# ALPHA CONSULTING ENGINEERS PTE LTD

## GENERAL PROCEDURES

### 1.0 WORKING HOURS

### 1.1 Office hours

The company's normal working days are from Monday to Friday. The normal working hours from 8:30 a.m. to 5:30 p.m. with one hour lunch break from 12.30 p.m. to 1.30 p.m.

### 1.2 Attendance Record

#### 1.2.1 Daily Sign-In (Reporting) for Work

(i) Immediately upon first arrival at the office during normal working days, the Staff should proceed to his/her own workstation/computer or other available workstation to log in the attendance.

(ii) If the Staff is required to attend meeting, site inspection or the like out of the office first thing in the morning (i.e. not later than 9:00 am), he/she is allowed to sign-in 24 hours in advance from his/her workstation/computer by entering all the pertinent information. Advance sign-in is permissible for any consecutive outside appointment.

(iii) If an advance sign-in is already made by the Staff and he/she is unable to return to the office after the first appointment due to unexpected subsequent appointment(s), the Staff concerned shall inform the Admin Staff by telephone accordingly.

(iv) In the event the Staff is taking half-day emergency leave in the morning or is delayed for reporting to work due to unusual circumstances, he/she should notify the office in the manner as already prescribed for such events.

(v) If the scheduled meeting/appointment is to take place after 9:00 am or any later time longer than the Staff's travelling time from his/her home (starting from 8:30 am) to the destination, then the Staff should first report to the office before proceeding to the scheduled meeting/appointment.

### 1.2.2 Daily Sign-Out after Work

(i) After completing work (normal or overtime) for the day, the Staff in the office should sign-out thru their workstations/computers before leaving the office.

(ii) Should the Staff be unable to sign-out after work from the office due to appointment outside the office, he/she should telephone the Admin Staff to sign-out on his/her behalf. However, this arrangement is applicable only in situation where the Staff is unable to return to the office before 5:30 pm or 12:30 pm if the Staff is on half-day leave in the afternoon for the day. Should the Staff be unable to notify the Admin Staff in time for this, then he/she must inform the Admin Staff the next working day to update his/her attendance record.

## 1.3 Staff Members Leaving Office During Normal Working Hours

(i) Before leaving the office premises, record the time and providing all pertinent details. Should the Staff leaves the office for consecutive outside appointments, pertinent details for other appointments should also be provided.

(ii) Should the Staff be unable to return to the office within the estimated time or before the closure of office due to unforeseen circumstances, he/she should inform the Admin Staff by telephone.

(iii) For approved short duration absence from the office premises for up to 30 min., there is no need to make e-entry.

## 1.4 Public Holidays

All staff members are entitled to leave on all gazetted public holidays.

For staff members working on a 5-days week, when a public holiday falls on a Saturday, these staff members will be compensated with one day annual leave in lieu which is normally to be taken on the following Monday.

## 1.5 Morning Coffee and Afternoon Tea

Morning coffee and afternoon tea will be served to individual staff by the Office Assistant at their respective places.

## 2.0 DRESS CODE

All staff members are expected to be smartly and decently dressed when in the office. Staff are not permitted to wear slippers, shorts, jeans and T-shirts during normal office hours.

## 3.0 OFFICE AREA USAGE

### 3.1 General Office

Visitors are not allowed within the office, except at the reception area and conference rooms. Visitors may be escorted round the office, if necessary at the discretion of the Directors.

### 3.2 Conference Room

Conference room is to be used for meetings with visitors and among staff.

### 3.3 Accounts Department

Staff members are to observe the NO ADMITTANCE rule for the Accounts Department. Entry to the Accounts Department is only permitted if so requested or required by the Accounts Department.

### 3.4 Pantry

All unfinished food or perishable items are not to be thrown in the waste paper basket but to be discarded in the waste bin in the pantry.

## 4.0 OVERTIME

### 4.1 Working Overtime In The Evening

All staff members working overtime are to check the following before leaving the office:

(i) Switch off all lights, all air conditioner and photocopiers.

(ii) Lock the Main Door.

### 4.2 Working during Saturdays, Sundays and Public Holidays

Staff members who are reporting to work on Saturdays, Sundays and Public Holidays are to request for the main door key from Drafting office. This key is to be returned on the next working day.

## 5.0 OFFICE FACILITIES

### 5.1 Faulty Lines or Telephone

The Asst HR/Admin Manager is to be informed of any faulty line or telephone set so that a report to Telecom can be made for repairs to be carried out.

### 5.2 Guidelines on Use of Telefax Machines

The telefax machines can be use for:

* Handwritten or typed messages in fax format letters
* Sketches, part prints
* Payment certificates to QS only and followed by post
* Extension of tender validity and closing date (followed by post)
* Urgent response to external parties
* Overseas correspondence on project matters

The telefax machines should not be use for

* Minutes of meeting recorded and issued by ACE. These minutes should be prepared well in advance for normal post.
* Letters on invitation for tender quotation, unless urgently needed.
* General matters/issues for which urgency of transmission is not required.

### 5.3 Photocopier

The copier should only be used for official business. The copier should not be used for making voluminous prints, e.g. enquiry documents, reports, etc. which should be done through an external party.

All breakdown or abnormality of the photocopier should be reported to the Administrative Asst.

