

ERL MAINTENANCE SUPPORT SDN BHD

Co. Reg. No. 199901023674 (498574-T)




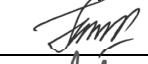
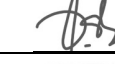

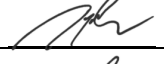


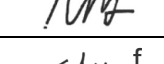





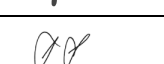

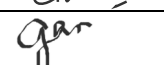



HUMAN RESOURCE DEPARTMENT

**RECRUITMENT & SELECTION
PROCEDURE**

Ref. No. G00.OMH.M11720.ZP.0001.I

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Release

| | | | | |
|-------------------|------------------------------|-----------------------------|-----------------------|---|
| Released: | Thomas Baake | Chief Executive Officer | 23/11/2021 |  |
| Checked: | James L. Boudville | Operations | 23.11.21 |  |
| Checked: | Norhandee Nordin | Drivers & Stations | 19.11.2021 |  |
| Checked: | Omar Zakir | Operation Control Centre | 18.11.2021 |  |
| Checked: f | Ham Mow Wai | Maintenance | 08.11.2021 |  |
| Checked: | Jayarajah Savarimuthu | Rolling Stock & Engineering | 08.11.2021 |  |
| Checked: | Norazman Abu Hassan | Rolling Stock | 03.11.2021 |  |
| Checked: | Muhamad Dzulfaqar Yusoff | Project and Engineering | 1/11/2021 |  |
| Checked: f | Anthony Arokianathan | Wayside | 08.11.2021 |  |
| Checked: | Noel Devan Sawnthara Pandian | Systems | 26 Oct 2021 |  |
| Checked: | Abdul Halim bin Baharom | Infrastructure | 25-10-2021 |  |
| Checked: | Sukhbir Singh | Safety & Security | 25.10.2021 |  |
| Checked: | Nauwalah Amat Mustakim | Finance & Administration | 21/10/2021 |  |
| Checked: | Gan Lee Hong | Procurement | 18.10.2021 |  |
| Checked: | Raefendy bin Ismail | Material Management | 14.10.2021 |  |
| Checked: | Muhammad Azim bin Abdullah | CEO Office | 12.10.2021 |  |
| Checked: | Haryati Khalil | CEO Office | 8.10.2021 |  |
| Checked: | Suriani Farisa | Human Resource | 7.10.2021 |  |
| Author: | Mohd Razziq | Human Resource | 06.10.2021 |  |
| | Name | Dept / Function | Date | Signature |

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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Change Record and Configuration Control

| | | | |
|-----------------|-------------|--|-------------|
| I | 06-Oct-21 | Revision to reflect current process | RZQ |
| H | 26-May-16 | Revision and to reflect change as per E-MAS Organization Chart [G00.OMG.M11110.BB.0005.U] | UMI |
| G | 01-Jul-10 | Minor revision, update SIRIM logo and to reflect change as per E-MAS organization chart [ref. No. G00.OMG.M11110 .BB.0005.*] | NAP / HAB |
| F | 05-Feb-09 | Change ISO 9001:2000 to ISO 9001:2008. Minor revision on clause 14 | HAB |
| E | 08-Jan-08 | Minor revision. Reword some statement for clearer understanding | HAB / OHA |
| D | 21-Aug-06 | Revised as per left border mark | HAB / LSH |
| C | 11-Feb-03 | REVISION | OHA / RJC |
| B | 26-June-02 | REVISION | OHA / SUE |
| A | 4-Dec-01 | NEW | OHA |
| Revision | Date | Modification | Name |

| | | | | | |
|---|--------------------------------|---|----|---|----------------|
| Planning Of Changes Reference For Revision: G00.OMH.M11720.ZP.0001.I | | | | | |
| Issues To Consider | Checked (Please mark X) | | | | Remarks |
| 1) Are there any negative impact? | YES | | NO | X | |
| 2) Will the integrity of QEMS be affected? | YES | | NO | X | |
| 3) Resources available? | YES | X | NO | | |
| 4) Allocation or relocation of responsibilities and authorities required? | YES | | NO | X | |

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1 Purpose

This procedure serves as a guideline for the handling of recruitment and selection of suitable candidates to fill up various positions within ERL Maintenance Support Sdn Bhd [E-MAS].

