The policies and procedures in this manual are not intended to be contractual commitments by Agility, and employees shall not construe them as such.

The policies and procedures are intended to be guides to management and are merely descriptive of suggested procedures to be followed. Agility reserves the right to revoke, change or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this
A Message from our CEO, Singapore

Welcome to Agility, Singapore.

Agility is comprised of a leading team of logistics professionals and we are honored that you have chosen to become a member of our team. Our staff members are a chain of highly skilled individuals and each and every link in this chain is a valued component that we recognize as an important contributor to our success as a whole. It is with great pleasure that I cordially welcome you to the Agility family.

This Staff Handbook has been prepared especially for you. It is intended to serve as a guide to outline our company policies and the various employee benefits that you are entitled to. If you need any further clarifications, please feel free to contact your immediate superior or our Human Resource Department.

Mykell Lee
CEO, Singapore
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Appointment

- **Working Hours**

  The official working hours for Agility employees are:

  Monday – Friday 8.30 am to 6.15 pm

  Lunch time: 12.00 pm to 1.00 pm or 1.00 pm to 2.00 pm

  The work schedule is subject to departmental and operational needs. Certain business units may have the following hours due to operational requirements:

  Monday – Friday 8.30 am to 5.30 pm
  Saturday 8.30 am to 12.30 pm

  OR

  Monday - Friday 8.30 am to 6.00 pm

  Exact working hours and days do vary according to business units/department needs. Where work situations demand continued support and attention, employees may not summarily dismiss themselves from work at their official end time without regard to the service required of them.

  The Company reserves the right to change any work schedule to conform to operating requirements at any time.

- **Staff Designation**

  Staff members of Agility (local GIL) are grouped under the following categories:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SE 1</td>
<td>Chief Executive Officer (CEO)/ Country Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L1</td>
<td>Executive Director/ Managing Director/ Chief Financial Officer (CFO)/ Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L2</td>
<td>(Deputy/ Assistant) Director/ General Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L3</td>
<td>Senior Manager/ Manager/ Assistant Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L4</td>
<td>Senior Supervisor/ Supervisor</td>
<td>Senior Executive</td>
<td></td>
</tr>
<tr>
<td>L4A</td>
<td>Asst Supervisor</td>
<td>Executive</td>
<td></td>
</tr>
<tr>
<td>L5</td>
<td>Senior Assistant</td>
<td>Senior Assistant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td>Assistant/ Clerical</td>
<td></td>
</tr>
<tr>
<td>L6</td>
<td><strong>Others</strong></td>
<td>***Others</td>
<td></td>
</tr>
</tbody>
</table>

  ** Others: Includes Drivers / Dispatch Rider
  *** Others: Includes Receptionist / Office Helper

  Your designated position is indicated in your Letter of Employment and Promotional Letters.
• **Employment Offer**

It is the policy of the Company to hire individuals who are qualified or trainable for employment as determined by our standards of education, experience, aptitude, and character. All decisions regarding the recruitment, selection, and placement of employees are to be made solely on the basis of job-related criteria. Every effort will be made to hire employees for positions which best utilize their abilities.

Satisfactory completion of a pre-employment medical check up is required for all prospective employees. Qualified candidates will be given a Letter of Employment with key employment terms and a copy of this Staff Handbook can be found in the E-Modules portal.

An offer of employment is subject to the following conditions:

1) The candidate must declare the following personal information to the Company:-
   a) Documentary Proof of no conviction of past criminal offence(s) / Any criminal records
   b) Any medical conditions
   c) Bankruptcy status
2) Non-citizens can only start their employment after approval of an Employment Pass, S-Pass or a Work Permit by the relevant authorities.
3) Prospective employees must acknowledge and abide by the following in this staff handbook;
   a) Secrecy Clause in the next section.
   b) Staff Conduct (on page 30)
   c) Obligation to the Company on Separation (pages 31)
   d) E-Policy (pages 34 & 35)
4) A Declaration of Fit for Employment after a Pre-Employment Check-up by the Company Appointed Doctor.

• **Secrecy Clause**

It is mandatory that you do not, either during or after the termination of your employment, divulge or communicate to any unauthorized person(s) any information which may be deemed to be commercially sensitive, confidential or secret. Such information includes the working of any process or invention which is being carried out or used by the Company. This undertaking will continue indefinitely even after cessation of employment by this company. Any breach of this undertaking may cause you to be liable of its consequences.

• **Notification and Updating**

If there are changes in your personal information (including Financial Situations and Criminal records), you are required to notify the Department Head and the Human Resource Department immediately. This enables the Company to maintain an updated record so that the best possible assistance can be rendered when the need arises.

Provision of false personal records, whether in the application for employment or during service, is a serious breach of contract and is liable to immediate dismissal without compensation or notice.
• **Staff Pass/ID Badge**

As a vital part of our security system, a staff pass with employee’s name, photo and department has been issued to employees on their first day of employment.

The staff pass is also the electronic key to enter the building and other secured areas as required. If your staff pass is lost or stolen, you must obtain a replacement. Lost or stolen pass should be reported to your superior and Human Resource Department as soon as possible. HR will issue a replacement badge and there is a replacement fee of SGD 20.

Failure to wear your staff pass or excessive loss or damage to cards can lead to disciplinary action. Upon termination, employees will be required to return the staff pass to Human Resources as part of the Exit Clearance.

Contractors and Temporary staff will be issued a ID badge with photo. Contractors with a shorter assignment may be issued a ID badge without a photo. Access to additional secured areas will be addressed on a case by case basis. Contractors and Temporary ID badges must be worn on the issued lanyard around the neck at all times. Temporary staffs & Contractors are required to return ID badges to Human Resources on the last day of the assignment.

Anyone who is in Agility premises is required to wear the staff pass/ID Badge at all times.

**Probation Period**

- **Probation**

All new staff members will serve a probationary period as stipulated in the Letter of Employment. During the probationary period, either party can terminate the Employment Contract by giving **due notice** or **salary in lieu of notice** as specified in the Letter of Employment.

- **Confirmation**

Staff members will receive a Letter of Confirmation upon successful completion of the probationary period.

**Resignation and Termination of Employment**

- **Resignation**

For all employment terminations, the party initiating the termination must either serve the notice period stipulated in the Letter of Employment or pay the other party the equivalent salary in lieu of notice.

Notice periods corresponding to the Designation Level of staff are as follows:

<table>
<thead>
<tr>
<th>Designation Level</th>
<th>Notice Period during Probation</th>
<th>Notice Period after Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager and above</td>
<td>2 weeks</td>
<td>1 – 3* months</td>
</tr>
<tr>
<td>Assistant Manager and below</td>
<td>1 week</td>
<td>1 month</td>
</tr>
</tbody>
</table>

*As per the letter of Employment
• Dismissal

If an employee is dismissed due to misconduct or breach of the employment terms, the notice period is not applicable. Under such circumstances, the staff will not be entitled to payment in lieu of the notice period.

