



MEGA SQUARE SDN. BHD.

EMPLOYEE PRINCIPLES

Version December 2022

OVERVIEW

Mega Square Sdn. Bhd. Employee Principles (the “Employee Principles”) has been developed to provide general guidelines about **Mega Square Sdn. Bhd.** policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment. The Employee Principles complements the Mega Square Sdn. Bhd.’s Business Code of Conduct and sets out the company’s expectations towards its employees.

1. DISCIPLINARY ACTION & SOLICITATION

1.1 Disciplinary Action

For detail of disciplinary procedure, please refer to APPENDIX A - DISCIPLINARY PROCEDURE

1.2 Solicitation

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on **Mega Square Sdn. Bhd.** property during work time, especially those of a partisan or political nature. “Work time” includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute literature to working employees. Persons who are not employed by **Mega Square Sdn. Bhd.** shall not solicit or distribute literature on **Mega Square Sdn. Bhd.’s** premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the Personnel & Administration Manager or his/her designee.

2. HOURS OF WORK, ATTENDANCE AND PUNCTUALITY & OVERTIME

2.1 Hours of Work

The normal work week for **Mega Square Sdn. Bhd.** shall consist of seven hours and thirty minutes (7.5) for six (6) days per week or nine hours (9) per day for five (5) days per week, excluding one hour (unpaid) for lunch*. Details of working shift shall be determined in the Employment Contract. Subject to **Mega Square Sdn. Bhd.** work assignments and Personnel & Administration Manager approval, the employee's supervisor/HOD shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

**[Based on Employment Act (Amendment 2022)]*

2.2 Attendance and Punctuality

Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor and the office manager as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor/HOD as soon as possible.

For all absences extending longer than one day, you must telephone your immediate supervisor/HOD prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to- work date. A physician's statement or medical certificate may be required as proof of the need for any illness-related absence regardless of the length of the absence.

Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor/HOD or the Personnel & Administration Manager will be considered to have voluntarily terminated his or her employment. The employee will be notified through phone call or mailed to the last mailing address on file with **Mega Square Sdn. Bhd.** to show cause and any failure to respond to the show cause letter or to provide a justified excuse as accepted by **Mega Square Sdn. Bhd.**, notification for last pay-slip collection will be issued to such employee.

Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, **Mega Square Sdn. Bhd.** may counsel employees prior to termination for excessive absences, tardiness or leaving early.

2.3 Overtime

Overtime pay, which is applicable only to Employees as defined in Section 2(1) of the Employment Act 1955 ("EA"), otherwise, stated in employment contract, is for any time worked in excess of standard hours in a shift as per employment contract. Only the HOD/Personnel & Administration Manager or his or her designee, upon the request of an employee's supervisor/HOD, may authorize overtime.

Overtime rate is one and one-half time (1.5 of the employee hourly rate of pay, except in instances involving **Mega Square Sdn. Bhd.'s** acknowledged Public holidays when the rate is two times of the hourly rate of pay. Payment of overtime will be provided in the pay period following the period in which it is earned.

'Hourly rate of pay' means the daily or ordinary rate of pay divided by the normal hours of work as agreed between the employers and employees - Section 60(1)(b) EA.

'Ordinary rate of pay' means wages as defined in Section 2 of the EA calculated by the month, which an employee is entitled to receive under the terms of his contract of service for the normal hours of work for one day - Section 60(1)(a) EA

3. LEAVE AND ENTITLEMENT

No	Type of Leave	Entitlement / Service Period		Remarks																								
1	Public Holiday	11 Days		Refer to the notice.																								
2	Marriage Leave	2 Days		1 st marriage only																								
3	Medical Leave / Hospitalization	<table><tr><td>Less than 2 years</td><td>14 days</td></tr><tr><td>2 to 5 years</td><td>18 days</td></tr><tr><td>Above 5 years</td><td>22 days</td></tr><tr><td>Hospitalization</td><td>60 days</td></tr></table>		Less than 2 years	14 days	2 to 5 years	18 days	Above 5 years	22 days	Hospitalization	60 days	60 days hospitalization leave are exclusive of medical leave.*																
Less than 2 years	14 days																											
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4	Compassionate Leave	2 Days		Entitle for death of immediate family. <i>(Parent, spouse, children brother, sister)</i>																								
5	Paternity Leave	7 day*		Entitle for five and below surviving children only																								
6	Maternity Leave	98 days*		Not entitle to any maternity allowance if at the time of her confinement she has five or more surviving children																								
7	Annual Leave	<table><tr><td colspan="2">Operator / Leader / Driver / Guard & Clerk</td></tr><tr><td>Less than 2 years</td><td>08 days</td></tr><tr><td>2 to 5 years</td><td>12 days</td></tr><tr><td>Above 5 years</td><td>16 days</td></tr></table> <table><tr><td colspan="2">Officer / Supervisor / Executive & Asst.Manager</td></tr><tr><td>Less than 2 years</td><td>10 days</td></tr><tr><td>2 to 5 years</td><td>14 days</td></tr><tr><td>Above 5 years</td><td>18 days</td></tr></table> <table><tr><td colspan="2">Manager</td></tr><tr><td>Less than 2 years</td><td>14 days</td></tr><tr><td>2 to 5 years</td><td>18 days</td></tr><tr><td>Above 5 years</td><td>21 days</td></tr></table>		Operator / Leader / Driver / Guard & Clerk		Less than 2 years	08 days	2 to 5 years	12 days	Above 5 years	16 days	Officer / Supervisor / Executive & Asst.Manager		Less than 2 years	10 days	2 to 5 years	14 days	Above 5 years	18 days	Manager		Less than 2 years	14 days	2 to 5 years	18 days	Above 5 years	21 days	Annual Leave is to be granted after completion of twelve (12) months continuous service. Annual Leave must be applied 3 days in advance and subject for approvals.
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*[Based on Employment Act (Amendment 2022)]

