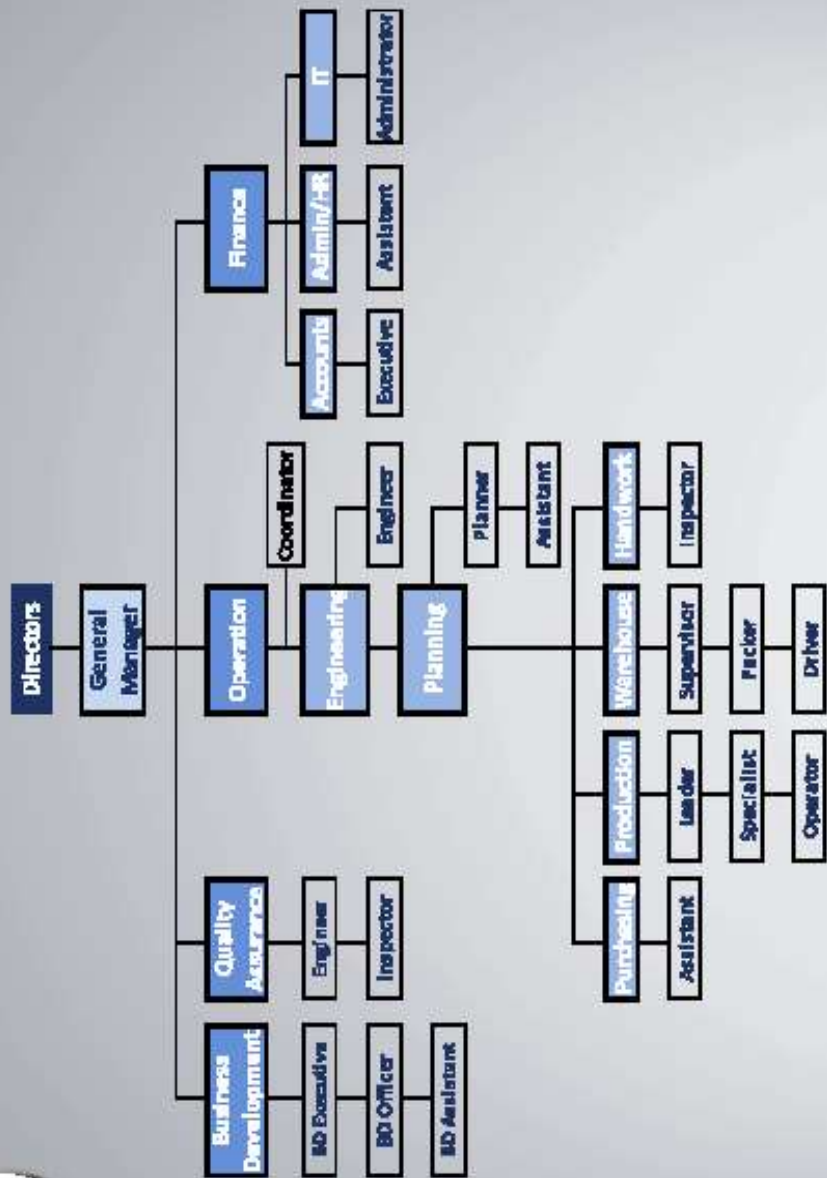
This hand book serves to share with our employees our Company's Motto, Vision and Mission and to specify and clarify matters relating to staff employment with our Company.

Staffs are advice to read this hand book at their free time so as to avoid any misunderstanding and are welcome to clarify any issue mentioned in this handbook with the Human & Resource Department should anyone encounter any doubts after reading.

Most importantly, we welcome any feedback from staff and will consider each suggestion or proposal carefully so as to create a friendly working environment for all of you.

Please take note that content of the hand book are meant for our staff only. Staffs are not allowed to reproduce or share any content with any external party.