• Surrender of Company Property

When a staff member’s employment is terminated, he/she is required to surrender all company property to their Department Head on the last day of employment. In the event of loss of any company property, the Company is entitled to the recoverable cost of the loss.

Retirement & Re-Employment

• Retirement & Re-Employment

The retirement age for an employee is 62 years. We may extend the employee’s service on a yearly contract beyond retirement age, subject to the following conditions:

- Singapore citizen or Singapore permanent resident.
- Have served your current employer for at least 3 years before turning 62
- Have satisfactory work performance, as assessed by the employer
- Are medically fit to continue working
- Are born on or after 1 July 1952

If the employee meets all the above mentioned criteria and has at least 3 years of service upon reaching the age of 62, he/she will be offered 1-year contract renewable up to age of 67, so long as he/she meets all the criteria prior to the contract renewal. The job scope, salary, employment terms and conditions of the new contract may be the same or may vary from those prior to re-employment, subject to reasonable factors and mutual agreement. Reasonable factors include but are not limited to the value of the job, the wage system, employee’s productivity and performance, duties and responsibilities, and relevant experience.

The eligible employee should inform HR and the supervisor/manager in writing if he/she does not wish to continue working after retirement. The Employment Assistance Payment (EAP) will not be offered to eligible employee who rejects the re-employment offer and he/she will retire by serving the required notice period.

In the event that the employee meets all the above mentioned criteria but we are unable to offer re-employment, EAP will be offered to the employee based on the following:

<table>
<thead>
<tr>
<th>Re-employment period since age 62</th>
<th>EAP for full-time employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not offered re-employment/less than 30 months</td>
<td>Equivalent to 3.5 months’ basic salary, subject to minimum of S$5,500 and cap of S$13,000</td>
</tr>
<tr>
<td>At least 30 months since age 62</td>
<td>A lower EAP amount of 2 months salary, subject to minimum of S$3,500 and cap of S$7,500</td>
</tr>
</tbody>
</table>

If the employee does not meet the criteria for re-employment, he/she will retire by serving the required notice period. The EAP will not be offered to employee who is not eligible for re-employment.
Remuneration

Compensation

- **Salary Administration**

  Employees shall be paid salary on a monthly basis which will be credited to their personal bank accounts on the 27th (AIL and F&E) and 31st (Project & Shipping) of the month. Operations Staff & staff paid on a monthly basis with overtime payment will be paid bi-monthly on the 14th and 27th of the month. (If the 14th and/or 27th is a weekend or Public Holiday, the payday will be on the preceding day). An E-pay slip will be issued to staff with email address on the Payday detailing the components of the salary. Printed pay slips will be issued to those without email access and they can also be viewed in the E-module.

  F&E casual labors are paid on daily basis or ad hoc basis whenever they are required to perform job duties due to staffing needs.

  Staff members are to notify the Human Resources Department immediately of any changes to their Bank Accounts so that salary payments will not be hindered.

- **Overtime Payment**

  Overtime work should be kept to a minimal and should only be carried out when absolutely necessary. In this respect, all employees who are required to perform overtime work must, before the commencement of the overtime work, obtain approval from their respective Department Heads. If no approval is granted, any work performed in excess of the normal working hours shall not be construed as overtime.

  Overtime is payable for a minimum of half-an-hour work.

- **Central Provident Fund Contribution (CPF)**

  For Singaporeans and Permanent Residents

  Under the CPF Act, both the Company and employee are required to make monthly contributions based on current legislated rates to the employee’s CPF account, a compulsory savings fund set up by the Government for the social and economic benefits of all employees.

- **Other Expenditure Claims**

  Other expenditure claims authorized by the Department Head must be submitted via the E-Claim Modules. All claims must be supported by official receipts issued in the staff member’s name.

  Falsifying information or filing false claims is a serious offence subjected to disciplinary action.

**Staff Performance Review and Rewards**

- **Staff Appraisal System**
In order to assess the suitability of new employees, all new staff members will receive an initial job appraisal at the end of his/her probation period. After confirmation, staff performance will be reviewed on a yearly basis.

The purpose of the Staff Appraisal Review is to give all staff members an opportunity to review their job performances with their Immediate Superior.

- **Salary Increment**

  Employees will be reviewed for salary increments on every July of the year. Increments will be based upon the individual performance of employees and profitability of the business units.

- **Promotion**

  Staff members who have performed extremely well in their position and demonstrated the ability to assume higher responsibilities will receive promotions.

**Annual Wage Supplement and Productivity Bonus**

- **Annual Wage Supplement (AWS)**

  Staff members will receive the equivalent of one month’s salary at the end of every year (Prorated for those in their first year of service from the employment commencement date) depending upon the profitability of the company and an individual’s performance. AWS is not payable to any staff member who leaves the company during the course of a year. AWS is also not payable to any staff member who is still under probation or has tendered resignation during the year.

- **Productivity Bonus (PB)**

  **Who Qualifies?**
  
  a) The Productivity Bonus (PB) is in addition to the normal year-end bonus.
  b) The PB is payable at any time in the following year (generally in the 2nd quarter) based on the current salary of the staff
  c) The PB will only be paid to deserving employees with the correct working attitude and contributions towards the success of Agility, i.e. efficient, customer-oriented and productive team members who are assets to the Company.
  d) Employees under probation are not eligible for PB, confirmed employees with at least 3 months of service in the previous year will be eligible for PB.

  **Agility’s Rights**
  
  a) Agility reserves the right to deny PB to any or all employees without providing any reason whatsoever. The PB may be reviewed or cancelled at any point in time.
  b) The PB bonus will be paid only if Agility Singapore achieves the profit target (budgeted results) as set by Agility Singapore Management and/or Asia Pacific Region Management.
  c) Employees who have resigned, before or after the qualifying period, will not be awarded the PB.
  d) The PB is a special privilege (not an entitlement) accorded to deserving team members only. In any or all cases, the decision of Agility as an employer will be final and no correspondence or discussions will be entertained.
## Leave Benefits

### Leave Scheme

- **Leave Eligibility**

  Employees who have worked at least 3 months are entitled to paid leave. If you are a new employee, annual leave is pro-rated according to your length of service.

- **Application for Leave**

  All leave applications must be done via the E-Leave Module at least one (1) week prior to the 1st day of the leave period. Approval for any leave must be obtained before the employee goes on leave. If you fall sick while on annual leave, you cannot cancel your annual leave and take sick leave instead.

- **Application for Extended Leave (7 continuous days and above)**

  Employees must seek the permission of their respective department heads before applying for any leave beyond one (1) week (duration of seven (7) continuous days).