2 Scope, Distribution and Access

The scope covers all recruitment and selection activities of all level of E-MAS employees. As such, areas covered in this procedure include:

- Recruitment – consists of a process where E-MAS would identify its needs to employ an employee up to the point at which applications arrived at E-MAS;
- Selection – consists of the various processes involved in choosing from the number of applicants a suitable candidate to fill a position;
- Orientation Briefing; and
- Handling of employment of expatriates

This procedure shall be read together with the Employee Handbook¹, Job and Career Development¹. Distribution is applicable company wide and access is to all E-MAS employees.

3 Definition

| | |
|------------------------------|--|
| Company Documentation System | A computerized document management system used for filing, storing and retrieving of documents e.g. EDMS |
| Contract/Fixed Term Contract | These are employees either local or expatriates who are offered employment due Company's requirement over a specific period of time. They shall be entitled to only selected/certain benefits as approved by the Company |
| He/His | Implies both the masculine and feminine gender |
| HRD, FAD, etc. | Department codes as per Company Organisation procedure ¹ |
| Permanent Employment | These are employees engaged on established full time positions. They have to serve a probationary period of 6 months and are entitled to all applicable benefits upon completion of three (3) months of continuous service. |
| Probationary | These are employees who have been employed in established full time positions but are serving a 6 months' probation period. They would be considered for permanent employment upon successful completion of the probationary period. |
| Temporary | These are employees who are employed on temporary basis to a position. They are not entitled to any of the Company's compensation and benefits except those stipulated under the EA55. |

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4 Job Vacancies

Whenever possible, the Company would consider filling internal job vacancies in all job categories through promotion or transfer [refer to Section: Internal Sourcing and Job and Career Development Procedure¹] within the Company on the basis of individual qualifications, experience, potential and track record. Human Resource Department [HRD] would announce such vacancies by means of e-mails or any other means as appropriate. Where no suitable internal candidates are available to fill job vacancies, HRD would identify and select suitable external candidates as identified under Section: External Sourcing. HRD may also proceed with internal and external sourcing in parallel.

The Company shall only hire suitable job applicants after they have been carefully screened and interviewed by the respective interviewing panel.

The salary and terms and conditions of employment offered to new employees shall be determined strictly in accordance with the Company's grade and salary structure.

5 Approving Authority

Upon recommendation of HRD, all approvals for hiring shall be obtained from the Chief Executive Officer [CEO] while the appointment of CEO shall be upon approval of the Board of Directors [BOD].

6 Panel of Interviewer

| Staff Category | Interview Panel |
|-----------------------------|--|
| Managerial Level | CEO, HRD-HOD and respective Head of Department (HOD) [if applicable] |
| Executives/Supervisor Level | HOD / Immediate Supervisor (IS) and a representative from HRD |
| Non-Supervisory | HOD / IS and a representative from HRD |

Separate interviews [i.e. done by either HRD or requesting department on separate occasions] shall be resorted to ONLY in cases of extreme constraint or time of either party and such must be mutually agreed between parties involved. In such cases, short listed candidates will be interviewed by HRD and if suitable, will be sent to the respective HOD/IS. The respective HOD shall revert to HRD with their decision.

7 Competencies Requirement for Recruitment (CRR)

7.1 CRR Determines the Position's Requirements

The CRR¹ is the basis for all recruitment [including selection process] and basic training requirements for each position. The CRR¹ also indicates the position that is safety critical.

