

## Employee Benefits

Employee benefits are non-wage compensations that are provided by The Company in addition to their regular salaries or wages. These benefits can include health insurance, flexible work arrangements etc. The Company reserves the right to modify each benefits as necessary.

### i. Allowance

#### a. Hardship allowance

- Hardship allowance is intended to recognise and acknowledge the employee's effort, commitment and loyalty to the Company.
- Employee working long hours and/or night shifts for an extended period or taking on additional workload in the absent of col-worker may be qualify.
- The amount of hardship allowance will be reviewed depending on the workload & period of extended working hours.

#### b. Phone allowance

- Phone allowance is to cover employee's cost of using their personal phones for work-related purposes.
- The monthly phone allowance will be determined by the employee's job responsibilities and work requirements.
- Employee will receive their phone allowance as a taxable payment in their regular pay check.
- Employee are responsible for maintaining their own phone plans and paying their phone bills.
- Employee will receive their Phone allowance as a taxable payment in their regular pay check.

#### c. Transport allowance

- The transport allowance is to cover employee's cost of commuting to and from work.
- The monthly transport allowance amount will be determined by the employee's job responsibilities and work requirements.
- Employee will receive their transport allowance as a taxable payment in their regular pay check.

#### d. Medical Claims

- An employee upon confirmation shall be eligible for reimbursement of medical fee from registered medical practitioners, government outpatient clinics/hospitals except optical expenses, sickness or injury that is self-inflicted. The medical reimbursement is range from SGD20 - SGD50 per month (depending on employee's Service Appointment) upon submission of original receipt.
- Medical reimbursement includes: Dental & TCM.

Employee will receive their allowance as a taxable payment in their regular paycheck.

### ii. Insurance

- All full-time employees who have completed the probationary period are eligible for insurance benefits.
- The insurance benefits available to eligible employee may include medical, life and disability insurance.
- The insurance benefits may be provided by the company or through a third-party insurance provider.
- Eligible employees may be required to contribute a portion of the insurance premiums.
- The employees contributions may be deducted from their pay check on a pre-tax basis.
- The amount of employee contributions may vary based on the specific insurance benefits and the employee's job classification.

The insurance eligible policy is intended to provide a fair and consistent method for providing eligible employees with access to essential insurance coverage. All employees are expected to comply with the policy's guidelines, and the company reserves the right to modify the policy as necessary.

### iii. Worklife Harmony Scheme

#### a. Time Banking

- Must Bank in at least an hour.
- Banking Hours must be claim within a month else it will be forfeited.

#### b. Staggered Hours

- Daily working hours starting between 9.30am-11.30am & ends work accordingly.
- Core working hours 1pm to 6:30pm.

The Executive in all cases must seek approval from Manager before claiming back the banking hours or request for Staggered Hours.