- **Annual Leave Entitlement**

  The leave entitlement an employee is entitled to within a calendar year is based upon his/her designation with the company. The following table displays the leave entitlement for the respective designations:

<table>
<thead>
<tr>
<th>Job Grade</th>
<th>Designation</th>
<th>Leave Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 3</td>
<td>(Assistant/ Deputy/ Senior) Director / (Assistant/ Deputy/ Senior) General Manager/ (Assistant/ Senior) Manager</td>
<td>18</td>
</tr>
<tr>
<td>4 – 6</td>
<td>(Assistant/ Senior) Executives / (Assistant/ Senior) Supervisor/ (Senior) Assistant &amp; all other staff</td>
<td>7-14</td>
</tr>
</tbody>
</table>

- **Accumulation of Annual Leave**

  Only half of the annual leave entitlement may be carried forward to the following year to be consumed by 30th of June. Unconsumed brought forward annual leave balances after 30th of June of the following year will be forfeited.

- **Consumption of Next Calendar Year’s Annual Leave Entitlement**

  Staff members are not allowed to consume the next calendar year’s annual leave entitlement within the current calendar year.

- **Annual Leave on Resignation**

  The company does not allow encashment of annual leave on resignation. The management may however at its discretion not allow an employee to take his/her outstanding annual leave balance due to handing over of duties. The employee shall be paid a sum equivalent to his/her unconsumed outstanding annual leave balance.
- **Urgent Leave**

  For urgent or emergency leave, reasons must be given and details are to be filled in the E-Leave Module. Staff should apply for the leave immediately upon returning to work or log in to the E-leave system to apply for the leave outside the office.

- **Advance Leave**

  An employee who intends to take leave exceeding his/her current annual leave entitlement must apply through their Department Head. Application for such advance leave would be subjected to the discretion of Management. Advance Leave is typically not approved without compelling good reason.

- **Medical Leave**

  Medical leave must be certified by a government medical doctor or any doctor on the Company's Panel of Clinics'.

  All employees shall be entitled to the following medical leave with listed limits:

<table>
<thead>
<tr>
<th>Without Hospitalization</th>
<th>14 working days per calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td>With Hospitalization</td>
<td>60 working days per calendar year inclusive of 14 days of medical leave</td>
</tr>
</tbody>
</table>

  If you are a new employee, annual leave is pro-rated according to your length of service.

  Employees must immediately inform their respective Department Head when they are granted medical leave after which the Department Head should inform the Human Resource Department. Upon return to office, the employee must go into the E-Leave system to apply for and update his/her medical leave records. For employees on long medical and/or hospitalization leave, the Department Head should log in and apply on behalf of the employee. The original copy of the medical certificate must be submitted to Human Resource Department for filing after endorsement by the Department Head.

  If you fall sick while on **annual leave**, you cannot cancel your annual leave and take sick leave instead.

- **Dental Illness**

  Absence from work arising from dental illness or treatment are considered normal sick leave upon certification by a registered dental surgeon or Government dental officer. The employee must log into the E-leave system to apply for and update his/her medical leave records. The original copy of the medical certificate must be submitted to Human Resource Department for filing after endorsement by the Department Head.

- **Maternity Leave**

  Female employees will be entitled to either 16 weeks of Government-Paid Maternity Leave or 12 weeks of maternity leave, depending on whether the child is a Singapore citizen and other criteria.

  Female employees are eligible for **16 weeks of paid maternity leave** if they meet the following requirements:
a) The child is a Singapore citizen.
b) Employees are lawfully married to the child’s father. (Not applicable for unwed mothers whose citizen child is born or with estimated delivery date (EDD) on or after 1 January 2017.

c) Employees have served for a continuous period of at least 3 months immediately before the birth of their child.
d) Employees have given their manager at least 1 week notice before going on maternity leave, and informed them as soon as possible of the delivery. Otherwise, they are only entitled to half the payment during maternity leave, unless they have a good enough reason for not giving the notice.

Female employees are entitled to 12 weeks of maternity leave if they meet the following requirements:

a) They are covered by the Employment Act.
b) they have served the employer for a continuous period of at least 3 months immediately before the birth of their child.

Female employees will be paid their usual monthly salary for the first 8 weeks of leave if:

c) They have worked for at least 3 continuous months before the birth.
d) They have fewer than 2 living children of their own at the time of delivery. In the case of multiple births (e.g. twins, triplets, etc.) during the first pregnancy, employer is still required to pay 8 weeks of maternity leave for the next pregnancy.
e) They have given their manager at least 1 week notice before going on maternity leave, and informed them as soon as possible of their delivery. Otherwise, they are only entitled to half the payment during maternity leave, unless they have a good enough reason for not giving the notice.

The last 4 weeks of maternity leave is unpaid.

Employees are not allowed to use the Maternity Leave to offset the notice period for termination of employment.

- **Paternity Leave**

Paternity leave shall be granted to male employees who have served the company for a continuous period of at least 3 calendar months immediately before the child’s birth.

Male employees with a new-born child (Singaporean at birth) are entitled to 2 weeks of paid paternity leave to be taken in a continuous block within 16 weeks from the birth of the child or taken flexibly within 12 months of the birth of the child upon agreement by the Department Head and the employee.

Employees are entitled to Paternity leave if he is or had been lawfully married to the child’s mother between conception and birth. (Not applicable for adoptive fathers whose formal intent to adopt is on or after 1 January 2017.)

Male employees with a new-born child (non-Singaporean at birth) are entitled to 2 working days of paid paternity leave.

Employees are required to forward a copy of the child’s birth certificate to the Human Resource Department as documentary proof.
Employees are not allowed to use the Paternity Leave to offset the notice period for termination of employment.

- **Childcare Leave**

Childcare leave shall be granted to employees who have served the company for a continuous period of at least 3 calendar months and with children who is below 7 years of age.

Parents of **Singaporean children** (including legally adopted or stepchildren) are entitled to **6 days of childcare leave** per employee per year.

Employees and their spouse **each get 6 days per year** of childcare leave until the year your child turns 7 years old, regardless of the number of children they have.

Childcare leave is **capped at 42 days in 7 years** for each parent.

Employees need to consume their yearly childcare leave entitlement **by the end of that year**. Employees cannot carry forward childcare leave meant for one year to the next.

Parents with children who are **non-Singaporean at birth** (including legally adopted or stepchildren) or single (unmarried) parents are entitled to **3 days of childcare leave** per employee per year.

Employees must forward a copy of the birth certificate (s) of their child/children to the HR Dept

Employees are not allowed to use the Childcare Leave to offset the notice period for termination of employment.

- **Extended Childcare Leave**

Extended Childcare leave shall be granted to employees who have served the company for a continuous period of at least 3 calendar months whose **youngest child is between the ages of 7 and 12 years** (inclusive).

Parents of **Singaporean children** (including legally adopted or stepchildren) are entitled to **2 days of childcare leave** per employee per year.