The minimum competency needs identified for each position in the CRR¹ will be used as a comparison with the candidate's qualification, experience and background. If the selected candidate's qualification or experience or background did not meet the minimum recruitment requirement but the candidate was identified as suitable, the HOD/IS must identify other required trainings that the selected candidate should attend. This information will be

¹ Refer to Clause 16 for document reference no.

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recorded in the Interview Assessment Form¹. Respective departments are advised to develop their respective department's training management procedure to indicate all training requirements including critical trainings.

The HOD/IS is responsible in ensuring that the candidate once hired attend all the required trainings to fulfil at least the minimum competency requirement as identified in the Interview Assessment Form¹. The HOD/IS needs to monitor their respective employee competency level in performing their duty in accordance to the company's requirement and expectation. Reference should be made by the HOD/IS to their respective department training management procedures, if one is available.

The CRR¹ should be updated on a yearly basis. HRD shall forward the table to the respective HOD's via e-mail for any updates on the positions and requirements within their department.

7.2 Selection of Candidates with Below or Above Requirement

HOD are cautioned not to hire overqualified or underqualified candidates. Overqualified new hire may do a great job in the beginning and if the job is not demanding enough for his capabilities, he may eventually become bored and demoralised. This will also affect people within his surroundings. The Company is not obliged to create a higher/suitable position for such individual. Underqualified new hire however may lead to poor performance.

Employment of candidates with education that are below or above the requirement [two levels] as per the CRR¹ will only be considered upon Management's approval. In the view of this, a memo justifying the reasons for employment must be submitted by the requesting department to HRD-HOD for evaluation and recommendation before submission for CEO's consideration and approval.

7.3 Appointment for Legal Requirement

Due to legal requirement an employee who is competent shall be identified by the respective HOD and appointed by the Company. Kindly also refer to Job Description Procedure¹.

8 Restriction of Employment

It is Company's policy not to employ the following:

- i. Applicants below the age of 15 in accordance to Children and Young Persons (Employment) Act 1966 (Act 350)
- ii. Persons who are summarily dismissed from the Company or discharged for acts of misconduct
- iii. Persons who leaves the Company without proper notice, poor work performance records and any other disciplinary issues including who have been dismissed from the Company for any reasons
- iv. Persons who failed the colour blindness test. However, candidates who are still interested may opt to undergo the Ishihara test for colour deficiency at any credible medical institutions under their own expenses. They may submit the final report stating that they are no longer colour blind and apply for a position again.
- v. Persons who have previously failed the Pre-Employment Medical Check-up at our appointed panel clinic.

¹ Refer to Clause 16 for document reference no.

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- vi. Restrictions are also imposed on the following categories except with approval from the CEO:
- Undischarged bankrupts in accordance to Bankruptcy Act 1967
 - Persons who have reached retirement age
 - Convicted persons

9 Manpower Requisition

The following to be observed when the need for manpower (either for replacement or for newly created position) arises. The Manpower Requisition Form¹ [MPR] shall be duly completed. Section C: Specifications of Candidates column shall be used for pre-screening by HRD. As such, the department CRR¹ and any other Additional Preference identified in the MPR must be correct and relevant for the position requested as to avoid delay in the hiring process. Any changes to Additional Preference due to internal employee movement eg. from Light Maintenance to Heavy Maintenance which affect the earlier Additional Preference shall be notified to HRD immediately.

HRD would inform the HOD/requestor on the approval status of their Manpower Requisition Form¹.

9.1 Newly Created Position

The requesting department shall initiate a memo to justify the creation of new position. The memo, a duly completed Manpower Requisition Form¹, JD¹, department working chart and CRR¹ (which must be updated by the department to reflect the new position created) to be forwarded to HRD. Before seeking approval from the CEO, HRD will forward the requisition to Finance & Administration Department [FAD] for budget confirmation.

