

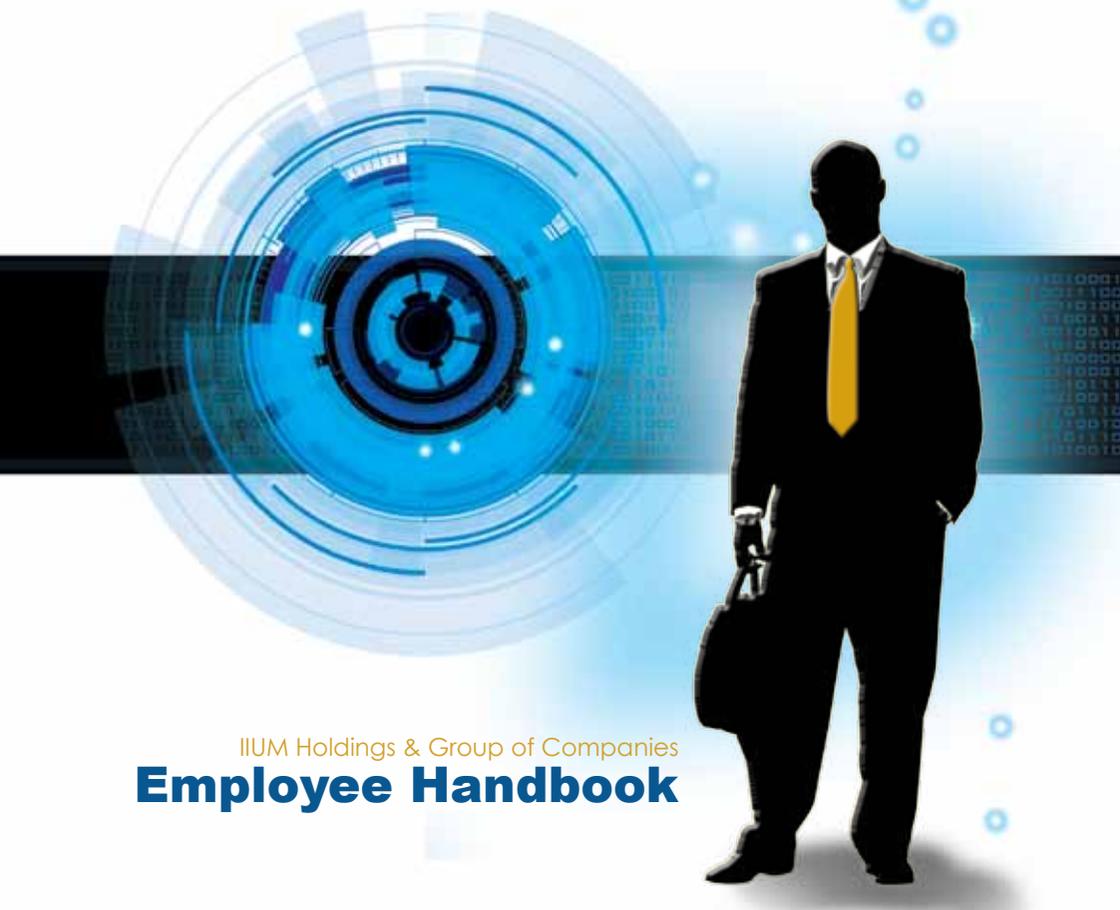


IIUM Holdings & Group of Companies
Employee Handbook



IIUM HOLDINGS SDN. BHD.

(545961-X)



IIUM Holdings & Group of Companies
Employee Handbook



THE COMPANY

As part of the International Islamic University Malaysia, IIUM Holdings Sdn. Bhd. is committed to the principle of Value Driven Organization that can meet the need of the present generation without compromising the ability of the future generation to meet their own needs. Our action is always guided by the needs to make business decisions that demonstrate economic, social and religious responsibilities.

Through this value system, we integrate the economic, environmental and social aspects of our business to achieve sustained financial success, safeguard our environment and develop our reputation as partner and provider of first choice for all our stakeholders, customers and employees, those with whom we do business.

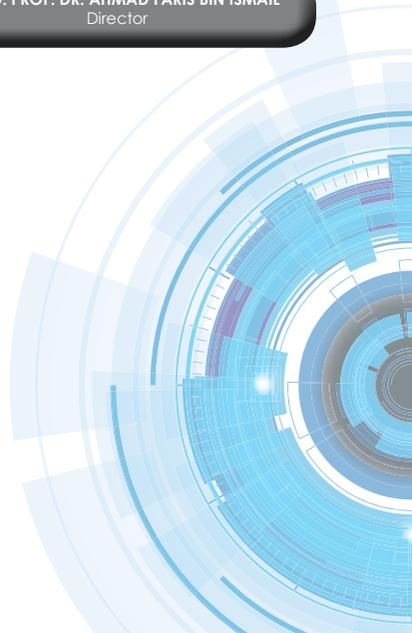
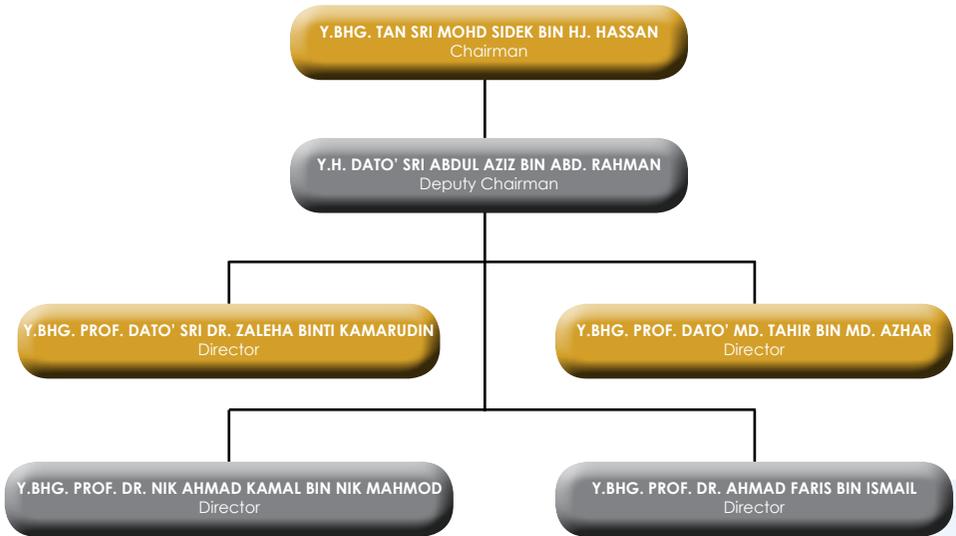
We aspire to be the gateway to businesses throughout the Muslim nations responsibly and profitably. In pursuing high standards of performance, we seek a long term presence in this environment, striving to help our stakeholders improve their quality of life, whilst contributing to the nation's progress towards Vision 2020. An integral element in our journey towards this vision is exactly how we put our values into practice.

We strive to create wealth that benefits society as a whole. Thus, we envision that IIUM Holdings would be the company of first choice.

We seek to build and maintain a culture of learning and innovations in which employees can fulfill their potential whilst meeting the most challenging targets and have fun at the same time. It is a culture where we encourage our leaders to inspire others through example, and where the values of Courage, Discipline, Trustworthy and Loyalty prosper.



CORPORATE INFORMATION





CORPORATE STRUCTURE

IIUM HOLDINGS SDN BHD

EDUCATION BUSINESS

IIUM Centre for
Continuing Education Sdn Bhd

IIUM Higher Education
Sdn Bhd

IIUM Lower Education
Sdn Bhd

IIUM Montessori
Sdn Bhd

IIUM Educare
Sdn Bhd

PROPERTY, TRADING & MANUFACTURING

IIUM Properties Sdn Bhd

IIUM Trading Sdn Bhd

IIUM Printing Sdn Bhd

IIUM Pharmacy Sdn Bhd

IIUM International Sdn Bhd

IIUM Advanced Technologies
Sdn Bhd

CONSULTING & SERVICES

IIUM Entrepreneurship &
Consultancies Sdn Bhd

Daya Bersih Sdn Bhd

IIUM Medical Specialist
Centre Sdn Bhd

IIUM Shariah Advisory
Services Sdn Bhd

IIUM Strategic Tech. & Eng.
Centre Sdn Bhd

IIUM Corporate
Management Sdn Bhd





MISSION, VISION & CORE VALUES

VISION

To be the leading university-based company internationally.

MISSION

We pledge to offer excellent services and valuable products to our customers by our strategic resources and expert areas. While venturing into hi-tech areas, we continue to uphold our Core Values and business ethics. As the business arm of the University, we are committed to promote and commercialize our expertise and products. While doing this, we will simultaneously inject and inculcate the culture of entrepreneurship in the community. In aiming for profitable returns for the Company, we also strive to meet our financial obligations to the University while at the same time, being attentive to our employee's welfare and development.

CORE VALUES

Courage

Discipline

Trustworthy

Loyalty

Diligence



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PART A

1. INTRODUCTION

The objective of this Employee Handbook is to provide a clear understanding of the terms and conditions of service which are in addition to those stipulated in the employee's letter of appointment.

The information provided is, however, neither exhaustive nor detailed. The Company reserves the right to modify, alter or discontinue any of the conditions of service included in the Terms and Conditions of Employment without prior notice. The company shall notify the Employee of any changes in writing.

Also be informed that this Employee Handbook is just for reference and should not be used as a basis on which to take legal proceedings against the Company.

2. DEFINITIONS AND INTERPRETATIONS

The following definitions shall apply unless otherwise expressly stated in this Terms and Conditions of Employment.

"Company" means and includes IIUM Holdings Sdn. Bhd. ("IHSB"), a company incorporated under the Companies Act 1965 and its subsidiaries, associated companies or affiliated companies.

"Employee" means and includes all persons appointed to serve the Company under a contract of service.

"Confirmed Employee" means an employee whose services have been confirmed in writing by the Company, upon completion of the probationary period.

"Headquarters" means IIUM Holdings Sdn. Bhd. at Level 3, Administration Building, Central Complex, International Islamic University Malaysia, 53100 Kuala Lumpur.

"Approved clinic / hospital" means a registered medical practitioner under the Medical Act 1971 or dentist as defined by the Dental Act 1971.

"Dependants" means male Employee's legal spouse(s) and wholly dependant children who are below eighteen (18) years of age (including stepchildren and children adopted in accordance with the laws or customs of Malaysia) or children who are below twenty three (23) years of age and who are studying in a school or an institution of higher learning. Dependants shall also include children who are mentally retarded and/or physically disabled, regardless of age.

"Salary" means basic salary exclusive of all allowances.



“**Allowances**” means an amount of money given regularly for a specific purpose.

“**Service**” means an Employee’s length of service with the Company, expressed in years, months and days, unless otherwise specified herein.

3. CATEGORY OF EMPLOYEES

3.1 Employees within the scope of the Employment Act 1955 (EA 1955)

- 3.1.1 All employees engaged under a contract for service, whose wages do not exceed RM1,500 per month;
- 3.1.2 All employees engaged in a contract of service, irrespective of the amount of wages earned :
 - (a) Who are engaged in manual labour including such labour as an artisan or apprentice;
 - (b) Who are engaged in operation or maintenance of any mechanically propelled vehicle operated for the transport of passengers or goods or for reward or commercial purposes; and
 - (c) Who supervises or oversees other employees of the Company engaged in manual labour in and throughout the performance of their work.

3.2 Employees outside the scope of the EA 1955

All employees engaged under a contract of service, other than those specified in paragraph 3.1 above.



PART B

1. SALARY SCHEME

1.1 The Employee's salary scale shall be in accordance with the respective job grade applicable.

SALARY GRADES

1.2 The salary grades for employees of the Company, other than those stipulated in clause 1.1 above, are based accordingly to their respective scheme.

2. PROBATION PERIOD

2.1 An Employee shall serve a probationary period of **three (3) to 12 (twelve)** months, as stipulated in the Employee's letter of appointment.

2.2 The Company may at its sole discretion extend the probationary period, for a period not exceeding **three (3)** months. In the event of any extension, the Employee shall be informed in writing of the extended probationary period.

2.3 On completion of the probationary period or any extended period thereof, the Company shall inform the Employee in writing of his confirmation in employment or termination. In the absence of such notification in writing, the Employee shall be deemed to be a probationer until informed otherwise in writing.

2.4 All employees who have met the following conditions may be confirmed in service, at the discretion of the Company:

- (i) Completed the probationary period or any extended period thereof.
- (ii) Demonstrated a satisfactory work performance.

2.5 During the probationary period or any extended period thereof, either party may terminate the contract by giving to the other one (1) month notice in writing or by payment of salary in lieu of such notice.

3. PERFORMANCE REVIEW

The Company shall, from time to time, review the performance of all employees in accordance with the performance appraisal system established by the Company.

4. ANNUAL SALARY INCREMENTS

4.1 Subject to the employee's satisfactory work performance and the Company's financial position, the Employee may be granted annual salary increments.

4.2 Subject to clause 4.1 above, employee who reports for duty on any date before 1st October, shall be entitle for increment in the month of January of the following year. Employee who reports for duty after 1st October shall not be entitle for annual salary increment in January of the following year, but shall be entitled for the annual increment in January of the subsequent year.



- 4.3 Salary increments shall be at the absolute discretion of the Company and further subject to the Employee's satisfactory work performance determined by a performance review and rating exercise carried out by the Company.
- 4.4 The Company may, at its absolute discretion, grant the Employee salary increments over and above the annual salary increment, as stipulated in clause 4.1 above.
- 4.5 The Employee's salary increments shall be in accordance with their respective job grade. The Employee shall also be informed of the job grade that is applicable to him.

5. PERFORMANCE MERIT INCREMENTS

- 5.1 An Employee who has demonstrated an outstanding performance as determined by the Company's performance appraisal system may be granted salary increments over and above the usual annual salary increment, as stipulated in clause 4.1 above with an approval from respective General Manager or Executive Director.
- 5.2 These additional salary increments stipulated in clause 5.1 above shall be at the discretion of General Manager or Executive Director of respective subsidiary company.

6. BONUS

- 6.1 Subject to the employee's satisfactory work performance and the Company's financial position, a Confirmed Staff may be granted bonus payments.
- 6.2 The payment of bonus shall be at the absolute discretion of the Company.
- 6.3 The quantum of such payment of bonus shall be informed to the Employee in writing.
- 6.4 For employees who have not completed one calendar year of service, payment of bonus shall be calculated on a pro-rated basis in accordance with the number of months served by the Employee.
- 6.5 Notwithstanding the above, the Employee shall not be entitled to any payment of bonus in the event of his dismissal or resignation from service.
- 6.6 The Company reserves its right to suspend the Employee payment of bonus in the event disciplinary action has been initiated against the Employee for misconduct. The payment of such bonus shall be granted to the eligible Employee if he has been discharged of such allegations of misconduct.



7. PROMOTION

- 7.1 The Company may at its absolute discretion and subject to the vacancy of positions within the Company consider promoting the Employee based on the following conditions:
- i) Employees who have achieved an excellent / outstanding work performance / performance rating in accordance with the performance appraisal system established by the Company.
- 7.2 All Employees eligible for promotion shall be recommended by respective superior to their respective General Manager / Executive Director to determine their suitability for the vacant position and shall thereupon be recommended for consideration and approval. The decision by the General Manager / Executive Director of respective subsidiary shall be final.
- 7.3 Notwithstanding the above, the Company reserves the right to fill in any such vacancies by external recruitment, at its absolute discretion.
- 7.4 The Company's discretion in respect of the selection of an employee for promotion shall be final.

8. EMPLOYEE PROVIDENT FUND (EPF)

The Company shall make the requisite contributions to EPF in accordance with the amount stipulated in the Employee's Provident Fund Act 1991. The Employee's EPF contribution shall be deducted directly from the Employee's basic monthly salary.

9. SOCIAL SECURITY ORGANIZATION (SOCSO)

The Company shall make the requisite contributions to SOCSO in respect of eligible employees in accordance with the Employees Social Security Act 1969.



PART C

1. MEDICAL BENEFITS

1.1 MEDICAL TREATMENT & MEDICINE

1.1.1 An Employee shall be entitled to be paid his medical expenses in respect of the number of days he is entitled to sick leave under the terms of his contract of employment.

(Entitlement of outpatient treatment is as declared by company)

CONSULTATION AND TREATMENT BY SPECIALIST

1.1.2 In the case where the Employee requires specialist treatment, the Employee may visit any Specialist, with referral from a registered medical practitioner, subject to the Employee's entitlement. In the event the specialist treatments involve surgery or hospitalization, the expenses shall be limited subject to the limitations and exclusions as stipulated in the hospitalization & surgical insurance scheme undertaken by the Company.

1.2 OUTPATIENT MEDICAL TREATMENT

1.2.1 Employees shall be eligible for outpatient medical expenses in accordance with the following annual limit:

Grade	Annual Limit (RM)
JA1 - JA4	1,500
A1 - A4	1,500
EX1 - EX4	1,800
SE1 - SE4	2,100
M1 - M2	2,300
GM1 - GM2	As billed

1.2.2 The medical benefits stipulated above are extended to:

- i) *For Married Employees:*
Self, spouses, children (including legally adopted children).
- ii) *For Unmarried Employees:*
Self only.

1.2.3 For the purposes of this section, children shall exclude the following:

- (a) dependant who is married;
- (b) engaged in full time employment; or
- (c) above the age of eighteen (18) years.

1.2.4 For dependants who are registered as full time students at an institution of higher learning in Malaysia or overseas that is recognised by the government of Malaysia, coverage is



extended up to the age of twenty – three (23) years. In this regard, the Employee is required to provide documentary proof confirming the full time status of the dependent when submitting the relevant claims.

1.2.5 For Employees who are married to spouses who are in employment with the Company, only one spouse shall be entitled to medical benefits for Married Employees as stipulated under this provision. The Employee shall notify the Company in writing as to which spouse has opted for the same by completing the Nomination Form of Medical Benefit Status for Married Couples and returning the same to the Human Resources Department upon joining the Company or upon registration of the marriage. The other spouse shall be entitled to medical benefits For Unmarried Employees as stipulated under this provision. In default of the Employee's nomination, it shall be deemed that the Employee with the higher medical benefits entitlement shall be entitled to medical benefits for Married Employees as stipulated in this provision or if the entitlement is similar, then the male employee shall be entitled to medical benefits for Married Employees as stipulated in this provision.

1.3 GROUP HOSPITALIZATION AND SURGICAL INSURANCE

1.3.1 The Employee and their dependants are covered by the Group Hospitalization and Surgical Insurance policy undertaken by the Company at the material time for the purposes of expenses due to treatment involving hospitalization and surgery. The benefits provided under this policy are detailed in the Schedule of Benefits, which shall be distributed to Employee.

1.3.2 The total liability of the Company shall be limited to the Employee's entitlement as stipulated in the Group Hospitalization and Surgical Insurance policy and the Schedule of Benefits.

1.3.3 In the event an Employee or his dependants, within the scope of this provision, disregards the advice of the doctor, he / she shall be forfeited of their benefits under this provision.

1.4 EXCLUSION

1.4.1 The Company **shall not bear** the expenses for the following:

- (a) Injury or disablement arising from any proven fault, participation in or attending any hazardous sports pursuits or pastime;
- (b) Attempted suicide;
- (c) Provoked assault;
- (d) The performance of any unlawful act;
- (e) Exposure to any unjustifiable hazard except when endeavouring to save human life;
- (f) Use of drugs not medically prescribed;
- (g) Excessive use of alcohol;
- (h) Treatment arising from venereal diseases;
- (i) Any surgery for beautification purposes;
- (j) Preventive treatment or immunizations unless recommended by the approved clinics & hospitals; and
- (k) Alternative medication.



1.5 OPTICAL BENEFIT

Employee is entitled to optical expenses for the cost of spectacles and / or contact lenses, subject to the following limit:

Grade	Entitlement per 2 Calendar Year (RM)
JA1 - JA4	200
A1 - A4	200
EX1 - EX4	250
SE1 - SE4	300
M1 - M2	300
GM1 - GM2	400

However, such benefit shall not be extended for cosmetic purposes or plastic surgery.

Optical expenses shall be extended to the *Employee only* and shall not be extended to his dependents.

1.6 EXECUTIVE SCREENING PROGRAMME

Employee is entitled to the Health Screening Programme in accordance with the following:

- (a) For Employees who are 40 years of age and above
: Once (1) in every two (2) calendar years
- (b) For Employees who are below 40 years of age
: Once (1) in every three (3) calendar years

Grade	Entitlement per Examination (RM)
JA1 - JA4	500
A1 - A4	500
EX1 - EX4	600
SE1 - SE4	800
M1 - M2	1,000
GM1 - GM2	1,200

Upon obtaining the medical report, the Employee shall submit the same to the Human Resources Department for record purposes and this report shall be treated in the strictest confidence.

1.7 MATERNITY BENEFITS

1.7.1 Female employee shall be entitled to maternity leave in accordance with Part IX of the Employment Act 1955.

1.7.2 No female employee shall receive maternity benefits less than those provided for in the Employment Act 1955.



1.7.3 Maternity leave may only commence on or after the 28th week of pregnancy and leave of absence from work due to any illness or miscarriage during the first 28 weeks shall be considered as normal sick leave.

1.7.4 Employee is required to provide a medical certificate to the Company, so that adequate provisions can be made for the employee's absence.

1.7.5 The Company shall meet the cost of maternity benefits for the purpose of giving birth involving female employee or wife of male employee based on entitlement.

1.7.6 The employee or dependent requiring hospitalisation for giving birth shall be accommodated in wards at a registered clinics or hospitals based on Employee's entitlement.

1.7.7 The maternity benefits are for the purpose of giving birth.

1.7.8 The Company shall meet accouchement fee based on the entitlement (inclusive of room and bed allowance) as follows:

	JA1 - JA4	A1 - A4	EX1 - EX4	SE1 - SE4	M1 - M2	GM1 - GM2
Normal delivery	RM1,600	RM1,600	RM1,700	RM1,900	RM2,100	RM2,300
Forceps / Breach / Vacuum	RM1,700	RM1,700	RM1,900	RM2,100	RM2,300	RM2,500
Caesarean	RM2,600	RM2,600	RM2,700	RM2,900	RM3,100	RM3,200
Dilatation & Curettage (D&C)	RM400	RM400	RM400	RM400	RM400	RM400

1.8 DENTAL CARE

All Confirmed Employees shall be entitled to dental treatment subject to the entitlement stipulated below, which shall be restricted to extraction and filling only. The fillings are limited to amalgam, synthetic and acrylic only.

Grade	Entitlement per Annum (RM)
JA1 - JA4	200
A1 - A4	200
EX1 - EX4	280
SE1 - SE4	320
M1 - M2	360
GM1 - GM2	700



1.9 PROLONGED ILLNESS

1.9.1 Sick Leave for Employees who have been confirmed in service with the Company, who are afflicted with tuberculosis, leukaemia, cancer, polio, leprosy or paralysis or any other illness of a prolonged nature, which is certified by the Company's panel of doctors or a medical officer of a Government Hospital or an approved private registered medical practitioner, shall be granted Prolonged Illness Leave subject to the following:

- (i) 90 consecutive days' leave on full pay;
- (ii) thereafter, 90 consecutive days' leave on half pay; and
- (iii) thereafter, 180 consecutive days' leave without pay.

1.9.2 Notwithstanding the above, payment for prolonged illness shall only be granted if the Employee undergoes the course of treatment as certified by the Company's panel of doctors or a medical officer of a Government Hospital or an approved private registered medical practitioner.

1.9.3 During this period, the Employee may be required to undergo a medical examination by a medical board appointed by the Company. If the Board so recommends, the Employee shall be medically boarded out, at the end of the prolonged illness leave.

1.9.4 Upon full recovery within the twelve (12) month period, the Employee may resume duty on production of a medical certificate from the Company's panel of doctors or a medical officer of a Government Hospital or an approved private registered medical practitioner recommended by the Company's panel of doctors certifying the Employee's fitness to resume duty.

1.9.5 In the event the Employee suffers a relapse within twelve (12) months from the time he resumed duty, then the relapse shall not be treated as a new case, but as a continuation of the first case. Consequently, the leave that has already been taken in the first instance by the Employee shall be set off against his entitlement and the Employee shall only be granted the balance of the unutilized prolonged illness leave, if any, under the provision.

1.9.6 In cases where early prognosis by the Company's panel of doctors or a medical officer of a Government Hospital or an approved private registered medical practitioner recommended by the Company's panel of doctors, certifies that the Employee may be on prolonged illness leave for a period of twelve (12) months or more, the Employee may, at his option, elect to resign from the services of the Company. In such cases, the Company shall pay to the Employee his entitlement to prolonged illness leave in one (1) lump sum.

1.9.7 Prolonged Illness Leave shall only commence after the Employee has fully utilized his Hospitalization Leave, Sick Leave and Annual Leave entitlements.



1.9.8 **Medical Boarding Out**

- (a) If the employee is unable to perform his duties after prolonged medical leave, the Company shall consider medical boarding out of the employee.
- (b) The Company shall consider the recommendation from the Company's panel doctors or a medical officer of a Government Hospital or an approved private registered medical practitioner or specialists.

2.0 **MEDICAL EXAMINATION UPON REPORT FOR DUTY**

- 2.0.1 An employee is required to undergo and submit to medical examinations, including x-ray and urine tests, during 14 days upon commencing of work or as and when required to do so by the Company.
- 2.0.2 Reports on medical examination shall be submitted to the Company. Employees shall not unreasonably refuse to give their consent for such reports to be released by the approved clinic / hospital to the Company.
- 2.0.3 The Company may require the employee to undergo further medical examination, treatment or consultation pursuant to the approved clinic / hospital's recommendation.
- 2.0.4 The expenses for such medical examinations shall be borne by the Company. Other expenses incurred for treatment shall be in accordance with the medical benefits provided herein.
- 2.0.5 If the Company based on medical report found that the employee is not fit to commence duty, his contract of service which has been offered shall become null & void.

2.1 **UPDATE OF PERSONAL PARTICULAR**

- 2.1.1 The Employee shall notify the Company of any change in status concerning family, address, telephone number or latest educational attainment. This shall enable the Company to maintain an up-to-date record in times of emergency.
- 2.1.2 At the end of each calendar year, the Human Resources Department shall circulate printed information of the Employee's personal particulars for his confirmation and approval.



PART D

1. OBLIGATIONS OF EMPLOYEES

1.1. WORKING HOURS

- 1.1.1 The normal working hours for all employees shall be 8 hours per days (excluding break periods)
- 1.1.2 The Company reserves the right to reschedule the working hours of an employee at its discretion in accordance with the needs of the Company.
- 1.1.3 An Employee may be required to work overtime, i.e. in excess of the normal working hours, as and when the need arises at the request of the company rather state "at the request of the Company" instead and the Employee shall not unreasonably refuse to do so.
- 1.1.4 Employees within the scope of the Employment Act 1955, who performs overtime work with the prior permission of the Management, shall be entitled to overtime wages in accordance with the provision of the Employment Act 1955.

1.2 ATTENDANCE AND PUNCTUALITY

- 1.2.1 All employees are expected to be conscientious about punctuality and attendance.
- 1.2.2 Where an employee is absent from work for more than two (2) consecutive working days without the prior permission of the Company and without reasonable excuse or where there is reasonable excuse, has failed to inform or attempted to inform the Company at earliest opportunity of the excuse, the employee shall be deemed to have breached his contract of service and the Company may terminate the employee without notice.

1.3 CONFIDENTIAL INFORMATION

- 1.3.1 During the course of an employee's employment with the Company or thereafter an employee shall not divulge to any person or third party information of a confidential nature relating to the business of the Company or any associated company or clients of the Company (including the identities of the same), except where this is required by law or is reasonably necessary for the purpose of carrying out the employee's duties whilst in the employment of the Company.
- 1.3.2 An employee shall not during the course of his or her employment be employed or engaged in any capacity in any other business whatsoever without the prior written consent of the Company.



PART E

1. ALLOWANCES

1.1 HOUSING & TRANSPORTATION ALLOWANCES

These allowances are paid monthly in lieu of housing and vehicle loans: -

Grade	Housing Allowance (RM)	Transportation Allowance (RM)
JA1 - JA4	350	150
A1 - A4	350	150
EX1 - EX4	700	350
SE1 - SE4	900	500
M1 - M2	1,200	800
GM1 - GM2	1,300	1,200

**The housing & vehicle allowances may vary from company to company.*

1.2 DAY TRIP ALLOWANCES

1.2.1 An employee who travels beyond 25km (from the place he normally reports for duty) to a work site (or work sites) to work and who returns within 24 hours shall be eligible for day trip allowance subject to the conditions below:

- (a) The total amount of time spent in the region beyond 25 km shall be not less than 6 hours (including travelling time).
- (b) The day trip allowance for each six hours of total time spent [mentioned in clause (1.2.1 (a)) above] shall be as follows:

Grade	Rate of day trip allowance for each six hours of total time spent
JA1 - JA4	RM7.00
A1 - A4	RM7.00
EX1 - EX4	RM7.00
SE1 - SE4	RM7.00
M1 - M2	RM7.00
GM1 - GM2	RM7.00

1.2.2 An employee claiming day trip allowance shall not be eligible for meal allowance.

1.3 SUBSISTENCE ALLOWANCE

The employee shall be entitled to a subsistence allowance based on the actual number of days worked at site in accordance with the following:



- (i) The Employee assigned to a site shall be given a fixed overtime payment for work done in excess of his normal hours of work.
 - (ii) The amount shall be fixed on a case by case basis in accordance with the project site requirement, at the absolute discretion of the Company.
 - (iii) This provision is not applicable to Employees employed specifically for the site work.
- 1.4 An Employee shall be eligible to claim subsistence allowance as provided below:

Grade	Local (RM)
JA1 - JA4	50
A1 - A4	50
EX1 - EX4	80
SE1 - SE4	90
M1 - M2	120
GM1 - GM2	130

He / she shall be paid the full subsistence allowance for every one day.



PART F

1. LEAVE

1.1 SICK LEAVE

1.1.1 All Employees shall, on production of a medical certificate from a registered medical practitioner or medical officer of a Government Hospital, be entitled to paid sick leave as follows: -

1.1.1.1 Where no hospitalization is necessary:

- (a) Of fourteen (14) days in aggregate in each calendar year if the Employee has been employed for less than two (2) years.
- (b) Of eighteen (18) days in the aggregate in each calendar year if the Employee has been employed for two (2) years or more but less than five (5) years.
- (c) Of twenty- two (22) days in the aggregate in each calendar year if the Employee has been employed for five (5) years or more.

1.1.1.2 Where hospitalization is necessary, as certified by a registered medical practitioner or medical officer of a Government Hospital, the Employee shall be entitled to sick leave of *sixty (60) days in the aggregate* in each calendar year (inclusive of sick leave).

1.1.1.3 Where the Employee is entitled to both Hospitalisation and Non-Hospitalization sick leave in one calendar year, the total number of days of entitlement to paid sick leave shall not exceed sixty (60) days in that calendar year.

If the employee has exhausted the sixty (60) days entitlement, the staff must utilize the annual leave. If the employee has utilized all the annual leave entitlement, then the case will be referred to Management of IIUM Holdings on case to case basis.

And provided further that if any employee is certified by such registered medical practitioner or medical officer to be ill enough to need to be hospitalized but is not hospitalized for any reasons whatsoever, the employee shall be deemed to be hospitalized for the purpose of this Article.

1.1.1.4 The Employee who is granted sick leave by a registered medical practitioner or medical officer of a Government Hospital, should inform the Company within forty-eight (48) hours of the commencement of such leave, failing which he shall be deemed to absent himself from work without the permission of the Company and without reasonable excuse for the days on which he is so absent from work.



1.1.2 MEDICAL CERTIFICATES

The Company shall only recognize a medical certificate issued by a Government Medical Officer or by a Medical Board or by a registered Clinic / Hospital or by a medical practitioner registered under the Medical Act 1971 or by a Dentist as defined by Dental Act 1971.

1.2 ANNUAL LEAVE

1.2.1 Every Confirmed Employee shall be entitled to paid annual leave as follows:

Grade	Length of Service	
	Less than 10 years	10 years or more
JA1 - JA4	20 days	25 days
A1 - A4	20 days	25 days
EX1 - EX4	25 days	30 days
SE1 - SE4	25 days	30 days
M1 - M2	25 days	30 days
GM1 - GM2	30 days	35 days

1.2.2 The Employee shall plan his annual leave at the beginning of each calendar year and shall notify his immediate superior of the same for the purposes of making arrangements to cover the Employee's duties during his absence.

1.2.3 Annual leave shall not include rest days, off days, gazetted public holidays, sick leave or any other paid leave.

1.2.4 The Company reserves the right to arrange or re-arrange the Employee's annual leave programme in accordance with its operational and business needs.

1.2.5 The Employee is entitled to **carry forward** his unconsumed annual leave entitlement to the following year, in accordance with the following:

Grade	No. of Days
JA1 - JA4	10
A1 - A4	10
EX1 - EX4	15
SE1 - SE4	15
M1 - M2	15
GM1 - GM2	20

Any other unutilised leave entitlement of a year shall be forfeited at the end of that year.



1.2.6 Applications for annual leave, except in emergency cases, shall be submitted at least three (3) days in advance and such leave application must be approved before the Employee goes on leave. The Employee shall be deemed to be absent from work in the event he / she goes on leave without obtaining the requisite approval.

1.2.7 If an employee has expressed in writing to the Company that he intends to accumulate his annual leave for the purpose of *pilgrimage to Mecca*, the Company may consider approving accumulation of his leave. However, this is *limited to two (2) years' entitlement*.

1.2.8 **Emergency Leave**

In cases of emergency such as sudden illness, injury and certain other emergencies and urgent matters, the Employee is entitled to take leave. Emergency leave shall be deducted from the Employee's annual leave entitlement. The Employee shall fill in the annual leave application form and submit the same together with the relevant supporting documents. The Company reserves the right to reject the Employee's leave application,

1.3 **COMPASSIONATE LEAVE**

The Company may grant compassionate leave to Employees in any one calendar year for the following reasons, provided that the Employee produces *documentary proof* before or after such leave to substantiate his application:-

1.3.1. **Bereavement Leave**

In the case of death of spouse/s, children, legally adopted children and the Employee's parents and parents-in-law, the Employee is entitled to two (2) working days leave. The Employee shall submit a copy of the death certificate of the family member concerned together with his leave application form after such leave.

1.3.2 **Marriage Leave**

In the case of the first legal marriage of the Employee or for the purposes of the Employee's registration or wedding ceremony, the Employee is entitled to three (3) working day leave, which shall be granted once during the Employee's period of service with the Company. The Employee shall submit a copy of his marriage course certificate and a copy of the wedding ceremony invitation card together with his leave application form before such leave.

1.3.3 **Calamity Leave**

In the case of a natural disaster such as fire, flood, robbery etc. within Malaysia, which directly affects the Employee, the Employee is entitled to two (2) working days leave. The Employee shall submit a copy of the relevant reports from the police, fire fighter or newspaper cutting covering the details of the disaster affecting the Employee.

1.4 **MATERNITY LEAVE**

1.4.1 Every female employee shall be entitled to maternity leave for a period of 60 consecutive days.



1.4.2 The female employee shall be entitled to receive from the Company her salary for the period of her maternity leave if:-

- (a) She has been employed by the Company at any time in the four (4) months immediately before her confinement; and
- (b) She has been employed by the Company for a period of, or periods amounting in the aggregate to, not less than ninety (90) days during the nine (9) months immediately before her confinement.

1.4.3 Maternity leave with full pay is only for an employee who at the time of confinement has less than five surviving children.

1.4.4 Leave on account of miscarriage prior to the twenty eighth (28) week of pregnancy shall not be considered as maternity leave but as sick leave.

1.4.5 A female employee who is on maternity leave shall not be entitled to substitution of Public Holiday(s) which falls during the period in which she is on such confinement leave.

1.5 **PATERNITY LEAVE**

1.5.1 Paternity Leave (Male Employees)

In the case of the birth of a legal child, the Employee is entitled to three (3) working days leave. The Employee shall submit a copy of the birth certificate of the child concerned together with his leave application form.

1.6 **PILGRIMAGE LEAVE**

- a) A Muslim employee shall be entitled to paid pilgrimage leave to perform Haj once in his whole service with the Company.
- b) A maximum of Forty (40) days leave may be granted for the purpose of the pilgrimage. Such leave shall include rest days and Public Holidays. If for special reasons, an employee requires an additional leave, he may apply to the Company for the same. This however, will be at the discretion of the Company.

1.7 **SPECIAL UNPAID LEAVE - TAKING CARE OF SICK FAMILY MEMBERS**

- a) Allowable at certain circumstances where employee needs to take care of his / her parents, spouse or children who are sick.
- b) Special Unpaid Leave for employees is only applicable for employee who had been confirmed in service.
- c) The number of Unpaid Leave that can be approved is 30 days for each completed year of service but not exceeding 360 days in a calendar year.
- d) Application for Special Unpaid Leave must be done through the respective Human Resource Department and must be recommended by the respective General Manager or Executive Director and be approved by the Group CEO of IIUM Holdings.



PART G

1. TRAVELLING AND REIMBURSEMENTS

1.1 CLASS OF TRAVEL

1.1.1 The Company shall decide the mode of travel for employees on official duty.

1.1.2 Where the Company has decided that the mode of travel is by 1.1.3(c) below, an employee shall be allowed to select between travelling by bus or taxi.

1.1.3 Employees on official duty shall be eligible for transport reimbursement as follows:

- a) Admin Assistant and Technical Assistant may only travel by air upon approval by the respective General Manager or Executive Director.
- b) Bus or taxi fare.
- c) Mileage Reimbursement in accordance as stipulated under 'Mileage Reimbursement' as clause 1.2.
- d) Any other miscellaneous expenses that incurred.
- e) Any mode of transportation in carrying official duties.

If an employee chooses a mode of transport other than that he is permitted, he shall be eligible to claim an equivalent fare, provided that the employee had obtained prior approval from the Company.

1.2 MILEAGE REIMBURSEMENT

1.2.1 Employees who are authorized / permitted to use their own motorcars on official duty shall be eligible to claim mileage reimbursement as per table in clause 1.2.2.

1.2.2 Subject to changes without prior notice.

CATEGORY OF CLAIM

CLASS	SCHEME OF SALARY
A	CEO / General Manager / Executive Director
B	Senior Manager
C	Senior Executive / Manager
D	Executive
E	Admin Assistant / Technical Assistant / Junior Admin Assistant / Junior Technical Assistant
F(Motorcycle)	All



CENTS PER KILOMETRE

KM	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E	CLASS F
FIRST 500	0.75	0.70	0.65	0.60	0.55	0.50
501 TO 1,000	0.70	0.65	0.60	0.55	0.50	0.45
1,001 TO 1,700	0.65	0.60	0.55	0.50	0.45	0.40
FOR EVERY KM AFTER 1,701	0.60	0.55	0.50	0.45	0.40	0.35

1.2.3 Mileage table are subject to change.

1.3 OUTSTATION REIMBURSEMENT

1.3.1 An employee who is required to perform official duties away from his Headquarters shall be eligible for Company's arranged accommodation in hotel, or lodging as provided below:

Grade	Lodging eligibility*
JA1 - JA4	80
A1 - A4	100
EX1 - EX4	120
SE1 - SE4	140
M1 - M2	160
GM1 - GM2	180

*Lodging eligibility in lieu of receipt

1.4 MISCELLANEOUS REIMBURSEMENTS

1.4.1 An employee whilst on duty within or outside his Headquarters may claim miscellaneous expenses incurred as follows:

- a) Public transport fares if the Company does not provide official transport.
- b) Telephone, telegram, telefax and postage expenses incurred on official business.
- c) Reasonable laundry expenses supported by receipts if away from Headquarters for not less than three days.
- d) Airport tax supported by receipts.
- e) Payment of excess baggage for official items supported by receipts.
- f) Car park, toll or ferry charges supported by receipts or by certification.
- g) Government taxes and services charges in addition to hotel room charges.



2. COMPANY BUSINESS TRAVEL

2.1 POLICY / APPROVAL

Company policy recognizes any mode of travel on Company business by the employee provided that the mode of travel is the most direct and meets the job schedule.

2.2 MODE OF TRAVEL – MALAYSIA

As travel on Company business within Malaysia shall, as far as possible, be made by the most direct, shortest and fastest route, the following modes of travel shall prevail.

2.2.1 Travel by Air

- a) All arrangements to travel by air on Company business shall be made by the Company and shall be by Economy Class. Employee on Grade GM1-GM2 entitles for Business Class
- b) All air travel bookings shall be authorized and verified by the General Manager or Executive Director of the Company.

2.2.2 Travel by Train

All travel by train shall be in 2nd Class together with cost of sleeping-berth, where appropriate. Employee on Grade GM1-GM2 entitles for 1st Class.

2.2.3 Travel By Own Vehicle

- a) If the Employee is required to use his own transport, the Employee is entitled to mileage allowance in accordance with the table attached under 'Mileage Reimbursement'.
- b) Where the destination on Company business is serviced by an airline company and the Employee, for personal reasons, opts to travel by his own vehicle, the Employee's entitlement to mileage allowance shall be *limited to a sum equivalent* to one of the following; whichever is lower, subject to clause (c) below:
 - i) Airfare plus taxi fare to and from the airport;OR
 - ii) Mileage claims plus toll charges.
- c) Payment of such mileage allowance for Employee who travel by their own vehicle shall be subject to the approval of the General Manager / Human Resource Department for the following reasons:-
 - i) The Employee has to make stops along the journey to perform his duties.
 - ii) The Employee is exposed to additional travel on the assignment.
 - iii) The Company is unable, due to costs etc. to provide him transport to cover the assignment.
 - iv) The Employee is required to travel at odd hours due to urgent work.



2.2.4 Travel by Taxi

All travel by taxi shall be reimbursed at cost.

3. ACCOMMODATION DOMESTIC

3.1 Policy / Arrangement

Any accommodation selected for the Employee should be conveniently located for the Employee to stay overnight on Company business, outside his home station. All arrangements in this regard shall be made by the office administrator.

3.2 Hotel Accommodation

The Company shall meet claims for reimbursements, against receipts of the cost of single, standard hotel accommodation, in accordance with the table below. All hotel accommodation arrangements shall be made by the Company and approved by General Manager / Executive Director. