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Our Ref: OM-OA/107

5 January 2023

MEMORANDUM

To : Members of the Staff

From : Loh Fook Yuen

Subject : **Employee Handbook – Version 4.1.23**

The Management is pleased to introduce the updated version of the Employee Handbook which is published on the Company's intranet.

The changes in this version of the Employee Handbook include changes in signing-in for work using the Whyze PTIS mobile app, GroupCare Lite mobile app for visits to the GP and updated procedure on seeking reimbursement for treatment from non-panel GPs & TCM Practitioners, and HR related submissions to Melioris our HR outsourced service provider.

The list of changes i.e., clause no and brief description of the changes are tabulated in the version control table and can be found in pages 2 to 5 of the handbook.

Please read, understand, and become familiar with the changes and comply with all procedures set out in the Employee Handbook.

Please do not hesitate to approach your immediate superior or Director-in-Charge of your department if you have any questions, concerns or require additional information.

LOH FOOK YUEN
MANAGING DIRECTOR

cc CCG/GSH
cc Memo File

LFY/ji

CERTIFICATION INTERNATIONAL SOCOTEC ISO 9001 ISO 14001 SAC Accredited Certification Body QS-1999-05 ES-2018-07