9.2 Replacement

In case of a replacement due to resignation, transfer, re-designation or promotion, the requesting department shall submit the duly completed Manpower Requisition Form¹, JD¹, department working chart to HRD. Before seeking approval from the CEO, HRD will forward the requisition to FAD for budget confirmation.

9.3 Rejected Offer of Employment [Offered but rejected by candidate]

In cases where recruitment has been activated with referral to a particular Manpower Requisition Form¹, and the potential candidate rejected the offer, the same Manpower Requisition Form¹ is deemed to be re-activated and referred to. Thus, recruitment will continue without delay. Therefore, a new requisition form is not necessary.

9.4 Resignation of newly joined employee

In cases where there is a resignation of a newly hired employee, the HOD concerned is required to complete and submit a new Manpower Requisition Form¹ with all the relevant documents (refer to either sections for Newly Created Position or Replacement, where applicable). This shall be considered as a new requisition.

¹ Refer to Clause 16 for document reference no.

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10 Sourcing

10.1 Internal Sourcing

The choice of internal recruitment is the fastest, cheapest and also practical since both the incumbent employees and the employer are well aware of each other's potential as well as the details of the job. It would be motivating for other employees to know their effort and commitment will be considered when opportunities arise and spur employees to greater productivity.

As such, HRD would practise internal recruiting by any of the following:

- i. Posting information of vacant position(s) via e-mails or any other means as appropriate so that interested employees may submit their applications via Application For Transfer¹ [prior approval by their relevant HOD must be obtained].
- ii. Going through the personal files to identify suitable candidates from existing employees and/or those who have applied.

All other documentation pertaining to an employee's application for internal vacancies will be filed in the respective employee's personal file.

10.2 External Sourcing

HRD, based on the respective position CRR¹ and any Additional Preferences identified by the relevant departments would proceed with any of the followings:

- i. File Search

Conducting a search through its applications/candidates' database who were interviewed previously and/or those who have applied.

- ii. Advertisement on Current Available Media [including other Employment Search Engines]

HRD will prepare a draft copy of the advertisement which will outline the vacancy, specification of the candidates and the application guidelines. The draft would be submitted to the requesting department for their feedback and amendments [if any].

CEO approval shall be obtained on the final advertisement and as to whether the advertisement shall be under the Company's name or anonymously.

- iii. Search Consultants

If the need arises [i.e. for key positions], HRD would resort to use the Search Consultant service. HRD will make the necessary contact or communicate with such an agency or consultant.

Other means of external sourcing would also include the following:

- i. Referrals from existing employees
- ii. Recruitment and Manpower Agency
- iii. Recruitment seminars i.e. career exhibitions
- iv. Walk-In Interviews

¹ Refer to Clause 16 for document reference no.

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11 Selection Procedure

11.1 Selection

As per Section: Manpower Requisition; HRD shall pre-screen the applications based on the CRR¹ together with any Additional Preference as follows:

- i. Meets all the requirements : HIGH; and
- ii. Partly in accordance with the requirements : Keep in view (KIV)
- iii. Totally do not fit the requirements : LOW

The applications ranked HIGH and KIV would be forwarded to the requesting department for selection.

Applications ranked HIGH by the requesting department would be invited for the pre-employment tests and interviews.

Storage of the CVs and unsuccessful applications (attended interview) would be as follows:

- i. HIGH and KIV ranked : 6 months
- ii. LOW and Reject : 3 months

11.2 Pre-Employment Test

All candidates who have been invited for an interview shall undergo a series of test to determine their level of proficiency in English, attentiveness, effectiveness and technical knowledge (applicable for technical positions only). The tests are divided as follow:

- i. English Test
- ii. Attentiveness and Effectiveness (AET)
- iii. Basic Technical Knowledge

For positions of administrative positions [clerical and executive level], the candidates are required to sit for Microsoft Office test [beginners level].

Other form of tests may be necessary as and when required for certain positions and shall be initiated by respective HOD.

