

Employee Handbook



COMPANY BACKGROUND



Stag Match Tuition Centre, a registered education business has become a leading education business in the education industry. The Tuition Centre is founded by Mr Alex Wong HeQin, Director in year 2001, who believes all students should be given an opportunity to excel academically.

Stag Match Tuition Centre aims to prepare its students to excel as young leaders of tomorrow by combining an exclusive collegiate-based curriculum tailored specifically for children with enhanced, first class tuition services. We offer teaching subjects in English, Maths, Science, Chinese, Malay, and Phonics from Pre-school to Secondary 5 level.

In 2007, Stag Match Tuition Centre was selected to be a registered Tuition Provider with People Association (PA) to meet the tuition needs of many students in Singapore. The tuition services are aligned with Singapore education system which focuses on students' creative thinking and analytical skills.

In 2012, Stag Match was awarded as the "Top 100 Singapore Excellence Award for 2012/2013" and "Best in Enrichment Experience 2014/2015" by Parents World Magazine.

In 2015, Stag Match is approved and registered in MOE.

After many years of development, Stag Match Tuition Centre has expanded to multi branches island-wide with a strong operations management team and over thousand of active students.

In 2016, Stag Match had become the one and the only to partner with Science Centre in Singapore.

In 2018, Stag Match has franchised to Malaysia , Australia and Philippines.

OUR VISION

To empower each student to become an independent, self-advocating and resourceful learner.

OUR MISSION

We are a Tuition Centre to help students to acquire their academic and personal success in a fun and relaxed environment.

We provide a supportive learning environment, a quality tuition curriculum to develop each student to become stronger in their academic skills and to have better concentration in their learning process.

We adopt a holistic approach in delivering our teaching, not only emphasizing on academic achievement but also to encourage each student to build self-confidence to pursue higher personal goals.

OUR CORPORATE CORE VALUES

S - We emphasize delivery of quality **Service** in our tutoring curriculum to students at all levels of learning.

T - We are committed to build a **Trusting** relationship with our students to inculcate self-responsibility in their learning journey and partner with students' parents to help their child develops his/her learning capacity to the fullest potential.

A - We embrace **Adaptability** in our work culture to ensure our teaching skills and knowledge are kept up-to-date for our students.

G - We believe in cultivating a **Gracious** and happy work environment for our employees which will lead to better work performance.

MESSAGE FROM MANAGING DIRECTOR

Welcome to the family of **STAG MATCH** !

This new Employee Handbook is developed to provide our employees to have a better understanding of our Company's human resource policies/procedures, employment terms/conditions and employees' benefits.

Stag Match was established in 2001 and has evolved over the years. Our progress was the results of our employees' contributions and commitment to our Company. To bring us to the next level of our business growth and to remain sustainable in the ever-changing business landscape, we will need to build a structured human resources capabilities within our organization. The development of the Employee Handbook will provide the basic step to our Company to build on more strategic human resource capabilities and to value add our human capital.

This Handbook does not constitute a contract or an offer to enter into a contract. It also does not supersede terms and conditions of employment on any item that differs (if any) from the letter of appointment issued to individual employee. The Handbook shall be reviewed from time to time and the Company reserves the rights to change the provisions in this Handbook as and when deem necessary. Notification to all employees of the changes shall be made through the normal communication channel.

The Company has a culture of open-door policy and we welcome employee's feedback or suggestion to the management for improvement of employees' benefits / welfare, working conditions or work productivity.

All the best!

Yours sincerely

Alex Wong
Managing Director

1st August 2015

OUR HUMAN RESOURCE PHILOSOPHY

The Management of Stag Match Tuition Centre believe that our human resource is a much valued asset in the organization and we will make every effort possible to provide opportunity for our employees to grow and develop themselves within the job in our education centre.

We are committed to fair employment opportunity and to hire the right person based on meritocracy in our hiring process. We offer compensation to employees which commensurate with their qualifications, skills and experiences.