For employees whose children are in both age groups (i.e. below 7 years as well as those between 7 and 12 years), the total childcare leave for each parent is a **maximum of 6 days per year**.

Employees must forward a copy of the birth certificate (s) of their child/children to the HR Dept

Employees are not allowed to use the Extended Childcare Leave to offset the notice period for termination of employment.

- **Shared Parental Leave**

Male employees can apply to share up to 4 weeks of his wife’s 16 weeks of Government-Paid Maternity Leave, subject to his wife’s agreement.

Employee are entitled to shared parental leave if they meet the following requirements:
a) The child is a Singapore citizen.
b) The child's mother qualifies for Government-Paid Maternity Leave (GPML).
c) Employee is lawfully married to the child's mother.

Shared parental leave is to be taken in a continuous block within 12 months of the birth of child or taken flexibly within 12 months of the birth of the child upon agreement by the manager and the employee.

Employees are not allowed to use the Shared Parental Leave to offset the notice period for termination of employment.

- Adoption Leave

Adoption leave shall be granted to female employees who have served the company for a continuous period of at least 3 calendar months immediately preceding the point of her formal intent to adopt.

Female employees will be entitled to **12 weeks of Adoption Leave who adopt a child below 12 months of age and is a Singapore citizen** (the adopted child must be a Singapore citizen within 6 months of the adoption and at least one of the adoptive parents must be Singapore citizen).

Female employees must be lawfully married at the point of formal intent to adopt. Not applicable for unwed adoptive mothers whose formal intent to adopt is on or after 1 January 2017.

The adoption order must be passed within 1 year from the formal intent to adopt.

Adoption leave is to be taken in a continuous block within 12 months of the birth of child or taken flexibly within 12 months of the birth of the child upon agreement by the Manager and the employee.

Female Employees are not allowed to use the Adoption Leave to offset the notice period for termination of employment.

- (Unpaid) Infant Care Leave

Infant Care leave without pay shall be granted to employees who have served the company for a continuous period of at least 3 calendar months.

An employee with a child who is a **Singapore citizen** (including legally adopted or stepchildren) **below 2 years of age** is entitled to **6 days of unpaid Infant Care** leave per year.

Infant Care Leave is capped at 6 days per employee regardless of the number of qualifying children.

- Marriage Leave

Confirmed employee shall be granted **7 calendar days of marriage leave** on the occasion of his/her 1st legal marriage. Employees are required to forward a copy of their marriage certificate to the HR Department as documentary proof. Marriage leave must be utilised within 6 months from their date of marriage.
• **Compassionate Leave**

All employees shall be entitled to a **maximum of 3 working days** of paid compassionate leave and such leave shall commence the day of the demise of any one of the following:

a) Death of legal parent, spouse or child  
b) Death of a grandparent, parent-in-law  
c) Death of sibling

For death occurring on a Rest Day / Public Holiday, the leave shall commence on the next working day.

For an employee who is required to work on a Saturday and the death occurs on a Saturday, the leave will commence on the day itself and counted as one day compassionate leave.

• **Reservist Leave**

Employees who are required to undergo reservist training must inform and submit all supporting documents to the Human Resource Department through their Department Head on receipt of notice from the relevant Authority.

• **Unpaid Leave**

An employee may apply for Unpaid Leave when:

a) All his/her entitled leave as allowed by the system (which is computed based on a yearly basis till 31 Dec XX) has been consumed. However, if the employee leaves the organization before the end of the year, the unearned leave will be deducted from the last pay.  
b) While on probation, when he/she is not entitled to apply for Annual Leave, although the leave will accrue during this period.  
c) All his/her medical leave for the year has been consumed but he/she has been deemed as medically unfit for work by a registered government medical doctor or any doctor on the Company’s Panel of Clinics.

The approval for Unpaid Leave (other than for medical reasons) shall be entirely at the discretion of the company. Granting such leave, however, shall depend on the urgent requirements of the leave application and the Company reserves its right not to approve or grant such leave.

An employee who is on Unpaid Leave is not entitled to any pay for public holidays which fall on any day while he is on Unpaid Leave/ absent from work. An employee who is absent from work on the day immediately preceding or immediately after a public holiday without prior consent or without reasonable excuse shall not be entitled to the public holiday pay.

Employees taking more than 14 days of unpaid leave (any type of leaves except WICA related leaves) per year shall have their AWS prorated accordingly.

• **Long Term Illness**

Long term illness defines the leave and payment guidelines when an employee is certified unable to perform job duty beyond the hospitalization leave entitlement as a result of critical illness.
The employee is required to apply for the stipulated period of hospitalisation, outpatient medical leave and maximum of 2 months unpaid leaves certified by the medical authority and shall return to work upon advice by the medical authority.

It is the responsibility of the employee to submit all relevant documentation including the medical record, medical certification to the Human Resource Department through their Department Head.

There may be situations where an employer assesses an employee to be too ill for the job, and where excessive or repeated absence adversely impacts the company's work. In such situations, the employer can terminate employment after giving due notice.

The Management reserves the right to make consideration on a case to case basis.

This policy shall be subjected to revision as and when the Company deems necessary to take into account the changing needs of the business.
Staff Benefits

• Long Service Award

The Company gives special recognition to its long-service staff. A Long Service Award is given to every permanent staff upon reaching 5, 10, 15, 20, 25 and 30 years of service with the company. The Long Service Awards is not an entitlement and is given to staff who have contributed positively to the company’s growth and success over the years and will continue contributing positively in the future. An employee who has resigned and is not in the service of the Company when the award is given shall not be entitled to the award.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Long Service Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Service Recognition Certificate + $500</td>
</tr>
<tr>
<td>10</td>
<td>Service Recognition Certificate + $1000</td>
</tr>
<tr>
<td>15</td>
<td>Service Recognition Certificate + $1500 + Trophy</td>
</tr>
<tr>
<td>20</td>
<td>Service Recognition Certificate + $2000 + Trophy</td>
</tr>
<tr>
<td>25</td>
<td>Service Recognition Certificate + $2500 + Trophy</td>
</tr>
<tr>
<td>30</td>
<td>Service Recognition Certificate + $3000 + Trophy</td>
</tr>
</tbody>
</table>

• Staff Referral Scheme (SRS)

The SRS is intended to encourage current staff members to recommend suitable candidates for job openings within the Company.

Employees will be paid an additional benefit, subject to the following conditions:

- Only confirmed employees of the Company who are ranked an Assistant Manager or below at the point of recommendation are eligible for the SRS Benefit Scheme.
- Benefit Payment: SGD 300.00 payable upon successful confirmation of the recommended employee.
- Resigned staff is not entitled to the Benefit Payment regardless of the status of confirmation of the recommended employee.
- Benefit Payment is only applicable to employees with a minimum of 1 year of service.
• **Group Medical Insurance**

All employees up the age of 74, upon confirmation of appointment, are eligible for hospitalization and medical benefits coverage. Employees may choose to use either a government or restructured hospital according to their plan entitlement.