11.2.1 Overall Evaluation

The overall passing mark for the entire test (taken by the candidate) must be equivalent to 60% or above before consideration for next phase of selection process to take place.

Consideration/Exceptions may be given if the candidate overall result is between 50% to 59%. The considerations are as follow:

- i. Has relevant work experience (but the overall result was affected due to low result for English Test)
- ii. AET result is good i.e. more than 75%
- iii. Basic Technical Knowledge Test results show that he is not a risk taker

The interview panel may also decide if any other candidates should be considered other than those who have passed the pre-employment test. For instance, if a candidate has shown that he is not a risk taker, is able to concentrate on his work assigned and has good working experience but has some problems with English, he may be considered for an

¹ Refer to Clause 16 for document reference no.

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interview in agreement with the respective department's interviewer. But it will be recommended for him to improve his English.

Colour blindness test shall be conducted for all technical and operations candidates before the interview session.

Prior to the interview session, the candidates shall then be required to complete the Employment Application Form¹. Any incomplete and/or incorrect application shall be disqualified. The applicants shall attach any relevant documents/certificates that can attest to additional qualification that they may have obtained. Any misrepresentation on the application shall result to disciplinary action be taken if the candidate has been hired by the Company. Refer to Industrial Relations Procedure¹.

HRD shall sight all copies of documents against the original documents brought along by the candidate. This includes the academic/professional qualifications to ensure the authentication of the said document.

11.3 Interview

The interview shall be conducted in accordance to Section: Panel of Interviewer. Criteria assessed by the panel will be as per the Interview Assessment Form¹. Members of the panel are required to complete the Interview Assessment Form¹. The decision shall be made either to hire, keep them in view [hold for comparison (KIV)], or if they are not to be employed [Reject].

11.3.1 Additional Interview

At the discretion of the HRD-HOD or the relevant HODs involved, another interview session with the identified candidate would be held before the final decision is made. Such session will be made known and coordinated by HRD.

11.4 Reference Check

As declared and authorised by the applicants (refer Employment Application Form¹ - Section: Declaration), reference checks shall be conducted by HRD.

11.4.1 Employment Status and Previous Work Experience

HRD shall conduct reference checks on the identified candidates prior to their employment. This is to verify the candidate employment status, working background, performance and attitude to confirm his suitability for employment. The findings from the reference check shall be documented in the Employment Application Form¹.

11.4.2 Polis DiRaja Malaysia [PDRM] Reference Check

The above reference checked shall be conducted for candidates identified for Operations Train Driver and any other position as required by the Management prior to their employment.

- i. External candidates.
- ii. Employees from other department applying for transfer as Operations Train Driver or any other departments which require the above reference check to be conducted prior to the transfer being offered.

¹ Refer to Clause 16 for document reference no.

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PDRM reference check is required to verify that the candidate has not been convicted of any criminal offence. The offer of employment shall be automatically withdrawn or the contract of employment shall be terminated immediately in the event that the results to the PDRM Reference Check shows "Failed".

11.5 Pre Employment Medical Check-Up

All selected candidates for hiring must undergo Pre Employment Medical Examination by the Company's appointed doctor. The determination on whether the candidate is medically fit for employment will be based on the findings and recommendations of the panel doctor. As such the offer of employment is subject to the candidate successfully passing the medical examination.

HRD will issue the relevant letter to enable the candidate to undergo pre employment medical check up inclusive of a chest X-ray and any other tests required. Results for the Pre-Employment Medical examination shall be sent to HRD in a sealed envelope marked Strictly Private & Confidential.

The expense of such medical check-ups will be borne by the Company. Refer to Medical, Hospitalisation, Insurance Benefits and Medical Surveillance Procedure¹.