STAG MATCH Career Path Timeline

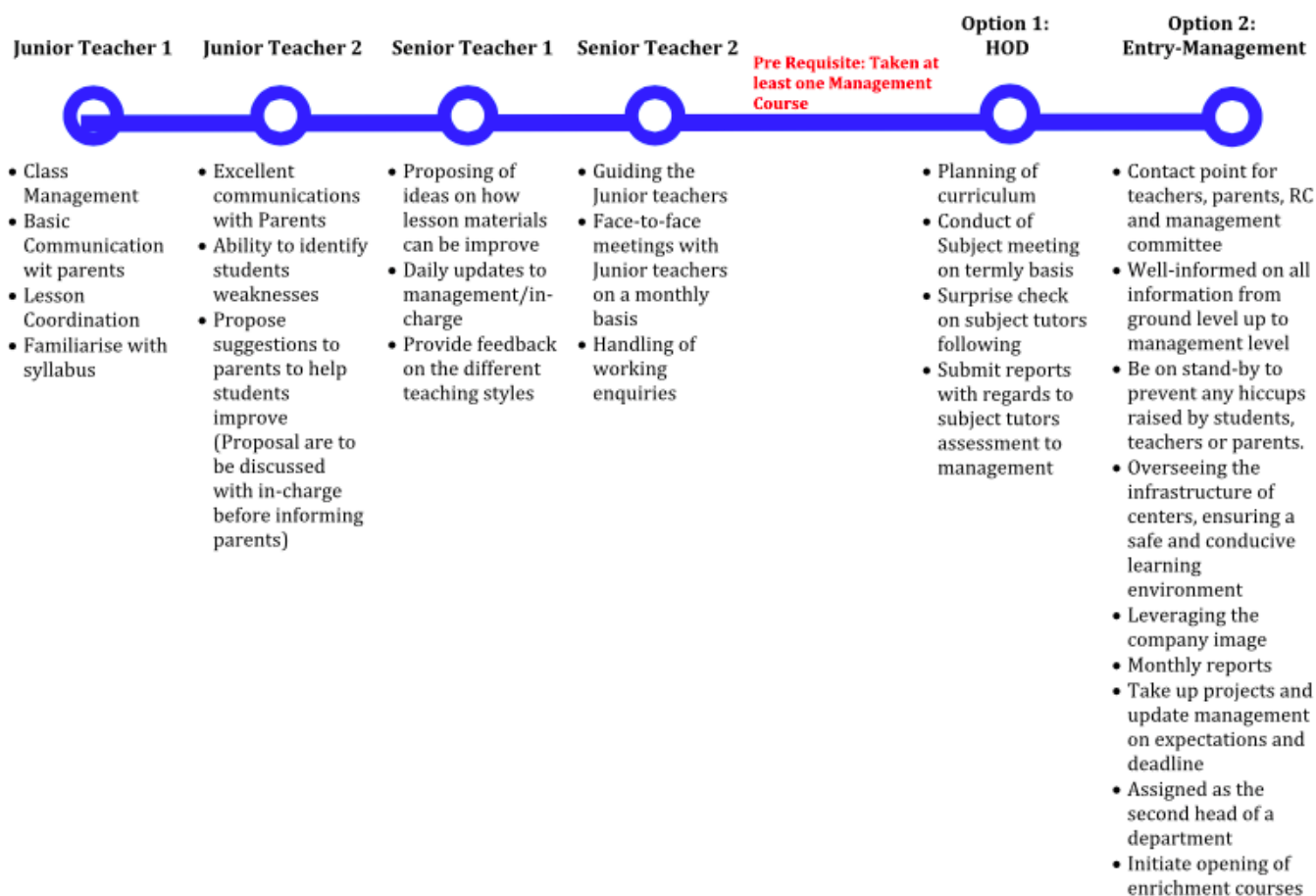


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1. TERMS AND CONDITIONS OF EMPLOYMENT

1.1 Employees Classification

The Employee Handbook is applicable to all Permanent Full-time / Part-time / Contract employees and Intern at Stag Match.

