

Private & Confidential

6 May 2019

Re: Appointment as Machine Operator

We are please to offer you the post of **Machine Operator**. As discussed, your employment shall begin on **6/05/2019**. Your monthly salary excluding overtime pay is **S\$** and Transport Allowance of **S\$ per month**. The following are the terms and conditions of employment.

1. Appointment & Probation period

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

- a. Received a letter of appointment and has confirmed acceptance of the offer contained Therein by signing and returning the duplicate copy to then firm.
- b. For Non Singaporean, upon the issuance of an Employment Pass or Work Permit by the Immigration Department of Singapore.

You will be put on a **three (3)** month probationary period from the date of commencement of your employment with the firm. During your probationary period, you 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 deem that you have accepted the employment.

However, if your performances do not meet the requirements of the Company during the probation period, the Company may adopt the following options:-

- i. At the end of the probation period terminated your employment.
- ii. Extend your probation period by another three (3) months.

2. Duties & Responsibilities

The Head of Department will be overall in charge of allocating the work assignment to you. You will report to your superior for the execution of your daily task. You are required to undertake with due diligent and proper performance of such duties as may assigned to you.

3. Termination of Services

Except for dismissal for disciplinary reasons, written notice of termination of service is One Month upon confirmation of employment. During probationary period, written notice of termination of service is One Week.

Either party to this contract of service may terminate the contract without serving the requisite notice by paying the equivalent amount of salary in lieu of the notice.

Notwithstanding the above, the Firm will without giving the required notice or paying the salary in lieu of notice for the following circumstances: -

- a. When the employee's honesty and integrity becomes questionable.
- b. Breach of the company's discipline 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

Your working hours will be in accordance with the Company's current working hours. They are

Shift A

Monday to Friday : 8.30am to 8.30pm*(Inclusive of Overtime)
Meal Break : 12.00pm to 1.00pm (Lunch) & 5.30pm to 6.00pm (Dinner)

Saturday : 8.30am to 8.30pm**(Inclusive of Overtime)
Meal Break : 12.00pm to 1.00pm (Lunch) & 5.30pm to 6.00pm (Dinner)

Shift B

Monday to Friday : 8.30pm to 8.30am*(Inclusive of Overtime)
Meal Break : 12.30am to 1.30am (Supper) & 5.30am to 6.00am (Breakfast)

Saturday : 8.30pm to 8.30am**(Inclusive of Overtime)
Meal Break : 12.30am to 1.30am (Supper) & 5.30am to 6.00am (Breakfast)

*Current Weekday fixed schedule of 2 ½ hours of overtime per day.

**Current Saturday fixed schedule of 6 ½ hours of overtime.

For Production operators, please refer to the working schedule for overtime requirement.

The current fixed schedule for overtime mentioned above will be subjected to periodical review and changes. The Management reserved the right to amend the overtime requirement without advance notice to you.

You 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 you.

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.

5. Annual Leave

You are entitled to 10 days annual leave after completing one-year service. Application for leave must be submitted 1 week in advance to the Management.

Unutilized annual leave cannot be carried forward for more than 3 months and will be automatically forfeited.

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. Upon completion of 1 (One) year of service, 1 (One) additional day of annual leave will be credited to your annual leave entitlement. The total annual leave entitlement is up to a maximum of 14 days per annum.

6. Medical Benefits

You are entitled to a maximum of 14 days paid medical leave and 60 days hospitalization leave per calendar year after you have completed a least 6 month of employment with the firm.

A medical allowance of S\$300/- per year will be disbursed to staff over a period of twelve (12) month i.e. S\$25/- per month. The purpose of the allowance is to encourage our Staff to stay healthy and save on the allowance for other meaningful expenditure.

You are required to inform your direct superior personally in the event you are unable to report for work due to medical ground.

7. Compassionate Leave

Staffs are entitled to 3 days paid Compassionate Leave for deceased of immediate family members. Granting of Compassionate Leave is subject to documentary proof from Government bodies.

8. Annual Increment/AWS/Variable Bonus

The Management will evaluate your overall performance for the year during its performance appraisals exercise in July.

Your annual increment will be base on your performance results and adjustment in monthly salary, if any, will be made in July of every new calendar year.

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 pay-out 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.

Payment of Variable Bonus, if any, depends on the overall performance of the company for the year and is at the discretion of the Management.

9. Overtime Allowance

As and when require by the management to work overtime, you will be paid overtime allowance accordingly as follows: -

- i. After standard working hours – The overtime rate is 1.5 times your normal hourly rate based on Employment Act and the Time Sheet submitted.
- ii. Overtime on Public Holidays and Sundays – The overtime rate is 2 times your hourly rate based on Employment Act and the Time Sheet submitted.

Please take note that all overtime claim in the Time Sheet has to be verified and approved by the respective Department Manager before payment is approved.

10. Shift Allowance

You are entitled to the following shift allowance per day if you complete the stipulated working hours.

Morning shift – Nil, Night Shift – S\$15.00

11. Air Fare

As a goodwill gesture, if you complete Two (2) years of services with the Company, at the expiry of your work permit, the Company will pay for the air fare for your return trip. The purchasing of the air fare will be at the discretion of the Company.

12. Part-Time Employment

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

13. Confidentiality

During your course of employment with Fyno Precision, you may, by virtue of your appointment, come in contact with certain confidential business plan and strategy. You 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.

You are not allowed to access to information beyond your scope of work, unless as authorized by the Management. Disciplinary action will be taken if you failed to comply.

14. Company Restructure/Change of Company Policy

In the event of a company restructure, you required to adhere to the Management's instruction.

The Company may from time to time review and introduce new policies. Any new policies introduce will supersede any of the term mention above, unless written confirmations is given on case-to-case basis.

The Management would like to take this opportunity to welcome you and hope you will have a pleasant working environment with us.

Yours sincerely

Ng Teck Koon

Director

FYNO PRECISION PTE LTD

I, _____ (Name), NRIC No. _____

having read and understood the above term and conditions, hereby accept employment with FYNO PRECISION PTE LTD.

Signature of Employee and Date