12 Offer of Employment

Guidelines governing the appointment of employees shall be as follows:

- i. Offer of Employment must be made through HRD upon the approval of the CEO
- ii. The Contract of Employment must be signed as per the latest version of Signature Mandate Regulation¹.
- iii. Any appointment with the Company is deemed valid only when the Company has issued a Contract of Employment, accepted and acknowledged by the candidate;
- iv. An offer of employment is valid for five [5] days, from the date of offer and the duly signed copy of the Contract of Employment must be returned to the HRD to indicate acceptance of the offer together with other relevant forms prior to the commencement date or on the first day of work.

12.1 Engineering Degree for Fresh Graduate

E-MAS would from time to time have open positions for Engineer. Fresh graduate or applicant with minimal relevant experience may apply and be offered the position. However, they will be given the title "Supervisor" until they provide HRD with the relevant document/certificate from the Board of Engineers that certifies them as an Engineer. HRD will then re-grade the employee accordingly.

13 Other Conditions of Employment

New employees reporting date is either on the first working day of either the first week of the month or third week of the month.

13.1 Temporary Appointment

Depending on operational needs, temporary employees for executive grades and below may be requested by various departments. The requesting department is to submit justifications for the temporary employment together with the relevant documents [refer

¹ Refer to Clause 16 for document reference no.

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Section: Manpower Requisition]. In such cases, temporary appointment should not exceed twelve [12] months in duration.

HRD will proceed with the recruitment and selection process as stipulated in this procedure upon receiving the necessary approval to proceed with the hiring of temporary employee.

Temporary appointment employees are not required to undergo a pre-employment medical examination. However, if the temporary employee is being offered a permanent position, he is then required to undergo:

- Pre-employment medical examination.
- Probation period, if his temporary employment was less than six [6] months.

13.2 Contractual/Fixed Term Contract Employment

Depending on operational and/or external project needs, Contractual/Fixed Term Contract employment may be necessary/requested by various departments. The requesting department to submit justifications for the Contractual/Fixed Term Contract employment together with the relevant documents [refer Section: Manpower Requisition]. In such cases, Contractual/Fixed Term Contract employment should not exceed twenty-four (24) months in duration and extension [if further required] is subject to the Company's discretion and mutually agreed by both parties. Any deviation shall require HRD-HOD recommendation and CEO approval.

HRD will proceed with the recruitment and selection process as stipulated in this procedure upon receiving the necessary approval to proceed with the hiring of the employee on contract/fixed term contract basis.

Employees under this category are required to undergo a pre-employment medical examination.

However, if an employee on Contractual/Fixed Term Contract employment is being offered a permanent position, he is then required to undergo:

- Probation period, if his Contractual/Fixed Term Contract was less than six [6] months.

13.3 Employment of ERLSB Employee

The procedure for taking over ERLSB employees will be the same as for the new recruitment for E-MAS.

In the event of ERLSB employee who has been requested to transfer or seconded on E-MAS request, their service shall be deemed as continuous.

13.4 Employment of Relatives

We permit the employment of relatives as long as it does not create any potential conflicts of interest. For this context, a relative also includes spouse, parents, children, brothers, sisters, in-laws, cousins, nephews and nieces.

Job applicants, whose relative is already a confirmed employee of the Company, shall be treated as normal recruitment during the selection process.

All employment of related employee must be approved at the time of employment through HRD by the CEO and must meet these guidelines:

- i. Related employees cannot work in positions where one individual might be able to assign, check, process, review, approve, audit or otherwise affect the work of his

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relative; and

- ii. Related employees cannot work in positions where one individual might influence the salary progress or promotion of his relative.

13.5 Employment of Former E-MAS Employee

An employee, who has voluntarily left the service of the Company in accordance with the Company's policies and procedures, may at sole discretion of the CEO be considered for re-employment.

However, the Company will not re-employ any employee who falls under category as per Section: Restriction of Employment.

A re-employed employee would be treated as a new recruit and shall not enjoy any rights accruing from his previous service.