1.2 Probation and Confirmation

The probationary period for all newly appointed employees shall be Six (6) months. Before the end of the probationary period, the performance of the staff will be reviewed and be advised in writing whether he/she shall be confirmed, extended or terminated in the appointment.

If the probationary extension is required, the extended period shall not be more than three (3) months. Before the expiry of the extended period, employee shall be informed in writing whether he/she is confirmed in the appointment or the employment be terminated.

New employees are not allowed to apply for Annual Leave during their three (3) months' probationary period.

1.3 Transfer / Deployment

The Company reserves the right to transfer an employee to any of the operational sites, subsidiaries or related companies so as to meet the business or operational requirements.

1.4 Pre-existing Medical Conditions

The Company will not bear the medical obligations for any employee with pre-existing illness/s whether declared or not, to the Company during the employment application.

1.5 Termination Of Service

The employee shall not during his/her employment be engaged or concerned in any business other than that of the Company or accept any other engagement except with the prior consent in writing of the Company

The Company, however, has the right to give immediate notice before terminating the Appointee services if he/she is guilty of misdemeanor, misconduct, negligence or breach of any of the terms of this agreement.

The Company reserves the right not to give any reasons for termination.

Upon the termination of the employee's employment he/she shall return to the Company all documents, records, items and materials in his/her possession or custody belonging to the Company or its clients and he/she shall not retain any copies (including electronic or soft copies) thereof.

During the employee's notice period, he/she shall handover all documents and materials relating to his/her work and ensures a smooth transition of his/her duties and responsibilities. If fail to complete the handover during the notice period, the Company shall be fully entitled

to required and compel he/her to stay **one (1) more month** after the notice period has end to complete the hand over and this apply in accordance with the **Clause 1**.

1.6 **AWOL**

(The company reserves the right to terminate the Appointee's employment without notice and has the right to deduct a **minimum amount of \$100/-** from the Appointee's Salary if she/he is absent from work leave without prior approval from the company.

1.7 **Notification Of Resignation**

Employees who wish to resign would have to submit their letter in writing to their Immediate Superior who will signed and thereafter have it submitted to the HR Department. The day on which the notice is given shall be included in the **1 month** notice period and the computation of notice period shall commence from the date thereof. The Company will not accept claims of submission of letter of resignation through other means.

Should the employee decide to terminate before the minimum employment period. The employee is personally liable to compensate the company based on the contract signed.

1.8 **Working Hours**

The Company operates on a seven (7) days. Operating hours are as follows:
8am – 10pm

Working hours : depend on assignment

Below 4 working hours : No break unless given.

5 to 9 working hours : 1 hour break. Example : 1pm to 10pm (1 hour break)*

Above 9 working hours : 2 hours break. Example : 12noon to 10pm (2 hour break)*

**All breaks are unpaid.*

The Company reserves the right to revise the working hours should the need arise.

❖ **Employees' Punctuality**

a) Report to work 30 minutes earlier

b) Penalty: Late for 15 minutes:

1st Offence

- \$10 is deducted from pay (Part-timers)

- Half day pay is deducted (Full-timers)

2nd Offence

- No pay (Part-Timers)

- 1-day leave deducted (Full timers)

1.9 Confidentiality Information

All employees shall observe the following guidelines governing the interpretation and management of company confidential information:

- a) Employee shall not disclose to any third party any confidential information obtained during the course of employment unless expressly authorized by the Company.
- b) Confidential information for the purpose of this contract includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position.
- c) The confidentiality and secrecy of information shall continue to apply after the employee's departure from the Company, until such time that the information is no longer confidential or has been made public by the Company.
- d) Employee shall not without prior written consent of the Company destroy, make copies, duplicate or reproduce in any form the Company's confidential

2.0 Non-solicitation and Restrictive Covenants

Employee is not able to open a business of the same industry as the Company within 3km radius in the period of 6 months after resigned/terminated or work in the same industry / competitors of the Company within 3km radius in the period of 6 months after resigned/terminated.