<table>
<thead>
<tr>
<th>AIL/ F &amp; E/ Projects/ Shipping - Job Grade</th>
<th>Job Grade</th>
<th>Plan Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Manager/ Chief Executive Officer (CEO)/ Managing Director/ Executive Director/ Chief Financial Officer CFO/ Directors</td>
<td>SE 1 / L1</td>
<td>1</td>
</tr>
<tr>
<td>(Deputy/Asst) Directors &amp; General Managers</td>
<td>L2</td>
<td>2</td>
</tr>
<tr>
<td>Senior Managers/ Managers/ Asst Manager</td>
<td>L3</td>
<td>3</td>
</tr>
<tr>
<td>(Senior/ Asst) Supervisors/ Senior Executives / Executives</td>
<td>L4</td>
<td>4</td>
</tr>
<tr>
<td>All other staff (Senior Assistants/ Assistants/ Receptionist/ Dispatch Rider/ Co Driver/ Officer Helper)</td>
<td>L4A/ L5/ L6</td>
<td>5</td>
</tr>
<tr>
<td>S Pass/Work Permit Holder</td>
<td>L4/ L4A/ L5/ L6</td>
<td>6</td>
</tr>
</tbody>
</table>

All pre/post-hospitalization charges are reimbursable up to a period of 60 days only. This hospitalization scheme is a privilege and not an entitlement in any way and can be withdrawn at any time. The Company reserves the right to withdraw, partially or fully, the privilege of coverage to all or any staff member at any time without reason.

Prior to hospitalization, a **Letter of Guarantee** Form must be obtained from the Human Resource Department of Agility, Singapore. Regardless, any letter given by the Human Resource Department does not render Agility fully responsible or liable to for any medical, surgical or hospitalization fees. Eligibility for this privilege is determined by checking the conditions outlined in the Group Medical Insurance schedule. In case of doubt, staff members should consult the Human Resource Department.

In all events, the decision of the Company or the insurers is final and not subject to appeal. This medical insurance seeks to reimburse hospitalization expenses incurred by employees of the Company. This benefit will allow staff members to protect themselves against expensive and rising hospital bills and, at the same time, the ability to enjoy superior health care.

Only confirmed staff members or employees who have successfully completed their probationary period will be granted this benefit. Temporary staff is excluded from this scheme.

When an insured employee requires hospitalization, a letter of Guarantee Form will be given to the employee or his/her representative in order that he/she may gain admission to the hospital. (Prior to hospitalization, whenever possible, the department head and the Human Resource Department must be informed).

In the event where the claim is not payable by virtue of the conditions, limitations and exclusions under our Policy, or the total amount of charges and expenses is in excess of the limit payable, **the staff is fully responsible for the amount not claimable from the insurer** and the Company will claim in full (if paid by the Company) the sum involved from the staff. As such all staff are advised to inform the hospital that you will be using your Medisave and/or MediShield and/or personal medical insurance plans to pay for any expenses in excess of the limit payable by the Company’s Group Medical Insurance Plan. This is to minimize the cash outlay that may have to be paid.
Exclusions:

- Pregnancy including childbirth, caesarean operation, abortion, miscarriage (and all complication there from), except miscarriage due to accident, sterilization, infertility; congenital anomalies; treatment of obesity, weight reduction and improvement; cosmetic and plastic treatment except due to accident and for medical reasons only; dental surgery care, and extractions except dental treatment/operations resulting from injury due to an accident; eye and vision care;
- Self-inflicted injuries, or injuries sustained as a result of a criminal act of the insured employee or dependent or attempted suicide (while sane or insane); nervous and mental conditions, alcoholism or drug addiction, rest cures, sanatoria care or special nursing care, venereal disease; Acquired Immunodeficiency Syndrome (AIDS) and AIDS related complications; communicable diseases requiring by law isolation or quarantine in the event of an epidemic;
- GST payments are excluded and to borne by the staff

Group Term Life

This insurance provides coverage against death and permanent disablement due to any cause (by accident or illness). It covers all confirmed employees who have worked a minimum of 90 continuous days with the Company up to the age of 70 years and the benefits are:

<table>
<thead>
<tr>
<th>AIL/ F &amp; E/ Projects/ Shipping - Job Grade</th>
<th>Job Grade</th>
<th>Plan Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Manager/ Chief Executive Officer (CEO)/ Managing Director/ Executive Director/ Chief Financial Officer CFO/ Directors</td>
<td>SE 1 / L1</td>
<td>$400,000</td>
</tr>
<tr>
<td>(Deputy/Asst) Directors &amp; General Manager</td>
<td>L2</td>
<td>$250,000</td>
</tr>
<tr>
<td>Senior Manager/ Manager/ Asst Manager</td>
<td>L3</td>
<td>$150,000</td>
</tr>
<tr>
<td>(Senior/ Asst) Supervisors/ Senior Executives / Executives</td>
<td>L4</td>
<td>$75,000</td>
</tr>
<tr>
<td>All other staff (Senior Assistants/ Assistants/ Receptionist/ Dispatch Rider/ Co Driver/ Officer Helper)</td>
<td>L4A/ L5/ L6</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Group Accidental Death & Dismemberment

This insurance provides coverage against death, total permanent disability, permanent disablement or major burns due to accident. It covers all confirmed employees who have worked a minimum of 90 continuous days with the Company up to the age of 74 years and the benefits are:

<table>
<thead>
<tr>
<th>AIL/ F &amp; E/ Projects/ Shipping - Job Grade</th>
<th>Job Grade</th>
<th>Plan Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Manager/ Chief Executive Officer (CEO)/ Managing Director/ Executive Director/ Chief Financial Officer CFO/ Directors</td>
<td>SE 1 / L1</td>
<td>$400,000</td>
</tr>
<tr>
<td>(Deputy/Asst) Directors &amp; General Manager</td>
<td>L2</td>
<td>$250,000</td>
</tr>
<tr>
<td>Senior Manager/ Manager/ Asst Manager</td>
<td>L3</td>
<td>$150,000</td>
</tr>
<tr>
<td>(Senior/ Asst) Supervisors/ Senior Executives / Executives</td>
<td>L4</td>
<td>$75,000</td>
</tr>
<tr>
<td>All other staff (Senior Assistants/ Assistants/ Receptionist/ Dispatch Rider/ Co Driver/ Officer Helper)</td>
<td>L4A/ L5/ L6</td>
<td>$50,000</td>
</tr>
</tbody>
</table>
**Critical Illness Insurance**

This insurance is an additional rider that pays the insured upon diagnosis of any of the 30 major illnesses listed in the schedule available from the Human Resource. The policy will pay whenever an insured employee (up to 74 years of age), who have worked a minimum of 90 continuous days with the Company, is diagnosed to have contracted any of the major illnesses during his/ her employment with the Company. The basis of coverage is the same as for the Group Term Life and shall be an advance payment of the term life cover and will reduce the amount of the principal sum applicable to the insured member.