14 New Staff Orientation Briefing

Orientation briefing would be conducted for new employees within three [3] working days from their reporting day or within a reasonable time. The series of orientation briefing including via E-Learning [Computer Based Learning] conducted are as follows:

| Responsible Department | Type of Briefing | Description |
|-------------------------------|--|---|
| HRD | HRD Orientation | Overview of the Company background, organizational structure, human resource related issue and general overview of the Employee Handbook ¹ . |
| SAS | Safety Briefing | Overview of the Company's safety rules and regulations. |
| SYS | IT Policy Briefing | Overview of the IT General Policy especially in regards to usage of company IT equipments and e-mail. |
| Document Controller | E-MAS Improvement Program (EIP) Briefing | Overview of company's programme on continuous improvement and its rewards system towards a suggestion by an employee. |
| Management Representative | QEMS Briefing | Overview of the QEMS which is ISO 9001 and ISO 14001 Awareness, EAEI & Legal Requirement; and overview of the Company quality and environmental objectives, policies and other related matters. |

Confirmation of the briefing conducted and attendance of the new staff attending all the above briefing is recorded in the Employee Notification Form¹ as well as Training Confirmation & Verification Form¹ [Refer Training Procedure].

¹ Refer to Clause 16 for document reference no.

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15 Employment of Foreign Nationality/Expatriates

Even though local employees do have the relevant experience in the area of operations and maintenance, but certain special expertise and knowledge may be still in need from time to time. Therefore, E-MAS may have to recruit and employ expatriate on contractual basis when the expertise is not available from within.

It is E-MAS's intention to maximize the employment of workforce from within qualified locals. Malaysians will be recruited or identified from within to shadow as to acquire the knowledge from the expatriate concerned.

Employment of an expatriate shall be subject to:

- i. Justification by a corresponding enhancement of productivity.
- i. When a Malaysian citizen with the prerequisite qualification and/or expertise is not available and it is not in the interest of the Company to leave the position vacant. The Company may employ an expatriate to fill the position, until such time when Malaysian citizen is available.
- ii. Promotion from existing employee is not suitable to fill the vacancy.
- iii. Must be approved by the Management before commencement.

15.1 Working Permit/Pass and Visa for Expatriates – An Overview

Depending on the nature of the expatriate engagement, there are 2 major types of working permits/passes, which could be applied:

- a. Employment Pass [EP] - for direct employment with E-MAS
- b. Professional Visit Pass [PVP] - for any contract or practicum less than 12 months

For the application of any of the above passes, the requirements of immigration are strictly to be adhered. These requirements are generally available from the Malaysian Immigration's official website or at the Immigration office.

Approval signature is stated in the immigration documentation as per Signature Mandate Regulation¹.

15.2 Employment Pass For E-MAS Direct Expatriate Employee

The Company shall bear the payment and provide assistance for the employment pass/visit pass [temporary employment] and visa application for the expatriate employee only.

The Company will bear the payment and provide assistance for the Dependent Pass application only for the legal family members. In this context, the dependent is defined as first legal spouse and children who have not attained 20 years of age. Any cost incurred for the working permit or student pass for the family members have to be applied and borne by the employee.

15.3 Professional Visit Pass

The Company shall establish a contract with the respective Company providing the expertise [personnel] with terms and conditions as agreed. All expenses related to the visa and PVP shall be charged back to the relevant Company accordingly.

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15.4 Termination of Working Permit/Pass For Expatriate

Termination of working pass and visa should only be done for expatriates who are seconded to or employed by E-MAS including practical trainee. Consultants are excluded unless it is required under the contract between E-MAS and the Consultant's company that E-MAS to assist in the working permit/pass related matters.

15.5 Income Tax Declaration For Expatriate

The expatriate is responsible for his own tax and tax declaration. However, E-MAS may provide assistance where necessary. In fulfilling the requirement of Malaysian Income Tax requirements, E-MAS shall ensure that the required declaration is to be done in advance of the expatriate's arrival or departure to his home country as below:

15.5.1 Upon Arrival Of New Expatriate

Upon arrival of a new expatriate, HRD shall notify the Malaysian Income Tax Department of the arrival of new expatriate through the Income Tax Form CP22 together with other necessary documents.

15.5.2 Income Tax Yearly Declaration and Tax Clearance Upon Resignation / Termination of Expatriate's Contract

For expatriate under secondment or direct employment with E-MAS, the yearly income tax declaration and tax clearance upon cessation of contract shall be completed and borne by the individual expatriate. HRD shall assist in providing information for any relevant or required documentation. The expatriate is encouraged to engage a qualified tax agent for the above purpose.

Consultants are excluded and E-MAS shall only provide assistance for tax matters if there is a requirement in the contract between E-MAS and the Consultant's company.

Whereas, for expatriate who is a student undergoing practical training with E-MAS, the cost of engaging tax agent [if necessary] for yearly income tax declaration [if any] and tax clearance upon leaving shall be completed and borne by the student.

15.6 Release of Salary for expatriate employees leaving the Company

Final payment of salary for an expatriate leaving the Company shall only be made after obtaining the Income Tax clearance. Any outstanding of personal income tax payment shall be borne and paid by the respective expatriate.

16 Other Requirements

Employees employed effective 1st August 2021 must undergo and provide proof of all required vaccination as per federal government authority's recommended schedule and program [vaccination, etc.], including those recommended during any pandemic, endemic, epidemic or other situational and/or national vaccination programme e.g. COVID-19.

Specific procedures will be introduced by the Management to ensure the safety of other colleagues to existing employees [prior to the above date] who fail, refuse and/or neglect to participate in the national vaccination programme,.

This is to ensure compliance to the E-MAS Safety and Health Policy Statement [Ref. No.: G00.OMG.M18250.DS.0002.*.].

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17 Appendices

Appendix 1: Reference Procedure / Manual / Form

| No | Reference Procedure / Manual / Form | Doc. No | Description |
|-----------|---|---------------------------|---|
| 1 | Company Organisation Procedure | G00.OMM.M11100.BB.1003.*. | General overview of Company Organisation Procedure |
| 2 | Competencies Requirement for Recruitment [CRR] | G00.OMH.M11720.ZG.0002.*. | CRR |
| 3 | Employee Handbook | G00.OMH.M11750.ZG.0001.*. | General guidelines |
| 4 | Industrial Relations | G00.OMH.M11780.ZP.0001.*. | Industrial Relations Procedure |
| 5 | Job Description | G00.OMH.M11720.ZP.0004.*. | Job Description Procedure |
| 6 | Job and Career Development | G00.OMH.M11730.ZP.0002.*. | Job and Career Development Procedure |
| 7 | Medical, Hospitalisation, Insurance Benefits and Medical Surveillance | G00.OMH.M11740.ZP.0001.*. | Medical, Hospitalisation, Insurance Benefits and Medical Surveillance Procedure |
| 8 | Signature Mandate Regulation | G00.OMB.M11160.CA.1002.*. | Signature Mandate Regulation Procedure |
| 9 | Training | G00.OMH.M10580.SD.0006.*. | Training Procedure |
| 10 | Application for Transfer | G00.OMH.M11750.ZF.0005.*. | HRD Form No 0025 |
| 11 | Employment Application Form | G00.OMH.M11720.ZF.0002.*. | HRD Form No 0002 |
| 12 | Employee Notification | G00.OMH.M11700.ZF.0017.*. | HRD Form No 0035 |
| 13 | Interview Assessment Form | G00.OMH.M11720.ZF.0001.*. | HRD Form No 0017 |
| 14 | Manpower Requisition | G00.OMH.M11700.ZF.0002.*. | HRD Form No 0001 |
| 15 | Training Confirmation & Verification | G00.OMH.M10580.ZF.0016.*. | HRD Form No 0060 |