Employee is not able to open a business of the same industry as the Company during the period of the contract or work in the same industry / competitors of the Company within 3km radius during the period of the contract.

2. LEAVE BENEFITS

2.1 Public Holidays And Rest Days

All employees shall be entitled to paid holidays as gazette under Singapore Law or granted a day-off or leave-in-lieu if he/she is required to work on a public holiday or the public holiday that falls on a rest day.

2.2 Annual Leave Entitlement

Number of leave granted:

- (i) 7 days/year (Full-timers) → paid leave
 - (ii) 5 days/year (Part-timers) → unpaid leave
- During non-school holidays, employees are not allowed to apply leave for any consecutive working days
 - Consecutive leaves can only be applied during the month of June and December.
 - Part-time employees will be subjected to a **fine of \$100 / day** should they exceed 5 days of unpaid leave granted to them or take 2 consecutive working weeks.

2.3 Leave Pro-ration

Employees who had served at least three (3) months' service but had not completed twelve (12) months of continuous service in any calendar year shall be entitled to pro-rated annual leave.

Resigning employees who have less than three (3) months' service is not eligible for pro-rated annual leave.

2.4 Leave Application

Full-time employees are encouraged to schedule their annual leave during the calendar year and to take the leave up to the total number of days' leave that he/she has earned in that year.

In general, leave application is granted subject to work exigencies and must be submitted in advance to the Approving Manager.

2.5 Sickness/Hospitalization During Annual Leave

If an employee falls sick whilst he / she is already on annual leave and subsequently produces a recognized medical certificate, the leave of absence shall still be regarded as annual leave. However, in the case an employee is granted hospitalization leave, the annual leave shall be cancelled.

2.6 Leave Accumulation

Leaves balance is not allow to bring forward to the following year.

2.7 Medical Leave

Full-time employee who has served at least three (3) months' service with the Company shall be eligible to the following paid medical leave per calendar year or pro-rated thereof if supported by medical certificate issued by a registered medical practitioner in Singapore:

The full-time employee is entitled to **seven (7) days** of paid sick leave per calendar year, upon confirmation of his/ her employment. Sick leave during the probation period shall be approved at the sole discretion of the Company.

Employee is responsible to inform his Supervisor as soon as possible of his/her medical leave so as to make alternative work arrangement and minimize work disruption. Such **notice shall be given 12 hours before the start of his/her shift.**

The employees, agreed and undertake that will not institute or any legal action, suit, proceeding, claim or demand whatsoever, in respect of loss of life or personal injuries or other loss or damage however caused or suffered by he/herself in the course of or during work. And the employee further agree and undertake to keep the company indemnified against all actions, suits, proceedings, claims, demands, cost and expenses whatever which may be made or take against the company.

2.8 Compassionate Leave

In an unfortunate event of the death of an immediate family member (spouse, child, parent, parent-in-law, siblings or grandparent), a confirmed employee may apply for compassionate leave up to three (3) consecutive working days at any one time on the death of immediate family.

Compassionate leave may be taken within one (1) week from the date of demise. Supporting certificate (death certificate or doctor's letter) must be submitted to HR/Admin upon return to work.

2.9 Maternity Leave

The purpose of the maternity leave is to provide working mothers the time to recuperate from childbirth, to bond with newborn and to settle into new domestic arrangements.

Female employees who have completed at least 90 calendar days of continuous service with the Company will be eligible for paid maternity leave and enhanced maternity leave as follows:

	Type A	Type B	Type C
Description	Child is Singaporean at birth Employee is lawfully married to child's natural father	Child is Singaporean at birth Employee is single (unmarried)	Child is non-Singaporean at birth. Employee is covered by Employment Act
1 st and 2 nd confinement	Total leave of absence = 16 weeks (8 weeks paid leave by Company and 8 weeks paid leave by Government)	Total leave of absence = 12 weeks (8 weeks paid leave by company and 4 weeks no pay leave)	Total leave of absence = 12 weeks (8 weeks paid leave by Company and 4 weeks no pay leave)
For 3 rd confinement onwards	Total leave of absence = 16 weeks (Full 16 weeks paid leave by Government)	Total leave of absence = 8 weeks (no pay leave)	Total leave of absence = 8 weeks (no pay leave)

