ALPHA CONSULTING ENGINEERS PTE LTD

ADMINISTRATION PROCEDURES

1.0 STAFF RECORDS

1.1 Personal Record

All staff members are to complete the staff record form. Staff members are to notify the HR Department of any changes to the staff record.

1.2 Curriculum Vitae

All engineering staff are required to write his own curriculum vitae in accordance with the Company's standard format. The curriculum vitae shall be updated from time to time.

2.0 SALARY

2.1 Payment Methods

Staff salary will be paid through the bank accounts of the staff members. Salary will generally be paid at the end of the month. Payslips will be issued at the end of each month.

2.2 Overtime for Staff

2.2.1 Claim Entitlement

Staff members who are in receipt of a salary not exceeding $2,000.00 per month are entitled to claim for overtime work. The calculation of overtime pay will be based on the average working hours per month (for staff on normal terms of employment the average working hours per month is 173.33 hours) and the following factors:-

(i)	For weekdays	- 1.5 times salary
(ii)	For weekends & Public Holidays	- 2.0 times salary

For staff members who normally work 6 days a week, Saturdays are considered as weekdays.

Staff members whose salary exceed $2,000 per month are to clearly record their overtime work in their weekly time sheets and to have these certified by their immediate seniors; likewise administration staff so affected should also submit weekly time sheets for overtime work only. The Management may its own discretion consider token compensation for such staff and to be issued every one or two months.

Staff members should only record the actual time spent on overtime work. Meal time and other time spent which are not related to the work concerned should not be included in the overtime claim. Time spent after office hours for attendance of seminars, training classes will not be considered as overtime work.

Staff members who work overtime are entitled to claim for travelling by public transport to and from work when performing overtime work during Weekends or Public Holidays, at the flat rate of $5.00 for each day. For those who work exceeding 9:30 p.m. in the night, the actual taxi fare incurred will be reimbursed by the Company.

Claims for overtime work shall be made on the standard form. The Claim Form should be submitted weekly on the ensuing Monday when overtime work is performed. For each overtime work done, the Staff member should fill in the form for verification by his immediate superior on the following working day.

Such members who work overtime are also entitled to claim for meal allowance at the flat rate of $10.00 per meal in respect of overtime work. The basis for such claims are as follows:-

(i) For overtime work not less than 2 hours for a Weekday, claim for 1 meal.

(ii) For overtime work not less than 3 hours for a day during a Weekend or a Public Holiday, claim for 1 meal.

2.2.2 Restriction on Overtime Work

A staff member total hours of work including overtime work cannot exceed 12 hours a day.

A staff member's total overtime work cannot exceed 72 hours a month.

The 72 hours limit includes all overtime work performed beyond the normal working hours on a week-day, and all overtime work performed on an off-day. (An off-day is normally on a Saturday for an employee working on a 5 day week)

The 72 hours limit does not include any overtime work performed on a rest day or on a public holiday.

3.0 CLAIMS

Staff members will be reimbursed for any expenses incurred during assignments carried out on behalf of the Company.

3.1 **Forms**

For reimbursement of expenses incurred by staff, the following forms are available.

(i) Petty Cash Form - For miscellaneous expenses
(ii) Travelling Claim Form - For local travel by public transport
(iii) Overseas Travelling Claim Form - For expenses incurred overseas
(iv) Overtime Claim Form - For overtime work carried out by staff who are eligible for the claim

3.2 **Verification/Approval of Claims**

Petty Cash Form:

To be approved by the Finance Director.

Overtime, Travelling Claim Form, Overseas Travelling Claim Form etc.

Verified by respective Senior and approved by Finance Director or Project Director.

3.2.1 Petty Cash Claim

The petty cash is meant for miscellaneous expenses generally not exceeding $100.00 per claim.

3.2.2 Travelling Claim

All claims for travelling on business shall be by public transport unless otherwise agreed by the Company. Staff members should try to use the public bus service or MRT if it is reasonably convenient and to travel in one vehicle if travelling by car/taxi. Please also ensure that when two or more travel in the same car/taxi, no duplicate claims are submitted. Please indicate the amount of fare incurred.

All claims shall be made on monthly basis on the standard form and submitted within one week after the-end of the month. It will not be possible for the Company to entertain claims made after the one week period as the Company has to meet deadlines for accounting and financial requirements.

3.2.3 Overseas Travelling Claim

Staff members who are required to travel overseas on business will be entitled to an overseas subsistence allowance over and above their claims for transport, board and lodging.

3.2.4 Overtime Claim

Overtime claim should be made in accordance with clause 2.2.

For Engineering Staff, Overtime Claim Forms must be submitted together with the Time Sheet otherwise these will not be considered for payment.

3.3 **Annual Registration/Subscription Fees**

All Engineers will be reimbursed for their annual registration/subscription fees with the Professional Engineers Board, Singapore and Institute of Engineers, Singapore.

4.0 **STATIONERY**

All staff members will be issued with the basic stationery when they commence employment with the Company.

4.1 **Issue of Stationery**

All other general stationery are issued on request. Request for stationery are confined to 9.00 a.m. to 10.00 a.m. and 4.30 p.m. to 5.15 p.m. for ease of administration.

4.2 **Return of Stationery**

Staff members who are terminating their employment with the Company are to return all stationery to the Administration Section before leaving the office; otherwise, they may be billed the value of the unreturned stationery.

5.0 **TIME SHEET**

5.1 **Purpose**

All technical/site staff are required to submit their weekly/monthly timesheets for job costing, manpower resource management and billing of professional/supervision fees.

5.2 **Record**

The following are to be noted for recording of time sheets:-

(i) Time sheets are to complete for each week ending Sunday of the week.