**Exclusions:**
- A Major Illness Benefit shall not be payable for any Major Illness of which the Assured Member should have been aware, or of which symptoms were evident, or for which he received medical advice or treatment prior to the of the Assured
- If the Assured Member has had or is diagnosed as having suffered any of the major illness, that (these) particular Major Illness(es) shall be permanently excluded from the list of Major Illnesses.
- A Major Illness Benefit shall not be payable for Coronary Artery By-Pass Surgery if the Assured Member is diagnosed as having suffered a Heart Attack prior to the Effective Date of the Assured Member
- A Major Illness shall not be payable for a Heart Attack if the Assured Member had undergone Coronary Artery By-Pass Surgery prior to the Effective Date of the Assured Member
- A Major Illness Benefit shall not be payable if the Major Illness is directly or indirectly caused by or resulting from:
  - self-inflicted injuries while sane or insane;
  - willful misuse of any drugs and alcoholism;
  - Acquired Immunity Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) or infection by Human Immuno-deficiency Virus (HIV), due to Blood Transfusion and Occupationally Acquired HIV

Any payment made under this rider shall reduce the amount of insurance of the basic policy to which this rider is attached (Term Life & TPD Policy)

**Out-Patient Treatment**

All confirmed permanent employees up the age of 74, are eligible for outpatient medical benefits as outlined:

<table>
<thead>
<tr>
<th>GP Panel Clinics</th>
<th>All Staff (up to Asst /Dy Director) / (Asst /Dy) General Managers</th>
<th>Senior Management [CEO/ (SV/ V) President/ Directors/ CFO]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Payment per Visit</td>
<td>SGD 5</td>
<td>-</td>
</tr>
<tr>
<td>Reimbursement Limit per Visit</td>
<td>SGD 80</td>
<td>-</td>
</tr>
<tr>
<td>GP Non-Panel Clinics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Payment per Visit</td>
<td>SGD 5</td>
<td>Nil</td>
</tr>
<tr>
<td>Reimbursement Limit per Visit</td>
<td>SGD 80</td>
<td>Nil</td>
</tr>
<tr>
<td>Annual limits (From 01 Jan to 31 Dec of calendar year)</td>
<td>SGD 500</td>
<td>Nil</td>
</tr>
</tbody>
</table>

The Company’s Panel of Clinics requires all employees of Agility International Logistics, Agility Fairs & Events Logistics, Agility Project Logistics and Agility Shipping Pte Ltd to
produce their MHC card/e-card for verification purpose before receiving treatment. If an employee visits one of the listed panel clinics, he/she will only need to pay a co-payment of SGD 5 and any amount above SGD 80 for the visitation. **Any medical expenses incurred due to visitation outside the panel of clinics will not be reimbursed. Agility reserves the rights to collect payment from employees who have over-utilized their annual limits.**

Employees without proper identification or visiting Government Polyclinics or Government Structured Hospitals will have to pay cash upfront for medical consultation charges. Visitation to Accident & Emergency (A & E) is limited to twice a year. (Cap at SGD 80 per visit)

The Company’s Panel of Clinics are the MHC Group. There are currently approximately 600 clinics available to our employees under the MHC Group panel. A list of participating clinics is available in the E-modules under the “Out-Patient” button.

- **Specialist & Diagnostic X-Ray & Laboratory Investigations**

All confirmed permanent employees up to the age of 74, are eligible for Specialist & Diagnostic X-Ray & Laboratory Investigations benefits as outlined:

<table>
<thead>
<tr>
<th></th>
<th>All Staff [up to (Assistant / Deputy) Directors/General Managers]</th>
<th>Senior Management [CEO/(SV/V)President/(S) Directors/ CFO]</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP Panel Clinics/SP Non-Panel Clinics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Payment per Visit</td>
<td>25%</td>
<td>-</td>
</tr>
<tr>
<td>Reimbursement Limit per Visit</td>
<td>As Charged, subject to annual limits</td>
<td></td>
</tr>
<tr>
<td>Annual Limits (From 01 Jan to 31 Dec of calendar year)</td>
<td>SGD 2,000</td>
<td>SGD 3,000</td>
</tr>
</tbody>
</table>

Employees seeking the services of a medical specialist must be referred to by a Company’s registered GP panel doctor. A copy of referral letter must be obtained from the GP panel doctor before the employee proceeds to the specialist for medical attention. Walk-in specialist consultation is not payable. Employees must produce their staff card and NRIC for verification at the Company’s Panel of Specialist Clinics. Employees without proper identification or visiting specialists that are not in the panel / Government Structured Hospitals/ Private Hospitals must pay cash upfront for medical consultation charges and then submit a claim for the expenses incurred. The documents required for making the claims are:

1. Original receipt(s)
2. Company doctor’s referral letter
3. Completed claim form (The claim form is available in the E-Modules)

**Agility reserves the rights to collect payment from employees who have over-utilized their annual limits.**
- Dental Claims/ Entitlements

All employees shall be eligible to receive reimbursement for dental treatment (except for cosmetic dental treatment and dentures) as outlined:

<table>
<thead>
<tr>
<th></th>
<th>All Staff [up to Asst /Dy Director] / (Asst /Dy) General Managers</th>
<th>Senior Management [CEO/ (SV/ V) President/ Directors/ CFO]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Payment per Visit</td>
<td>50%</td>
<td>-</td>
</tr>
<tr>
<td>Reimbursement Limit per Visit</td>
<td>As charged, subject to annual limits</td>
<td></td>
</tr>
<tr>
<td>Annual limits (From 01 Jan to 31 Dec of calendar year)</td>
<td>SGD 100</td>
<td>SGD 1000</td>
</tr>
</tbody>
</table>

Employees will have to pay cash upfront for dental treatment and then file a claim using the claim form. Co-payments will not be reimbursed. The documents required for making the claims are:

1. Original receipt(s)
2. Completed claim form

*Agility reserves the rights to collect payment from employees who have over-utilized their annual limits.*

- Medical Screening

As part of our continued efforts to improve staff welfare, benefits and healthcare, the Company offers subsidized Medical Screenings to reward staff for their loyalty and long service.