Notes:

- Female employee is entitled to maternity leave benefit if she is covered under the Singapore Employment Act regardless of nationality.
- The Singapore Children Development Co-Savings Act covers all parents of Singapore citizens including managerial, executive or confidential staff.
- 1st 8 weeks = Normal Maternity Leave and subsequent 8 weeks = Extended Maternity Leave.
- The above benefit is entitled for Female full time employee only.

a) Other Terms and Conditions

Eligible female employee will consume total sixteen (16) weeks of maternity leave in the following manner:

- First eight (8) weeks en bloc leave, followed by last eight (8) weeks of maternity leave to be taken flexibly over the twelve (12) months following the child birth subject to mutual agreement with her supervisor and must be completed within twelve (12) months of the birth of the child.
- Leave on account of miscarriage or abortion shall not be eligible for maternity leave.
- Employees shall not be allowed to use the maternity leave to offset termination or resignation notice period.
- No resignation / termination notice for cessation of service can be served during the 1st eight (8) weeks or subsequent 8 weeks of enhanced maternity leave or during the sixteen (16) weeks of maternity leave if taken en bloc. Termination notice can be served only after the employee returns to work having completed at least eight (8) weeks of maternity leave. However, the days of maternity leave taken flexibly by employee cannot be counted as part of the notice period.
- expected date of delivery of child for the safety of the expectant employee.
- Paternity In the event that the employee resigns or her employment contract ends or terminated after utilizing the initial eight (8) weeks and before the eligible extended maternity leave has been fully utilized, the unutilized portion of the maternity shall lapse.
- Employee is expected to proceed on maternity leave at least one (1) week before the

3.0 Leave

The Company recognises that fathers also play an important role in raising children and shared parenting responsibility in bonding with and caring for their new-born child.

Employees who are fathers are eligible to apply for Paternity Leave as follows:-

Child Citizenship	No of days
i) Singaporean	One week en bloc leave
ii) Non-Singaporean	Three working days

The following conditions applies :

- a) Employee is lawfully married ;
- b) Employee must have served the company for a continuous duration of at least three (3) calendar months immediately preceding the birth of the child.
- c) Leave is to be taken within sixteen (16) weeks after the birth of the child.

3.1 Childcare Leave

Childcare Leave is granted in support of our Company pro-family policy to enable working parents regardless of nationality to have more time to care and bond with their children.

Childcare Leave Eligibility and Entitlement

A) Parents of Singapore Citizens covered under Employment Act and managerial, executive, confidential staff covered under Child Development Co-Savings Act	
Conditions To Be Eligible:	
i	Employee has worked with the Company for at least three (3) months' service.
ii	The child (including legally adopted children or stepchildren) is below seven (7) years of age.
iii	The child is a Singapore Citizen
iv	The child's parents are lawfully married (including divorced or widowed parents)
Childcare Leave Entitlements : - Child Age Group A (0 - 6 years) - 6 days per annum * - Child Age Group B (7 - 12 years) - 2 days per annum (extended) ** - Child Age in both Group A and Group B - 6 days per annum * meet all above conditions ** meet conditions i), iii), iv) . The maximum childcare leave entitlement is capped at six (6) days per year based on the age of the youngest child even if employee has children in both age groups.	
B) Parents of Non-Citizen Child or Single (unmarried) parents under Employment Act	
Conditions To Be Eligible:	
i	Employee has worked with the Company for at least three (3) months' service
ii	The child (including legally adopted children or stepchildren) is below seven (7) years of age
Childcare Leave Entitlements : - Child Age Group A (0 – 6 years) - 2 days per annum - Child Age Group B (7 to 12 years) - 0 day per annum	

a) Leave Declaration

An employee is legally obliged to indicate eligibility of three (3) days paid childcare leave by the Government by submitting a Declaration Form (Form GPCL1) to the Company supported with NRICs of both employee and spouse, marriage certificate, child's birth certificate and Singapore citizen certificate (if applicable) when submitting of Childcare Leave Application.