(ii) The project title and project number must be completed.

(iii) Time for "General Work" which will include attending of seminars, attendance at the doctor, etc.

(iv) Brief description of work done to be given for 'General Work'.

(vii) Time to be recorded to nearest 0.25 hour.

(viii) Standard time per day is 8 hours.

(ix) Time sheets must be submitted on the following working day ensuing the week concerned.

6.0 LEAVE

6.1 Annual Leave Entitlement

Staff members are entitled to a minimum paid annual leave of 14 working days per annum. Annual leave will be calculated on a pro-rata basis for services short of 12 months.

After completing 5 years service, a staff member who is not employed on fixed contract term will become eligible for one extra day's leave for every additional year of service until a maximum total of 17 days leave per annum has been earned.

Such annual leave must be taken, unless directed otherwise by the Company in writing, within 12 months after it is due failing which such leave shall be forfeited.

6.2 Application and Approval

Application for leave shall be made to their respective Senior. Staff members will be granted leave of absence at such times as the Company may determine. Application for leave of 1 week or more shall be made at least 2 weeks in advance whereas leave for shorter periods should be made at least 1 week in advance.

Staff members are not allowed to alter, erase or amend their approved leave which are already shown on their Leave Cards; only the Assistant HR Manager is authorised to make changes to the approved leave on the Leave Card.

Under normal circumstances, the Staff will not be allowed to carry forward more than seven (7) days' outstanding annual leave to the next year. This limit could only be waived at the discretion of the Directors. The Staff's excess outstanding leave will be forfeited if no waiver is granted by the Directors.

The Staff will be allowed to take annual leave only after his/her position with the Company is confirmed.

No Staff will be allowed to take leave more than his/her annual leave entitlement in any single year unless he/she has good reasons (e.g. medical) to do so. If the Staff incurred negative leave for the year without the prior consent of the Management, deduction from the Staff's salary will be made at appropriate time to account for the negative leave incurred.

Before taking his/her annual leave, the Staff should make a list indicating all matters to be attended to by others on his/her behalf, in his/her absence.

Any leave taken by the Staff at eleventh hour without the prior consent of the Director will be treated as "no-pay" leave.

6.3 **Emergency Leave**

For emergency leave, the Staff should personally inform/telephone any of the following persons at the first available opportunity:

Loh Fook Yuen	Choong Choon Guan
Tan L S	Andrew Loh
Goh Soon Huat	Shirley Lim

The following information must be given by the Staff when applying for emergency leave:

(a) Reason(s) for taking the leave or nature of the emergency
(b) Duration of leave
(c) Matters to be attended to by others on his/her behalf, in his/her absence.

6.4 **Medical Leave**

Paid medical leave of not more than 14 days per year for out-patient treatment will be granted if given by the medical practitioner nominated by the Company or by any doctor at a Government/Quasi Government Clinic or Hospital. Medical leave given by other doctors will be subject to endorsement by the medical practitioner nominated by the Company and at the discretion of the Company. Medical leave may be granted for dental treatment if a medical certificate is raised by the dentist (this shall be subject to the above maximum of 14 days).

Staff members who are on medical leave are to keep the office informed.

6.5 Compassionate Leave

Compassionate Leave of 2 days will be granted to staff members on the demise of their parents, brothers, sisters, spouses and children on the day the event takes place and the following day.

6.6 Time-Off

Time-off will only be granted in emergency or special circumstances and should generally not exceed 2 hours. Prior approval must be obtained from the Project Director.

6.7 Maternity Leave

Female employees will be granted paid maternity leave of 16 weeks in accordance with the Employment Act.

7.0 MEDICAL BENEFITS

7.1 Consultation

All staff are provided with normal medical consultation at the medical practitioner nominated by the Company. The Company will not meet any medical expenses incurred other than those incurred at the medical practitioner nominated by the Company or for outpatient treatment at the doctors of any Government/Quasi-Government Clinic or Hospital.

The Company will not meet any expenses in connection with dental treatment, dentures, optical treatment, spectacles, operating or specialist fee and medical appliances.

The Company will reimburse staff members for medical expenses incurred for visits to their own doctors outside office hours and during weekends and public holidays up to a maximum of $20.00 per visit. Reimbursement for claims above $20.00 will be subject to the discretion of the Management.

7.2 Specialist Treatment

The Company may meet specialist fees incurred in respect of specialist treatment at a Government/Quasi Government hospital if these are referred to by the Company Doctor; subject to the discretion of the Management.

7.3 Ceiling of Medical Expenses

The total medical expenses to be borne by the Company for each staff shall not exceed $500.00 per year.

8.0 INSURANCE

8.1 Workmen Compensation

Staff members whose basic salary do not exceed $2,000.00 per month are covered under the Workmen Compensation Insurance.

8.2 Personal Accident Insurance

Staff members whose basic salary is more than $2,000.00 per month will be covered under the Group Personal Accident Insurance scheme, which the Company has obtained.

8.3 Group Hospital & Surgical Insurance

All staff members are covered under a Group Hospital & Surgical Insurance policy under Plan 3 with the exception of the following who will be covered by Plan 2:

* Those who have worked with the Company for more than 3 years.

* Those who are in senior positions such as Senior Associate, Associate, Senior Engineer, Executive Engineer, Senior Confidential Secretary etc.

However, medical insurance for contract staff is to be separately agreed upon.

9.0 ORDERS FOR GOODS & SERVICES

Any request for order of goods and services on the account of the Company must be approved by the respective authorised person.

10.0 CERTIFICATION OF INVOICES

All invoices received must be sent to the Accounts Department for recording. These will then be circulated for verification and approval for payment by the staff member concerned.