All employees will enjoy this benefit upon satisfying the following criteria:

- Staff will be entitled to a medical screening for every 2 years of continuous service with the Company. Claim Period: 21 May 2017 – 20 May 2019 (Subsequent 2 years from current claim period) Claims submitted after claim period will not be admissible.
- The Company shall bear the costs of the medical screening subject to a maximum of the 50% of the actual cost OR $200.00 whichever is less.
- Staff members are allowed to visit any doctor in Singapore of their choice
- Staff can exercise their choice of not going for the medical screening. However, there will be no cash payout in exchange.
- Claims are to be made using the e-claim module and attaching the original receipts and to be submitted within one week of the check-up
- Director & above – the company will bear the cost of the Medical screening on yearly basis based on a limit of $1,000. For CEO/ Country Manager – no limits apply.

- Saturday/ Sunday/ Public Holiday Allowances

An allowance of $75.00 will be given to non-overtime staff members (Asst Managers and below) who are required to work on Saturday*, Sunday or a Public Holiday. This allowance is given if a staff member (that is not entitled to overtime) performs a minimum of 4 hours of work and obtained approval in advance from the Department head or immediate Manager.
The claim must be submitted using the e-modules no later than 1 week after the day for which a claim is being filed. The staff shall only be eligible to claim for taxi fare from office or job site to home if it is necessary that they continue to work after 2000 hours.

* The Allowance for Saturdays is applicable only for staff from Agility International Logistics Pte Ltd, whose “off day” is Saturday

- **Transport Claims**

Employees who do not receive fixed transport reimbursements will be reimbursed the actual cost incurred on transport in the ordinary course of their work. This cost may be in the form of Bus fares, MRT fares, Taxi fares or mileage claims for cars or motorcycles, daily parking and CBD charges in accordance to the guidelines below.

The guidelines for transport reimbursement are:

<table>
<thead>
<tr>
<th><strong>All transport claims from home to office or the job sites will not be accepted for work performed on normal working days, Sundays and Public Holidays. However, if the distance from home to job sites is greater than from home to the office, then the maximum reimbursement amount is limited to the difference in distance between home to the office and home to the job sites.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims from office to job sites, or vice versa, will be accepted.</td>
</tr>
<tr>
<td><strong>Employees who do not receive a fixed transport reimbursement shall be eligible to file a claim for taxi fare home or mileage (if they drive to work) if it is necessary that they continue to work after 2000 hours. Employees claiming shift allowance and those who are entitled to overtime are not allowed to claim for any transport reimbursement (e.g. taxi fare, car / motorcycle mileage, etc).</strong></td>
</tr>
<tr>
<td><strong>Mileage for cars is $0.80 per km. Additional expenses such as parking and daily CBD passes are claimable.</strong></td>
</tr>
<tr>
<td><strong>Mileage for motorcycles is $0.35 per km. Additional expenses such as parking and daily CBD passes are claimable.</strong></td>
</tr>
<tr>
<td><strong>Taxi fares, bus fares and MRT fares are reimbursed based upon actual amount incurred as supported by taxi fare receipts. Taxi fare receipts are to be attached to claim form, and the receipts MUST bear the date and time for your claims to be approved.</strong></td>
</tr>
<tr>
<td><strong>Staff members who are traveling overseas are allowed to claim taxi fares/ mileage to and from the Airport.</strong></td>
</tr>
<tr>
<td><strong>To be accepted, claims must be submitted on a weekly basis for the previous week using the reimbursement forms.</strong></td>
</tr>
</tbody>
</table>

Employees receiving fixed transport reimbursements on a monthly basis shall not be entitled to the above or any other reimbursement that is transport in nature, except where they are allowed to claim for transportation to and from the Airport if they are traveling overseas.
Personal Data & Privacy

- **Compliance with Personal Data Protection Act**
  
  Agility respects the privacy of its employees and shall collect and handle personal data of employees in compliance with the requirements of the Personal Data Protection Act 2012 of Singapore and its regulation(s) ["PDPA"Protection Act (PDPA)].

- **Purposes of use of personal data**
  
  By providing personal data to the company, you have deemed consent that the personal data collected for the purpose of employment and during the course of employment shall be used or disclosed for the following purposes necessary for managing or terminating the employment relation including:

  a) Evaluative purpose to include other companies within the same Group, amongst others, assessment of an individual’s suitability for a job, for promotion, transfer, retirement or for removal from office.

  b) Using employee’s bank account details to disburse salaries and other arrears payments.

  c) Monitoring the employee’s use of company computer network resources including internet communications such as web and email traffic into and out of its domains.

  d) Disclosing the employee’s data to the Inland Revenue Authority of Singapore, Central Provident Fund Board, and other relevant authorities for the purposes of settling tax and CPF payment issues, necessary in the national interest or as required by Laws.

  e) Disclosing to authorized staffs and third parties for administrative purposes of arranging employee insurances, staff/door access passes, company newsletters, external auditing, trainings, office security and other business or employment related purposes.

  f) Responding to an emergency threatening the life, health or safety of an employee.
Staff Conduct

Conduct and Responsibilities

- **Working Hours**

  Staff members are to abide by the working hours stipulated by the Company.

- **Attire**

  All employees should use discretion in wearing attire that is appropriate for the office and customer interaction. All employees’ appearance should be neat and suitable for conducting business, in particular employees who need to meet up with customers and business partners. Employees are also expected to be well mannered in dealings with fellow colleagues and customers alike, particular attention being paid to communication through the telephone.

  These dress code rules always apply:

  a) All employees must be clean and well-groomed. Grooming styles dictated by religion and ethnicity are not restricted.
  b) All clothes must be work-appropriate. Clothes that are typical in workouts and outdoor activities are not allowed.
  c) All clothes must project professionalism. Clothes that are too revealing or inappropriate are not allowed.
  d) All clothes must be clean and in good shape. Discernible rips, tears or holes are not allowed.
  e) Employees must avoid clothes with stamps that are offensive or inappropriate.

  Employees who are provided with safety attire on-site (as part of work attire) are required to wear the attire in its entirety, including safety shoes and PPE (Personal Protective Equipment).

- **Misconduct**

  Misconduct is the failure to fulfil the conditions of employment in the contract of service. Examples include theft, dishonesty, disorderly or immoral conduct at work and insubordination.

  Employees will be severely dealt with or dismissed for any deliberate or wilful infraction of Company rules and policies. Here are some examples of such major violations of such rules and policies:-

  a) Criminal activity and violation of Singapore Laws.
  b) Extortion practices.
  c) Accepting a gratuity/ bribe for doing his/her job.
  d) Paying someone or promising a payoff to someone to become a client.
e) Contracting with a competitor for services.

f) Wilful misconduct or constant refusal or disobedience against Superior.

g) Assault or fighting within Company premises or at job sites.

h) Stealing from fellow colleagues or from the Company.

i) Malicious or careless destruction of Company’s property.

j) Unauthorized use of Company’s vehicles.

k) Being under the influence of, or in possession of illegal drugs/alcohol within Company’s premises or at job sites during working hours.

l) Falsification, interference with, or the defacement or destruction of Company’s records.

m) Actions which endanger the safety and well-being of employees, Company’s operations or property

n) Gambling within Company's premises or at job sites during working hours

Human Resource Department will handle all employee misconduct and investigation of a suspicious or criminal activity/screening in consultation with Management.

When employees are invited by any government agencies for interviews/ investigation, the said employee is to be accompanied by his/her direct superior/ a member of management.

**Obligations to the Company**

- **Involvement in Outside Companies**

  During the period of employment, employees are not allowed to engage in any work or employment by any other company whatsoever unless they have received written approval from Agility International Logistics Pte Ltd / Agility Fairs & Events Logistics Pte Ltd / Agility Project Logistics Pte Ltd / Agility Shipping Pte Ltd.

- **Confidential / Proprietary Information**

  Employees must not release any confidential information, offer comments relating to Company business or the affairs of the customers and other employees to external parties during and after their employment with the Company.

- **Name Cards**

  Name cards are printed for staff members holding Managerial and Customer Related positions. Requests for name cards are to be directed to the Senior Admin Executive.

- **Office Supplies**

  Requests for stationery or other office supplies must be made through the Senior Admin Executive. Staff is to maximize economy in the usage of Company supplies.
• **Personal Computer and Printers**

Only software that is installed by our IT Department is allowed on Company PCs.

Any matters relating to Information Technology and equipment are to be referred to the IT Department.

• **Office Equipment**

As the office equipment is for shared usage, employees are required to exercise care in the usage of printers, scanners, typewriters, shredders, photocopiers, fax machines and other office equipment.

Staff members are to report malfunctions or faulty equipment to the Senior Admin Executive.

• **Conference and Meeting Rooms**

Staff members who want to use the Conference and Meeting Rooms must make prior arrangements through the EIS/ Lotus Notes to book the rooms for use.
1 Non-Competition
   a) You shall not, without prior written consent of the Company, directly or indirectly own, manage, operate or be employed by or affiliated with a “competing business” in any manner, whether you are compensated or not. This shall apply for the length of your employment and for one (1) year thereafter.

   "Competing business" means any business within the Republic of Singapore that specialize in providing freight forwarding, supply chain services and any logistics services (including, without limitation, third party logistics, distribution, customs clearance, management, bonded services, trade finance and consultancy).

2 Non-Solicitation
   a) You shall not, without prior written consent of the Company, attempt to solicit or entice:
      i) Any member of the Company or its affiliates who is, or was, employed by or consulting with the Agility Group of companies; and/or
      ii) Any person or entity who is or was a customer or client (or reasonably anticipated to become a customer or client) of any member of the Agility Group of companies directly, indirectly or through and other party to solicit business or to join a competing Company/business.

3 Inventions
   a) Any and all inventions, specifications, reports and information or data prepared, developed, obtained or assembled during your employment shall become the property of the Company.
   b) Inventions shall include any and all intellectual property rights associated with the Work Product and all documents and instruments evidencing or relating to such rights.

4 Certain Remedies
   a) In the event of any such breach, of any of conditions in this Staff Handbook which may result in material and irreparable injury to the Company or its affiliates the Company and its affiliates shall be entitled to seek a temporary restraining order or a preliminary or permanent injunction, or both, in addition to any and all legal remedies available to the Company in accordance with the laws of the Republic of Singapore.
E-Policy

The Internet is an invaluable tool in the workplace. Appropriate usage of Company computers is an essential part of maintaining the Agility network.

E-mail Usage

The use of e-mail services for purposes constituting a clear conflict of the interests of the Company is expressly prohibited. Confidential or Company proprietary information shall not be sent by e-mail unless approval is obtained from the Company’s Management in writing. All e-mails created and stored on the Company’s computers or networks remains under the property of the Company and is not considered private. The Company reserves the right to access an employee’s e-mail at any time. Messages can be monitored to ensure that the e-mail policy is being adhered to.

You may not utilize the Company’s e-mail to participate in chain letters or “get-rich” schemes, flooding or spamming. Sending and/or forwarding of e-mails with obscene, pornographic, threatening, or harassing material or tone is strictly prohibited. The use of e-mail to facilitate the conduct of a private commercial purpose is not permitted.

Violation of the e-mail usage policy will result in disciplinary action which could result in termination of employment.

Unsolicited E-mail

If you receive unsolicited e-mail, there are several general steps that you should follow:
  o Send a reply to the originator requesting they (a) stop sending unsolicited material and (b) remove your name and address from their mailing list(s).
  o If you continue to receive unsolicited e-mail, contact our IT staff for assistance.

Password Policy

The Company requests that you use a password containing mixed-case letters, alphanumeric characters, symbols and/or punctuation. Remember to change your password every 90 days or at the request of the system administrators.

Only authorized employees who have been issued e-mail passwords are permitted to use the passwords to access their own e-mail accounts.

Misuse of passwords and the unauthorized sharing of passwords will result in disciplinary action, up to and including termination.
Software Policy

All applications must be approved by Agility Management before being installed on a company computer. No unauthorized applications may be installed on a Company computer.

All incoming mail and data imported on a computer (from floppy disk, e-mail or file transfer) must be scanned before being used. Employees must inform the System Administrator of any virus that is detected, configuration change, or any variance in behavior of a computer or application.

Software Piracy

Access to the Internet enables users to download a wide variety of software products for a fee, as shareware, or for free. You are required to fulfill all license and copyright obligations for any software downloaded for your own use. These software downloads become the property of the Company.

The use of unlicensed software on Company computers is strictly prohibited. Any employee who knowingly violates this software piracy rule is subject to termination.

Internet Browsing Policy

Software (Netscape/ Internet Explorer) required for browsing the Internet (www) is provided primarily for official use. Only Company approved versions of browser software may be used.

Internet users are prohibited from transmitting or downloading obscene, pornographic, or threatening material. Sites known to contain offensive material are strictly out-of-bounds. Employees are not permitted to use the Company’s information technology resources for chat or instant messaging unless Management approval is received for purposes related to work. Accessing games, humorous sites, gambling, online shopping, pornography or any site intended primarily for entertainment, entertainment news or e-commerce is strictly prohibited. No user may, under any circumstances, use Company’s computers or networks to libel, slander, or harass any other person. No software is to be downloaded from the Internet via any computer within the Company unless prior authorization has been received. All downloaded files must be scanned for viruses using the approved anti-virus software.

Employees are prohibited from utilizing any of the Company's information technology resources for any illegal purpose, violation of any Company policy, in a manner contrary to the best interests of the Company, in any way that discloses confidential or proprietary information of the company or third parties, or for personal gain. Unauthorized access to computer programs or data can lead to serious criminal offences under Computer Misuse Act (Cap 50A, 1994 Ed).

Violation of the E-Policy

Violation of the terms contained within the E-Policy shall result in swift and severe disciplinary action, including, but not limited to, termination of employment. Some offences may be actionable in a court of law.