(Form GPCL1 can be downloaded via
http://www.ecitizen.gov.sg/Topics/Documents/GPCL1_2013May.pdf)

b) Pro-rated Childcare Leave

New employees are eligible to take the following pro-rated childcare leave provided he/she has at least three (3) months of service with the Company:

Length of service with employer	Number of days of childcare leave
3 months but less than 5 months	2
5 months but less than 7 months	3
7 months but less than 9 months	4
9 months but less than 11 months	5
11 months	6

Unused childcare leave at the end of the yearly entitlement period will lapse and cannot be exchanged for cash.

3.2 No Pay Leave

An employee who had consumed his/her full year's leave entitlement can apply unpaid leave up to three (3) days in a calendar year. Unpaid leave may be granted to employee on exceptional ground and at sole discretion of Management subject to:

- work exigencies;
- employee having consumed the full year's leave entitlement;
- valid reason given for circumstances due to emergency situation.

3. COMPENSATION

3.1 Salary Payment

Salary is paid into employee's bank account OR collection of cheque between 7th to 10th of the month. If the last day of the month falls on a non-working day, the salary shall be paid on the next working day.

The Company does not pay advance salary to employees. The Company considers salary matters as private and confidential. To avoid any undue sensitivity or discomfort, employees are requested not to disclose or discuss their salaries or bonus with anyone within the Company or anyone that has business dealings with the Company. Any employee who violates this policy will face disciplinary action.

3.2 Annual Salary Review

Salary review is done in the last quarter of each year. Annual salary increment is given subject to Company's profitability and employee's performance in January each year.

3.3 Central Provident Fund Contributions

The Company contributes Central Provident Fund in accordance to the prevailing CPF Act.

3.4 Income Tax

Employees are responsible for submission and payment of their own income tax.

3.5 Claims & Reimbursement (consider the wave system) one shot claim

- All claims must fill up the **claim form** and with approval before any purchase.
- All claims for the month are to be made by the 1st day of the following month.
(i.e Claims for April 2015 are to be made by 1st May 2015)
 - i. A picture of the receipt need to be taken and sent to the Branch's admin/Branch manager via WhatsApp or email
 - ii. 1 picture should only have the image of 1 receipt
- All the hard copy of the receipts/invoices of claims for the month are also required for submission to the Branch's admin/Branch manager, not later than the 5th of the following month
- Only 1 time submission is allowed.
- Refrain from passing the receipts one by one
- All claims will be reimbursed together with their salary for the month.
(ie. Claims for April 2015 will be reimbursed together with their April 2015 salary)
- No receipt, no reimbursement
- No submission, no claim (must adhere to the due date)

4. PERFORMANCE APPRAISAL

The Company conducts annual performance appraisal exercise using the Performance Appraisal Form as a guiding tool for Reporting Manager to assess the performance of the subordinate. The Performance Appraisal Form is also for employees to self-appraise and provide performance feedback, development needs to Reporting Manager.

Performance appraisal and development review is the responsibility of both the Reporting Manager and the subordinate. Performance appraisal exercise is reviewed both formally and informally and in the following process :

a) Performance Appraisal Cycle

The Company performance appraisal exercise is done once a year in last quarter of the year to provide a formal review and feedback on employees' performance and the progress of the departmental goals.

The performance appraisal review is also to identify and discuss employees' development needs. The performance ratings will be the primary factor used to determine the individual employee annual salary increment and bonus payment, if any, or for promotion / job upgrading exercise.

b) Promotion

It is the Company's policy to promote from within if there's an opening of new position in the organisation. Internal potential candidate with the necessary skills, qualification and readiness to perform duties of higher level position will be given priority for consideration.

