

**Changes to these policies will be made according to MOM reviews and guidelines as well as when the Management deems fit for the interest of Company's operational needs**

**All Leave are only in active after Employee has completed 3 Months of Service. Any absence during first 3 Months of Service will automatically be NO PAY LEAVE.**

<b>1</b>	<b>Type of Leave</b>	<b>Entitled</b>	<b>Remarks</b>
1.1	Annual Leave	<b>14 Days</b>	Pro-rated for new hires/resignees according to formula <b>14 days/12 mths x no. of mths worked in full but down to nearest half</b> . If you want to take leave for dates that are declared on half-day mode e.g. Xmas Eve, full-day leave to be taken
1.2	Annual Leave Add on	<b>NA</b>	Currently NA
1.3	Medical Leave (Outpatient)	<b>14 Days</b>	Pro-rated for new hires/resignees according to formula <b>14 days/12 mths x no. of mths worked in full but round down to nearest half</b> . Requires a M.C. ( <b>MC from Dental Surgeries NA</b> )
1.4	Medical Leave (Hospitalisation)	<b>60 Days</b>	Pro-rated for new hires/resignees according to formula <b>60 days/12 mths x no. of mths worked in full but round down to nearest half</b> . Requires a M.C. (inclusive of non-working days)
1.5	Marriage Leave	<b>3 Days</b>	Requires a copy of the Marriage Certificate
1.6	Childcare Leave (kicks in after Annual Leave is fully consumed)	<b>3 Days / 6 Days</b>	2nd set of 3 Days will require employee to complete a GPCL1 Form and submit in hardcopy
		<b>2 Days</b>	Applies to PRs/Foreigners covered under EA or CDCS
1.7	Paternity Leave	<b>2 Days/1 week</b>	Requires a copy of the Birth Certificate
1.8	Maternity Leave	<b>16 Weeks</b>	Requires a copy of the Birth Certificate
			May start as early as 4 weeks before delivery date
			9th-16th week of leave can be taken flexibly
			Flexi leave days is max. 40 days (8 weeks x 5 days)
1.9	Compassionate Leave (Cat 1: Parent/Spouse/Child)	<b>3 Days or until day of burial/cremation; whichever is earlier</b>	Requires a copy of the Death Certificate
			To be taken consecutively inclusive of PH or weekend
1.10	Compassionate Leave (Cat 2: Parent-in-law/ Sibling/ Grandparent/ Grandchildren)	<b>1 Day</b>	Requires a copy of the Death Certificate

	Additional		
1.11	No Pay Leave	No set limit	Dependent on Management's advice
1.12	Goodwill Leave	No set limit	Dependent on Management's advice
1.13	Off-in-lieu	<14 days	Dependent on Management's advice

**NOTE:**

Any important events whereby your presence is crucial, Management has the right not to approval staff leave or cancel approved leave.

**Extension to 1.3/1.4**

1.3.1	Staff who have taken Sick leave (consist of both Medical Leave and Hospitalization Leave) for more than 14 days for that calendar year will be forfeited their accumulated Day-offs at the discretion of the Management	1.3.3.1	Allow the employee to go on extended no-pay leave for an agreed period i.e. 3-6 months;
1.3.2	An outpatient medical appointment that is not issued with MC/HL is considered to be on personal time. However, if a medical chit is submitted with a duly completed leave form, staff can opt to used the Sick Leave Quota with their RO's approval and it will be deducted on a per day basis.	1.3.3.2	Make other working arrangements that are acceptable to both parties e.g. reassigning employee's duties;
1.3.3	If an employee is sick and has used up all leave entitlements, the standard is to do the following:	1.3.3.3	Obtain a medical assessment of the employee's suitability for continued employment (Unfit certification will allow the employer to terminate the services as the contract will be deemed frustrated with ex-gratia payments on a goodwill basis)
		1.3.3.4	Alternative arrangements other than the above will be at the discretion of the management as it is above and beyond regulations and is purely on goodwill.

Eligibility must be fulfilled for Fringe Benefits.