Organization Chart



Mettler


Focusing Your Needs Only



FYNO Precision Pte Ltd



Vision

**Doing what we do
Best
with a network of
micro factories
Worldwide accessible to our
customers**



FYNO Precision Pte Ltd



**Core
Values**

FRIENDS

'Building Bonds and Respect with everyone'

Foster Openness and Trust through Communication

Respect for the Individual and People around us

Integrity

Empathy

No Compromise on Quality

Determine and Passionate in what we do

Support Sustainability and Responsibility to our Environment



FYNO Precision Pte Ltd



Mission

To be our Customers'

PREFERRED

Supplier

In supporting their

Research & Development projects that

are dynamic and low in volume

with short turnaround time before

transiting to high volume mass production



FYNO Precision Plc Ltd



Our Commitment towards ISO14001

ISO 14001 Environmental Management System (EMS)

We, Fyno Precision Pte Ltd,
recognize that we have a responsibility to control and continuously improve our
activities, products and services to prevent pollution to the environment.

We are committed to conserve and protect the environment and
strive to comply with all relevant legislative and regulatory requirements and other
applicable requirements to which we subscribe through the implementation of the
ISO 14001 Environmental Management System (EMS) programmes.

1. Appointment

An appointment to the service of the company is valid when the applicant has:

- i Received a letter of appointment and has confirmed acceptance of the offer contained therein by signing and returning the duplicate copy to the firm.
- ii. For Non Singaporean, beside the company's letter of appointment, appointment is also subject to the issuance of the relevant Pass by Ministry of Manpower.
- iii. New employees will be put on a **three (3)** month probationary period from the date of commencement of their employment with the firm. During your probationary period, they are **not entitled** to any Medical, Annual or Compassionate leave as well as medical fee reimbursement.

Upon successful completion of your probationary period, a letter of confirmation of service will be issue to you. In the event the letter of confirmation was omitted, your continuation to work will be deemed as you have accepted the employment.

2. Duties & Responsibilities

The Department Manager or the Management will allocate staff duties and responsibilities according to their appointment. Staffs are required to undertake such duties and responsibilities with due diligent and care in the normal course of work.

Staff that faces difficulty in their routine work, completing assignment or task, are encourage to approach their respective superior to resolve the individual issues encountered.

Failure to meet deadline and or deliberate avoidance to attend to such matters when due will result in disciplinary actions taken against errant staff.

In the course of work, if any staff notice any irregularities, malpractices, abuse of authority, or any matters that is detrimental to the Company's image, integrity or staff well-being, you are strongly encourage to report such matters to the Management for corrective action. Staff that knowingly turn blind eye to such matters or deliberately failed to report such matters will be subject to disciplinary action.

Collaboration to cover up for misconduct, malpractices among colleagues will not be tolerated and if detected, will be severely dealt with.

The Management reserve the right to re-assign, delegate new job scope to any staff should the need arise.

3. Termination of Services

Except for dismissal on disciplinary ground, written notice of termination of service is ONE MONTH for all staff **except for Production Operators**, where the notice of termination is TWO WEEKS.

- i. Either party to the contract of service may terminate the contract without serving the requisite notice by paying the equivalent amount of salary in lieu of the notice.
- ii. Unutilised annual leave cannot be used to offset against notice of termination unless both parties are agreeable. Staff will be paid cash in lieu of unutilized annual leave when they resigned.
- iii. Notwithstanding the above, the Firm will without giving the required notice or paying the salary in lieu of notice under the following circumstances when a particular staff employment is terminated: -
 - a. When the employee's honesty and integrity becomes questionable.
 - b. Breach of the company's policy by the employee.
 - c. Conduct and behavior of the employee is unbecoming and prejudicial to the firm's management, staff and client.

4. Working Hours / Overtime

The firm's operating hours are follows:-

i. Finance, Hand Work, Store & Quality Assurance (5 day week)

Monday to Friday : 8.00am to 5.30pm
 Meal Break : 12.00pm to 12.45pm (45 minutes).

ii. Production (6 day week)

Shift A

Monday to Saturday : 8.30am to 8.30pm
 Meal Break : 12.00pm to 1.00pm (Lunch) & 5.30pm to 6.00pm (Dinner)

Shift B

Monday to Saturday : 8.30pm to 8.30am
 Meal Break : 12.30am to 1.30am (Supper) & 5.30am to 6.00am (Breakfast).

All staffs are strictly required to adhere to the above timing and are required to tap in when reporting for work, tap in and out for meal breaks and tap out when leaving office. Failure to comply will result in disciplinary action taken against errant staff.

Staff's appointment letter or employment contract will state whether they are eligible for overtime claim. As and when required by the management to work overtime, the overtime rate shall be according to the Ministry of Manpower's stipulated regulation

- iii. For overtime claims on Sundays and Public Holidays, up to 8 (Eight) hours or more of claims, One (1) hour will be deducted for meal time. For claims up to 12 (Twelve) hours, One and Half (1½) hour of meal time will be deducted.

5. **Punctuality**

The Company allowed a cumulative grace period of **10** minutes a month for lateness. Please take note that after the expiry of the grace period for the month, any staff who report for work between 08.01am to 08.15am on any working day will result in a minimum of Half Hour's (1/2 hr) pay being deducted for that day.

6. **Annual / Unpaid / Compassionate / Medical / Childcare / Paternity / Maternity Leave & Public Holiday**

Staffs are entitled to 10 days annual leave after completing one-year service. Upon completion of 1 (One) year of service, 1 (One) additional day of annual leave will be credited to their annual leave entitlement. The total annual leave entitlement is up to a maximum of 14 days per annum.

- i. Unutilized annual leave cannot be carried forward for more than 3 months and will be automatically forfeited. Unutilized annual leave carried forward for more than 3 months are subject to approval.
- ii. Application for leave must be submitted 3 days in advance for approval.
- iii. All Head of Department are required to recommend their subordinate's leave application before presenting the leave form to the General Manager for approval. Un-recommended leave application will be automatically rejected.
- iv. In the absence of the General Manager, all leave application will be directed to the Directors for approval. For urgent application whereby the General Manager and Directors are unavailable, leave application can be routed to the Finance Manager for consideration and approval.
- v. Disciplinary action will be taken against staff that proceeds to go on leave when the leave application has not been approved.
- vi. While on leave, you are required to keep the company updated of your whereabouts and remain contactable. This will facilitate the company's effort in locating you in the event of urgent matters.

The Company does not support unpaid leave application. Staffs are advice to plan their leave usage to avoid such incident.

Staffs are entitled to 3 days paid Compassionate Leave for deceased of immediate family members such as grandparents, parents, parents-in-law, siblings and children. Granting of Compassionate Leave is subject to documentary proof from Government bodies.

Staffs are entitled to medical leave and hospitalization leave in accordance with Ministry of Manpower's stipulated regulation.

- vii. Staff on medical leave must inform their immediate superior at the earliest possible time before or shortly after commencement of our business hour.

- viii. In the event any staff felt unwell during office hour and would like to seek medical attention, they must inform their immediate superior before leaving office. If the sick staff is weak to seek medication alone, the superior must make the necessary arrangement or inform the HR department to handle.
- viii. Staffs on medical leave, excluding seriously ill and bedridden, are required to be contactable, coordinate and cooperate with their fellow colleague or superior if urgent and immediate attention is required pertaining to his/her area of responsibility.
- x. Disciplinary action will be taken against any staffs that willfully use medical leave as an excuse to avoid attending to work-related matters assigned to them.

Staffs that qualify for Child Care Leave, Paternal Leave and Maternity Leave, will be entitled to the days or months leave in accordance with Ministry of Manpower's stipulated rules and regulation.

Company will be closed on public holidays as gazette by the Government.

- xi. For Employees working on 5 day work week, should a public holiday falls on a Saturday, 1 day leave will be credited to your annual leave entitlement, unless the Company declare a specific day off in lieu of the public holiday..
- xii. Any Public Holiday leave credited must be utilized before 31 March of the following year.

7. Allowances

Staffs are entitled to the following allowances in the course of work or duty as follows:

Travelling allowance of S\$40/- per day for non-executive staff and S\$20/- per day for executive staff and above will be given in the event you are required to travel for business on behalf of the Company. Allowance accorded will include commencement and return date.

Shift Allowance S\$15/- will be given to staff who work on night shift.

- a. No shift allowance will be paid while working on Public Holidays or on Sunday.
- b. No shift allowance will be paid if the employee failed to complete at least 7 hours of shift timing.

Attendance allowance of S\$500 will be given to staff that are able to meet the following criteria set for each financial year:

- a. Obtained 100% observation of working hours,
- b. Did not apply for any medical leave and unpaid leave in any work year.
- c. Did not received any forms of warning

Medical Allowance of S\$300/- per year will be disbursed to staff over a period of twelve (12) month regardless whether they incurred such expenses or not. The purpose of the allowance is to encourage our Staff to stay healthy and save on the allowance for other meaningful expenditure.

8. Staff Development

The Company may send staff for courses that will strengthen their knowledge in their area of work. Company sponsored courses are subject to terms and conditions and is on a case by case basis. The Company may grant staff examination leave or time off if staffs are attending self-sponsored development courses or further studies that are relevant to their job scope.

The following are the guidelines for staff development open to all employees of our Company:-

1. Who can apply:-
Open to full time employees that have completed and passed the probation period.
2. Course type:-
 - a) Work Related,
 - b) For non-current work related, but ultimately will be of use to the company in the future, such course will be subjected to approval by the Head of Department (HOD).
3. Course Fees and Duration:-
 - a) Total fees per year up to \$1,500.00 and less than 5 work days, or
 - b) Per course not more than \$1,500.00 and not more than 5 work days.
4. Sponsorship:-
 - a) Company will sponsor up to 50% of the total course fees,
 - b) Balance 50% of the course fees will be borne by the employee and/or by Government Grant.

Example

Course Example 1	Fees
Warehouse Mgmt total fees	\$1,000.00
Government Grant 0% of total fees	\$0.00
Company Sponsor up to 50% of total fees	\$500.00
Employee needs to pay the balance	\$500.00

Course Example 2	Fees
Warehouse Mgmt total fees	\$1,000.00
Government Grant 20% of total fees	\$200.00
Company Sponsor up to 50% of total fees	\$500.00
Employee needs to pay the balance	\$300.00

Course Example 3	Fees
Warehouse Mgmt total fees	\$1,000.00
Government Grant 70% of total fees	\$700.00
Company Sponsor up to 50% of total fees	\$500.00
Employee needs to pay the balance	\$0.00

5. Sponsorship Bond:-
 - a) For employee who take-up Company sponsored course, a Bond period is required.
 - b) The Bond period shall commence upon completion of course and are as follows:-
 - (i) For Course fee between S\$1000 to S\$2000, bond period is 1 year.
 - (ii) For Course fee between S\$2001 to S\$4000, bond period is 2 years
 - (iii) For Course fee above S\$4000, bond period will be subjected to Management advice.

6. Expectation:-
 - a) Sponsored staffs are expected to share teaching material, notes and conduct training for his department upon completion of the course attended.
7. Application Form and Interview:
 - a) Interested parties to submit Form 601-01 (See Annex 1) to HR department.
 - b) Interview by Management will be expected for those who take up the sponsored courses.

9. Performance Appraisals / Annual Increment / AWS / Variable Bonus

The Management will evaluate Staff's overall performance for the year during its performance appraisals exercise in December. Annual increment will be base on your performance results and adjustment in monthly salary, if any, will be made in January and July of every new calendar year, subject to Management's discretion.

Staffs are entitled to the Annual Wage Supplement, which is equivalent to their one month's basic salary, upon completions of one year's service with the Company. The Annual Wage Supplement will be paid over a period of twelve (12) equal monthly instalments from the thirteen (13) month of employment onwards with the Company. If the staff chose to leave the Company before the completion of the AWS pay-out, any unpaid AWS will be forfeited. Staff that are dismiss will have their AWS forfeited as well.

10. Part-Time Employment

While under the employment of Fyno Precision Pte Ltd, you are not allowed to take up part-time employment with any other organization for whatever reasons without written approval from the Management.

11. Dress Code

Staffs that are issued with uniform are required to wear their uniform, look decent and smart at all times whilst in the Company's premises. No shorts are allowed to be worn at any time.

For individual safety, NO slippers are to be worn at the store, assembly, handwork & production premises.

Safety shoes are to be worn by production staff at all time whilst in the production floor.

12. Company Assets / Internet / Wifi

Equipment that are issued to staff in the course of work such as laptop, door access card, uniform, measuring equipment, etc shall remain as property of the Company. Staff are required to handle them with due care and return such issued items upon leaving the Company. Mishandling of the equipment will result in staff compensating for the damage.

Department Head are responsible for the routine maintenance and services of the equipment and machinery in their respective department.

The use of Company Internet is strictly for official matters only. Personal surfing on the internet is strictly prohibited.

Company wifi is restricted to connectivity to Company laptop user. NO staffs are allowed to use the wifi for connection to their personal digital equipment unless permission is granted by the General Manager. Should the IT staff detect such unauthorized access, disciplinary action will be taken staff that violates the policy.

13. Visitors, Security, Accident & Fire Safety Measures

Staffs are to hold all visitors at the waiting area and inform the relevant colleague of a pending visitor.

To avoid visitors from tempering with our Company Server, no visitor shall left in the conference room without any accompanying staff.

No visitors are allowed in the Store, QA office, Hand-work, Assembly and Production premises unless accompany by our Company Staff or are authorized contractors delivering goods or carrying out repair and maintenance work.

Staffs are encouraged to stop any unfamiliar visitor loitering around their premises or meddling with our company's equipment or property.

Respective Department Head are responsible for ensuring that all doors are duly locked at the end of the work day before they leave.

All air con and lighting must be switch off at the end of the work day except for the air con in the conference room and the lighting at the office main door. The last relevant department personnel to leave are to ensure the above mentioned are done accordingly.

Staff door access card are strictly non-transferable and staff must refrained from lending it to colleagues or visitors to gain entry to our premises.

In the event of an accident, summon for medical evacuation via ambulance if the situation is life threatening and notify the management immediately. For minor injury, the injured staff should seek medical attention at the nearby clinic accompany by a colleague.

In the event of a fire breakout, staff on the ground must notify the fire department and call out to fellow colleagues to leave the premises. Staffs are required to evacuate according to the evacuation plan display at the notice board and assemble at the assembly point for head count. During the evacuation process, please take only your personal belonging and avoid carrying any bulky item with you to avoid delay in the evacuation process.

14. Company Vehicle / Mileage Claim / Travelling

Staffs who wish to use the Company vehicle for official business trip are required to submit a one-time application form for approval from the General Manager together with a copy of their driving licence to HR department.

- i. Exception will be given if verbal authorization is given by the General Manager or Directors only.
- ii. Information pertaining to every trip for official use must be recorded in the file provided for accountability.
- iii. Users are reminded to keep the vehicle clean at all times for the next user.

Staff who utilize use their personal vehicle to assist in their job function on behalf of the Company are entitled to claim for parking and mileage reimbursement on per occasion basis. Mileage rate are \$0.50 per kilometer travelled from office-destination-office.

For employee travelling oversea, the Company will reimburse staff for 3 decent meals a day and provide a decent lodging environment. Staffs are to clarify with the Management on the rate for meals depending on the country they visit. Unless specify, air ticket and accommodation will be book for the staff prior to the commencement date of travelling.

15. Expenses Claim

For expenses incurred in the course of work, the Company will reimburse staff on cost to cost basis. Supporting documents such as receipt, invoice, etc, must be produce to support each and every claim. In the absence of supporting document, reimbursement is subject to Management's discretion.

For expenditure exceeding S\$100/-, staff are advice to seek approval before incurring the said expense.

16. Long Service Award

Our Company values each and every employee and considers staffs as a valuable asset. To encourage staffs that are keen to stay with us to develop a career and be part of this family, our Company will be giving out Long Service Award at an interval of 5 years, starting from the first 5 year of services as a token of appreciation for staff commitment. The Award will be accorded according to the staff seniority and base on their individual contribution to the Company. The Award may come in the form of monetary awards or gifts.

17. General.

Staffs are to keep their respective desk and work area clean and neat at all times.

No consumption of hot cook food is allowed inside office premises.

Staffs are strictly prohibited to use their hand phone for viewing video, watching movies or playing games during office hours or while working overtime. Disciplinary action will be taken against staff caught doing so.

Staffs are prohibited to use ear phone to listen to music during office hours.

Staffs are prohibited from consumption of alcoholic beverages during office hours.

Staffs are prohibited from reading magazines, newspaper and periodicals, sleep or gather around for chit chatting.

Staffs are advice to refrain from making personal phone calls during office unless necessary. Please keep such calls short and sharp.

Production staffs are required to keep the production floor free from grease and oil at all times for their safety as well as others.

Industrial Chemical must be properly stored and protective gears must be worn when handling harmful chemical. Used chemical must be disposed of appropriately.

Production operators are **NOT** allowed to carry their hand phone with them during office hour when they are operating the machines. They are required to keep their hand phone in the locker. Operators that willfully disregard this instruction will have their hand phone confiscated on the spot and kept by the Company for one (1) month, while the SIM card will be returned. In default, the operator may choose to pay a penalty of S\$200/- to redeem the hand phone immediately. In the event the operators resigned before the date of expiry of the confiscation period, the confiscation period will still stand and the operator can only redeem it when the period expires. The penalty paid will be donated to a Old Folks Home in the name of the errant employee.

For personal safety, production operators are not allowed to wear any jewellerys or accessories while operating machines.

Company encourages employees to observe personal hygiene especially those employees that constantly come into with chemicals.

NO Smoking is allowed inside any Company premises at all times.

NO consumption of alcoholic drinks is allowed during office hours and when performing overtime.

Employees are not allowed to read magazine, books and newspaper, sleeping or congregate to chit-chat during office hours. Employees caught doing so will be dealt with accordingly.

LCD TV in the conference room is strictly for presentation of work. No watching of TV programs is allowed.

Generally, the Company encourages all staffs to be environmental friendly. Recycle papers should be used for printing of documents that are for read and discard or for internal reference. Staffs are reminded that confidential papers should be shredded if not longer requires and should not be used as recycle papers and recycle papers are strictly for internal use only.

18. Disciplinary Action

Staffs that violate Company policy are subject to the following type of disciplinary action namely Verbal Warning, Written Warning and Immediate Dismissal.

- i. Verbal Warning – Minor matters such as late for work, failure to tap in / out for meals, inconsistent work quality and for matters that does not significantly affect the Company.
- ii. Written Warning – Repeatedly commit point i matters, and for matters that affect the Company.
- iii. Immediate Dismissal – Serious Matters such as theft, dishonesty, willful disobeying of instruction, action and behavior detrimental to the image of the Company, deliberate damaging of Company assets etc.

For Staff who received Written Warning, annual increment assessment will be suspended for 1 year from date of letter issued.

For staff who received 2 or more Warning Letters, the Company reserved the right to terminate his / her employment immediately without notice.

For Immediate Dismissal, the Company reserved the right for further legal action against the errant staff depending on the seriousness of the matters concerned.

Before any formal warning is issue, the staff will be given a chance to mitigate or clarify the matters before the General Manager, in attendance with the Head of Department and Human and Resource Manager. If proven guilty, the said staff is required to sign on a written acknowledgement of the violation.

19. Confidentiality

During the course of employment with the Company, staff may, by virtue of their appointment, come in contact with certain confidential business plan and strategy. Staffs are required to keep strictly such information in full confidentiality and not discuss it in public or disclose this information to any parties for personal gain.

Staffs are accorded accessibility files in the servers according to their job scope and nature. Staffs are not allowed to access to information beyond their scope of work, unless as authorized by the Management.

Disciplinary action will be taken if staff failed to comply.

20. Change or Introduction of new Company Policy

The Company may from time to time review and introduce new policies. New policy introduced are meant primary to safe guard the integrity of the Company, increase productivity or for the well-being of our employees.

Any new policies introduce will supersede any of the policies mention above. Staff will be notified either through notice or other electronic means.

In the event of any contradiction of policy or conflict of interest, the final decision shall lie in the hands of the Management.

The Company wishes all staff a pleasant stay during your employment with us and hope each and every staff can craft a career with the Company.



APPLICATION OF TRAINING

Name:	_____	Department:	_____
Appointment:	_____	Date Joined:	_____
Type of Training Requested	_____		
Training Agency:	_____		
Period:	From _____	to _____	Cost _____ SDF _____
Justification:	_____ _____ _____ _____ _____		
Requested By	_____	_____	_____
	Name	Sign	Date
Approved By	_____	_____	_____
	Name	Sign	Date

Form 601-01