5. CODE OF CONDUCT

5.1 Standards

All employees are expected to conduct themselves professionally whilst at work in office and at client's location. The following are some of the prohibited list of conduct :

a) Duties

Employees are not allowed to clock in / out for other colleagues.

Try not to make any personal calls during working hours unless it is an emergency.

b) Gambling

Employees are not allowed to gamble at work place at all times or to engage with clients on such activity.

c) Smoking

Employees are not allowed to smoke in the Company premises, production floor or at client work sites .

d) Drugs and Alcohol

Employees on duty are strictly prohibited from consuming any form or type of intoxicating drinks, with the exception of doctor's prescription, or controlled drugs. An employee found committing such offences will be immediately terminated and further action will be taken in accordance with the laws of Singapore concerning intoxication or drugs. An employee, who upon a doctor's instruction, has consumed medication that causes drowsiness or other side effects that makes him unfit for work shall go on medical leave whether paid or unpaid.

e) Assault /Fighting

Assault or fighting in any workplace is a serious offence. Anyone found committing the offence will be terminated without notice if the subsequent investigation confirmed the offence.

f) Insubordination

The Company takes a serious view on insubordination and will take the necessary action against the following behaviors :

- Refusal to accept work assigned by the supervisor ;
- Refusing or neglecting to obey company rules to perform work;
- Making threats or intimidating fellow colleagues.

g) Uniform

Employee will need to put on the given uniform at all time and portray an professional image

h) Anti - Harassment

The company adopts responsible and fair employment practices and will not condone behavior of harassment at workplace. Definition of harassment would mean persistent and unwelcome conduct or actions either explicitly or implicitly which can be either one of the following bases:

- Repeated making of unsolicited, inappropriate gestures or comments ;
- Display of offensive sexually graphic materials not necessary for work;
- Sexual harassment includes unwelcome sexual advances, unwelcome physical contact of a sexual nature such as touching, blocking a person's movement, standing too close, brushing against a person's body ;
- Intimidating an employee's race, disability, sex or age etc

The above list of code of conduct is not exhaustive.

i) Conduct with Students / Parents

No Physical contact with students . No dating with students . No Harassment to student. Should the teacher required to contact the students / parents directly, please seek approval from the company unless emergency (a follow need to be inform to the company).

Employees who commit any of the above-prohibited conduct shall be subject to disciplinary action. It should be noted that some violations may be serious enough to warrant an immediate dismissal / termination by the Company.

5.2 Discipline

The Company recognizes the value and importance of coaching and counselling as the initial step of corrective counselling process when an employee fails to meet expected conduct, attendance, job performance standard or violates the Company rules. When coaching and counselling fail, the Company shall take the following disciplinary action:

- Verbal warning
- Written warning
- Suspension or Dismissal

The above disciplinary action taken need not necessarily be followed in sequence but depending on the severity of the offence committed.

5.3 Gifts And Conflict of Interest Appropriateness

Employees are to declare any activities like other business, investments or directorship that may be in conflict with the Company's interests. Approval must be sought from the Company to engage in such activities.

Employees should obtain approval from management before accepting or soliciting gift of any kind from customers, clients, suppliers or vendor representative.

5.4 Grievance Procedure

The Company recognizes that employees do face many challenges at work that they will need to bring up to their superiors to be resolved. A harmonious environment at work in the office or Training Centre is important to project a professional workforce image. The following steps are established Grievance Procedure to provide guidance to aggrieved employee :

- a) Any employee having a grievance may within seven (7) working days of its arising bring the matter to the attention of his/her immediate Supervisor ;
- b) After seven (7) working days upon taking action as instructed in (a) above, if the employee feels that the grievance is not adequately considered, he/she may then bring the grievance to the attention of the Branch Manager.
- c) The grievance shall then be considered by the Branch Manager who will, at all times, keep the employee's Supervisor and the Managing Director informed. The Branch Manager will give his/her decision within seven (7) working days from the day the grievance is reported.
- d) The employee who is dissatisfied with the decision of the Branch Manager, may then bring the grievance to the Company management in writing within seven (7) working days from the day the Branch Manager gives his decision.
- e) The decision of the Company relating to the grievance shall then be given within seven (7) working days or at such date as may be mutually agreed upon on the grievance being discussed. The Company's decision shall then be final.