2	Fringe Benefits	Eligibility	Remarks
2.1	Marriage's Congratulatory Gift	Confirmed Staff	\$300 Hongbao upon submission of a copy of the marriage certificate
		1st Marriage during tenure	
2.2	Newborn's Congratulatory Gift	Confirmed Staff	\$100 Gift Voucher/Hamper upon submission of a copy of newborn's birth certificate
2.3	Medical Claims	All Staff	Active immediately
			Up to \$30 per visit / Up to maximum 2 visits per month
			Only approved Western Medical Practitioners e.g. GPs, Polyclinics & Hospitals, etc (NO DENTAL BENEFITS)
2.4	Off-in-lieu granted (Official OT)	All Staff	Given at the discretion of RO/Mgmt
		To be recorded with HAF	To be cleared within the month.
2.5	NS Incentive	Confirmed Staff	Requires a copy of the award given
		Achieved an IPPT Award	
2.6	OT Dinner	All Staff	<\$5.50 per pax
		RO-approved OT	Dinner receipts to be retained and submitted for reimbursement by a POC
2.7	Company Retreat *resignation/terminations within 3 months from Retreat dates are subject to penalty of full costs incurred per pax	Confirmed Staff	Overseas destination
			All travel expenses, including most F&B, catered for
			Family members/Partners are on self-expenses
			Set in Aug/Sep period usually
2.8	D&D cum Countdown	All Staff	Family members/Partners are invited guests
			Set on 31st December annually
2.9	Short Work Courses e.g. WSH	Confirmed Staff	Has bond of 3 months

2.10	Quarterly Incentives	Confirmed Staff	Has bond of 3 months
2.11	Overseas Opportunities/Trips including Retreat and D&D when applicable	Confirmed Staff	Has bond of 6 months / 12 months (longer periods of stay). QAF of a C+ grade and above staff will be more advantageous during selection
2.12	Local Paid Courses & Seminars e.g. KM	Confirmed Staff	Has bond of 6 months
2.13	Promotions	NA	Has bond of 12 months
2.14	Salary Increments	NA	Has bond of 12 months <b>Penalty is to pay back the total incremental difference gained from previous drawn salary if you break the bond</b>
2.15	Partial/Full Sponsorship of education advancements/courses relevant to company	Confirmed Staff Staff >3 years	Has bond of 12 months. QAF of a C+ grade and above staff will be more advantageous during evaluation
<b>Additional</b>			
2.16	S'pore PR Application	Staff >2 years	Company sponsored
2.17	Allowance for Overseas	minimum 1 night STAY in host country	Applicable for duration of STAY in host country 50% of original allowance if Boss is hosting the trip Not applicable on late night arrival by personal choice Special Case e.g. long-term outstation work or more than 5 days of stay will be on case-by-case basis at the discretion of Management
2.18	Long Service Award	Staff >5 years	Memento to be presented during Countdown D&D in Anniversary Year only
2.19	Uniform	Staff <1 Year	2 Polo-Ts, 4 sets of customised overalls, 2 pair of boots, 1 name-embroidered cap will be given (liable for costs if service ends after less than a year)
<b>Insurance</b>			
2.20	Staff Insurance	All Staff	Company sponsored

Every add-on of the Rules will be announced and updated via online HR Induction and be in effect henceforth

3	Rules	Remarks
3.1	Attendance of Company Events	Compulsory No leave applications approved during event dates Absences need to be excused personally by CEO
3.2	Outstation/Overseas Work	Staff to adhere to that country's calendar / PHs
3.3	Annual IRAS Submission	POWERdrive is on Auto-Inclusion Scheme so no IR-8A Form will be issued, staff is to go online when they received the notification
3.4	Cyber Security for Laptop Owners	Staff is to run virus scans every 1st and 15th of the month and submit their scan reports to Addison at techsupport@elc.com.sg
3.5	Upon resignation/termination	Staff shall not divulge all information relating to eLC to a rival company and/or direct competitor. Liable for legal responsibility Non-local/PRs need to ensure individual outstanding tax matters are settled satisfactorily before the final month's pay are released by the Company
3.6	Notice Period *Contract staff is subject to contract terms of one year	Unconfirmed Staff is one (1) day notice period Confirmed Staff is one (1) month notice period <b>(3.6.3) BU Heads/PD Seniors is three (3) months notice period</b> No leave period can be used to off-set the last day of employment; Exit Interview will be done on the last day All Fringe Benefits will be withdrawn during notice period except for entitled leave  Last pay cheque will only be at end month or after all handover to HAF is satisfied
3.7	Confirmation Period	Usual 6 months evaluation period RO must submit relevant 136 evaluations for CEO to approve prior to confirmation  Pay day will remained as current dates to staff as of Nov 2012
3.8	Dress Code	Smart Casual/Presentable for normal working hours; Appropriate office wear/formal wear when meeting clients in various settings
3.8	Updating of Personal Information in G50 / Application Form	As and when staff has a change of details and/or Project Requirements
3.9	Transport Claims	To be discussed with Management

3.10	Guidelines on Email Etiquette	<p>3.10.1 When in correspondence with external parties, please note to check :</p> <p>3.10.1.1 Correct spelling of external party's name(s)</p> <p>3.10.1.2 Correct email address is inputted</p> <p>3.10.1.3 No unnecessary/unrelated information is listed in your content, including but not limited to, internal parties' correspondence to you, W-I-P correspondence, etc</p> <p>3.10.1.4 Always minimize delay to respond to emails and/or phone calls, both internal or external parties; if an actual response to their enquiry is not possible immediately, should reply to acknowledge their email/call and provide a deadline if necessary for the follow-up</p> <p>3.10.2 When replying, please note to check :</p> <p>3.10.2.1 For group or mass emails internally - Correct email address is inputted (clicking "REPLY" may not necessarily means you are replying to the original sender of the email)</p> <p>3.10.2.2 Only place addressee in the "To" field if you require them to provide a direct reply, placing them in the "Cc" field signify FYI but not necessary a reply is required</p>
3.11	Guidelines on Email Signature	<p>Email Signature must consist of pertinent info on you and the company:</p> <p>Line 1 - State closing greeting in Calibri, size 11, black (e.g. Best Regards,)</p> <p>Line 2 - State Name in Calibri, size 11, black, BOLD</p> <p>Line 3 - State Designation in Calibri, size 11, black (e.g. Consultant)</p> <p>Line 4 - State Company information (including name of coy and address) in Calibri, size 10, black, with company name in BOLD (e.g. eLC Pte Ltd   29 Ubi Road 4, Wangi Industrial Building, #04-00, S408619)</p> <p>Line 5 - State Company information (including contact numbers and web address) in Calibri, size 10, black, with company name in BOLD (e.g. Tel: +65 6846 9040   Fax: +65 6846 9030   Web: www.elc.com.sg)</p> <p>Line 6 - Blank space</p> <p>Line 7 - Confidential Statement (e.g. This e-mail is confidential. If you are not the intended recipient, please delete it and kindly notify us immediately; you should not copy or use it for any purposes, nor disclose its contents to any other person. Thank you.)</p>

3.12	Vehicle Usage	<p><b>3.121 Guidelines on Use</b></p> <p>Step 1: Driver must have approval of their BUH in the use of company vehicle</p> <p>Step 2: Notify HAF in drawing out the key, log book and cash card</p> <p>Step 3: Survey the vehicle for damages not reported in log book before proceeding with use; if not staff will be responsible for the cost if the company should so decide to proceed with repair</p> <p>Step 4: Record entries dutifully in log book after each use before returning the key, log book and cash card to HAF (PD van be under Ken's charge)</p> <p><b>3.122 Liability involved for BUH/Driver if due to own negligence</b></p> <p>Both BUH and Driver are liable for company vehicle's damages and/or additional excess from insurance, whichever is applicable, in the event of an accident due to driver's negligence (50% each)</p> <p>In the event of an accident, only first official errand's BUH is liable; subsequent "by-the-way" or "on-the-way" errands' BUH is technically not liable. However, final decision is at the discretion of the Management on a case-by-case basis</p> <p>Rule of thumb is no young drivers under 26 years of age / inexperienced drivers of less than 2 years / work permit holders are permitted to drive company vehicles unless granted by Management</p> <p><b>3.123 Guidelines on Reporting of Accident (no injury involved)</b></p> <p>Step 1: After accident has occurred, and if third party has stopped, ascertain there is no injury involved</p> <p>Step 2: Proceed to move vehicles to a safe spot and inspect damages</p> <p>Step 3: Capture damages on all vehicles involved, note down number of passengers, and take down particulars of the third party driver</p> <p>Step 4: Notify BUH/HAF and proceed to insurers' approved workshops/centres to file a report if vehicle can be moved, or call for towing if vehicle is immobile</p> <p>Step 5: Return to company to update BUH/HAF if applicable</p> <p><b>3.124 Guidelines on Reporting of Accident (injury involved)</b></p> <p>Generally, follow the same 5 steps above with the exception of Step 2 - if injury sustained by third party is of a serious nature, stay put and notify the police</p>
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**NOTE:**

POWERdrive Staff affected by 3.6.3 are Senior Instructors and above e.g. Managers, CI, Heads, Platform Specialists and Senior Instructors