### 5.4 Packet Drinks

Chilled packaged drinks are available from the refrigerator to the staff members at a subsidised rate of 20 cents per packet

### 5.5 Office Cameras

The office has 2 digital cameras which are available on loan from the Accounts Department.

## 6.0 LIBRARY

### 6.1 Library Facilities

#### 6.1.1 Reference Books

The Reference books are arranged in three categories:

E - Electrical Engineering
M - Mechanical Engineering
G - General

A copy of the list of books in the form of a computer printout is available for reference in the library.

#### 6.1.2 Engineering Standards

Available in the library are copies of commonly used engineering standards and codes of practices such as Singapore Standards, Singapore Standards Codes of Practice, IEC Recommendations, British Standards, SMACNA Standards, JIS Standards, Jakarta Standards, NFPA, etc.

#### 6.1.3 Supplier Catalogues

Up-to-date and complete catalogues of major engineering suppliers are arranged according to subject matter.

#### 6.1.4 Seminar/Course Materials

Most of the materials collected from seminars and courses attended by staff within and outside of Singapore, are available in the library.

#### 6.1.5 Contract Documents

Upon completion of engineering projects, the respective contract documents except for those of a confidential nature, are kept in the library.

#### 6.1.6 Periodicals

Periodic technical publications of engineering institutions such as IES, IEEE, IEE, and other technical journals are kept permanently in the library for future reference.

## 6.2 Opening Hours

The library is open during normal office working hours. Access to the library outside normal working hours can be made by special arrangement with the Library Clerk.

## 6.3 Book Indexing

Each reference book has been given a reference number in accordance to its category.

Besides the three categories mentioned earlier, the books in each category are further classified by subject matters.

Staff who do not know the title or the author's name of a reference book are advised to look up the computer printout, a copy of which is always available in the library.

## 6.4 Borrowing Procedures

### 6.4.1 Reference Books

A bookcard for recording names of borrowers is provided on the inside of the back cover. The borrower is required to fill in the date and his initials on the card and leave the card with the Library Clerk.

### 6.4.2 Other Materials

Materials other than reference books to be borrowed from the library are to be recorded by the Library Clerk in the respective record books.

## 6.5 Returning Procedure

Although a maximum of two (2) weeks is allowed for the return of borrowed materials, staff are requested to return them to the library immediately after use. This will ensure that the materials are readily available for reference by other staff.

Library materials should preferably be returned to the Library Clerk but in his absence, these should be placed on the tray provided on the desk, with a small note bearing the initial of the borrower.

Staff members who are terminating their employment with the Company are to return all library materials to the Library Clerk before leaving the office. Otherwise, they may be billed the cost of replacing these library materials.

6.6 **Responsibility of Library Clerk**

The Library Clerk is responsible for the general tidiness of the library.

She is also responsible for the monthly updating of the catalogue for reference books and inventory checks.

6.7 **Responsibility of Library-Users**

All library-users are responsible for recording of all borrowed materials from the library in the manner described earlier. After use, these should be returned to the library for safe-keeping and use by other staff.

6.8 **Procedure For Ordering Reference Materials**

When a staff wishes to recommend any reference materials such as reference books or engineering standards to be added, he may make such request to the Director (Training).

## 7.0 HOUSEKEEPING

### Working Areas

All staff are to keep their tables and working areas neat and tidy. Unwanted paper should be properly disposed in the waste-paper baskets provided. Unfinished food and food wrappers should not be thrown in the waste paper baskets but should be placed in the waste bin provided in the pantry. It is the responsibility of every staff to keep the office clean to maintain a clean and conducive working environment for all.

## 8.0 LIST OF INTERESTED CONTRACTORS

From time to time, the Company receives letters from Contractors expressing interest to tender for our projects. A list of such interested contractors (kept in alphabetical order) is available from the Administration Section, and categorised as follows:

(i) Electrical
(ii) Lifts & Escalators
(iii) Airconditioning & Ventilation
(iv) Fire Fighting and Alarm
(v) Sanitary & Plumbing
(vi) Swimming Pool Filtration
(vii) Others

Selection of names from this list, if required, is to be undertaken only with the approval of the Project Director and is subject to the concurrence of the Architect and/or Client.

For Government project, it is usually the case that only CIDB - registered contractors (with the appropriate financial classification) are eligible to tender.

## 9.0 CONFIDENTIALITY

Staff are reminded that they are not to disclose, divulge or discuss any secrets or transactions of information concerning the Company's business save in the course of their duties.

In particular, names of tenderers or shortlisted tenderers are not to be disclosed.

Also in seeking unofficial quotations or technical assistance from suppliers, care should be taken where possible not to reveal the name and location of the project and name of the Client.

Confidential documents should not be left lying on your desk but should be returned to the confidential cabinets or placed under lock and key when you are not at the desk.

Confidential documents to be circulated for internal information should always be put in a sealed envelope marked 'Confidential', and confined to the key members of the project team only.

Confidential documents to be sent to an external party should always be put in a sealed envelope marked 'Confidential'. In addition to the name and address of the company sent to, the name of the particular person involved must be attention to on the envelope.

## 10.0 INVITATIONS FROM MANUFACTURERS, SUPPLIERS, CONTRACTORS, ETC.

Individual staff members who are invited by manufacturers, suppliers, contractors, etc. to attend seminars, conferences, lunches, dinners, cocktails, etc. should obtain clearance from the Director (Training) before accepting such invitations.