6. **EMPLOYEE DEVELOPMENT PROGRAMME**

The Company is committed to develop employees based on Company identified training needs and job competencies required for each job position.

6.1 Training Administration

a) Eligibility

- Confirmed employees are eligible to apply for Company sponsored courses / seminars.
- Probationary employees may apply for training courses / seminar on a case-to-case basis provided it is relevant to the employee's job.

b) Approval

The Managing Director is authorized to approve all courses/seminars applied by employees.

6.2 **Company's Properties**

- You are to take good care of the company's properties, which include files, gadget devices, database, documents etc.

- You are to report to your Manager immediately for any damaged and/or loss of properties. Fail to do so, the company reserve the rights to recover/claim the value or damages from you.

6.3 Intelligent Property

- Ownership by the company of Intellectual Property developed by staff (teaching or non teaching staff) for company use as a company resource
- No employee should be using such resources for personal use.

7. GENERAL

This section provides a general guide with regards to employee relations and workplace behaviour.

7.1 Personal Records

It is important that the Company's record on employees' personal particulars are accurate and up-to-date. Thus, it is the employee's responsibility to ensure that the following information and subsequent changes are provided to the HR Department :

- Name
- Address, postal code
- Home telephone number
- Mobile hand-phone (including emergency contacts)
- Marital status, spouse particulars.
- New addition to the family.
- New educational and/or professional qualifications.
- Permanent residency or citizenship.
- E-mail address

7.2 Dress Standard

All employees are expected to dress and groomed in a manner appropriate for business and to project a professional image for self and company.

a) Male Uniform

- Shirt with blazer / Stag Match's Polo T-Shirt on at all times during teaching.
- No short is allowed
- No slippers is allowed

Female Uniform

- Shirt with blazer / Stag Match's Polo T-Shirt on at all times during teaching.
- No T-shirt / shorts/ short skirts
- Skirts / dresses are not allow to be more than 2 inch above the knee.
- No spaghetti strips / revealing tops for ladies
- No slippers is allowed

Employees who are issued with Company uniform have to ensure to keep the uniform neat and tidy at all times when worn so as to project a professional image.

b) Grooming

All employees are expected to project neat and tidy appearance at all times. Hair should be maintained at a length as deemed appropriate for business presentation. Hair highlights should not be exaggerated.

7.3 Energy Conservation

All employees are advised to switch off office equipment not utilized, lightings and air-conditioners when they are not in use.

7.4 Office Security

All employees are advised not to place personal valuable items in the office.

7.5 Disposal Of Confidential Papers

All confidential papers should be disposed by shredding the confidential paper at a designated shredding machine.

7.6 Staff Notice Board / In-house Newsletter

Employees are encouraged to refer to the Staff Notice Board regularly for updates on Company / staff information and operational matters. The Company also communicates with staff via regular meetings and electronic mails.

7.7 Company Sports & Recreation

The Company organises social activities on regular basis for all staff to interact and promote employees' bonding. Employees are welcomed to propose any sports and social activities that would benefit all staff.

7.8 Smoke-free Environment

The Company observes "NO-SMOKING" rule strictly, in compliance with the current law of smoking. Employee who has violated this rule shall be subjected to disciplinary action.

7.9 Contacts With Media And Public Statements

If any employee is approached for their views, opinions or information by any media, they should refer the enquiry to the Managing Director and should refrain from giving any comments or information without any Company authorization.

8 Public Commitments

If any employee is approached for any public commitments like donations on behalf of the Company or making an agreement to provide service to a Company, they should refer the enquiry to the Managing Director and should refrain from giving any commitments either in words writing or verbal without any Company authorization.