Employees are eligible for 11 public holidays per year as follows:

1. New Year's Day
2. Chinese New Year (two days)
3. Labour Day
4. Hari Raya Aidifitri (two days)
5. National Day
6. Yang Di Pertuan Agong Birthday
7. Malaysia Day
8. Deepavali
9. Birthday of Sultan Perak

4. PERSONNEL RECORDS

Personnel records are the property of **Mega Square Sdn. Bhd.**, and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his or her supervisor/HOD in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

Accurately recording time worked is the responsibility of every employee. Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action. For any attendance record inaccurately reflected in pay slip, the employee shall notify the relevant HOD within two days from the receipt of their pay slip and the HOD shall inform the Personnel & Administration Manager accordingly.

5. OUTSIDE EMPLOYMENT

Individuals employed by **Mega Square Sdn. Bhd.** may hold outside jobs as long as they meet the performance standards of their job with **Mega Square Sdn. Bhd.** Employees should consider the impact that outside employment may have on their ability to perform their duties at **Mega Square Sdn. Bhd.** All employees will be evaluated by the same performance standards and will be subject to **Mega Square Sdn. Bhd.** scheduling demands, regardless of any outside work requirements.

If **Mega Square Sdn. Bhd.** determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of **Mega Square Sdn. Bhd.**, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with **Mega Square Sdn. Bhd.**

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with **Mega Square Sdn. Bhd.**

6. COMPUTER AND INFORMATION SECURITY

This section sets forth some important rules relating to the use of **Mega Square Sdn. Bhd.'s** computer and communications systems. These systems include individual PCs provided to employees, centralized computer equipment, all associated software, and **Mega Square Sdn. Bhd.'s** telephone, voice mail and electronic mail systems.

Mega Square Sdn. Bhd. has provided these systems to support its mission. Although limited personal use of **Mega Square Sdn. Bhd.'s** systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided, **Mega Square Sdn. Bhd.'s** ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in **Mega Square Sdn. Bhd.'s** computer and communication systems (including documents, other electronic files, e-mail and recorded voice mail messages) are the property of **Mega Square Sdn. Bhd.** **Mega Square Sdn. Bhd.** may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in **Mega Square Sdn. Bhd.'s** systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to **Mega Square Sdn. Bhd.** Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

Mega Square Sdn. Bhd.'s systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or religious or political beliefs. Similarly, **Mega Square Sdn. Bhd.'s** systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job-related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to **Mega Square Sdn. Bhd.'s** host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided.

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the company.
- Passwords should not be shared between users. If written down, password should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Additions to or modifications of the standard software configuration provided on **Mega Square Sdn. Bhd.'s** PCs should never be attempted by individual users (e.g., autoexec.bat and config.sys files). Requests for such changes should be directed to computer support or the HOD/ IT Manager/ Personnel & Administration Manager.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or the Personnel & Administration Manager.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the company onto company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents from outside the company may be performed not to present a security risk.

- Users should not attempt to boot PCs from external other media. This practice also risks the introduction of a computer virus.
- **Mega Square Sdn. Bhd.**'s computer facilities should not be used to attempt unauthorized access to or use of other organizations' computer systems and data.
- Computer games should not be loaded on **Mega Square Sdn. Bhd.**'s PCs.
- Company software (whether developed internally or licensed) should not be copied onto external or other media other than for the purpose of backing up your hard drive. Software documentation for programs developed and/or licensed by the company should not be removed from the company's offices.
- There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:
- Turn off your personal computer when you are leaving your work area or office for an extended period of time.
- Exercise judgment in assigning an appropriate level of security to documents stored on the company's networks, based on a realistic appraisal of the need for confidentiality or privacy.
- Remove previously written information from storage media before copying documents on such storage media for delivery outside **Mega Square Sdn. Bhd.**
- Back up any information stored locally on your personal computer (other than network based software and documents) on a frequent and regular basis.

Should you have any questions about any of the above policy guidelines, please contact the IT/HOD/Personnel & Administration Manager.

7. INTERNET ACCEPTABLE USE POLICY

At this time, desktop access to the Internet is provided to employees when there is a necessity and the access has been specifically approved. **Mega Square Sdn. Bhd.** has provided access to the Internet for authorized users to support its mission. No use of the Internet should conflict with the primary purpose of **Mega Square Sdn. Bhd.**, its ethical responsibilities or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

Mega Square Sdn. Bhd. may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, **Mega Square Sdn. Bhd.** may restrict access to certain sites that it deems are not necessary for business purposes.

Mega Square Sdn. Bhd.'s connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, send, receive or solicit sexually-oriented messages or images.
- Downloading or disseminating of copyrighted material that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or the Personnel & Administration Manager.
- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, medical condition, marital status, or religious or political beliefs.
- Without prior approval of the Personnel & Administration Manager, software should not be downloaded from the Internet as the download could introduce a computer virus onto **Mega Square Sdn. Bhd.'s** computer equipment. In addition, copyright laws may cover the software so the downloading could be an infringement of copyright law.
- Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or to post information to news groups that may be mistaken as the position of **Mega Square Sdn. Bhd.**
- Employees should guard against the disclosure of confidential information through the use of Internet e-mail or news groups.
- Employees should not download personal e-mail or Instant Messaging software to **Mega Square Sdn. Bhd.** computers.
- The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.
- The Internet should not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.
- The Internet should not be used to endorse political candidates or campaigns

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval must be submitted to your supervisor/HOD.

If you have any questions regarding any of the policy guidelines listed above, please contact your supervisor, HOD, or the Personnel & Administration Manager.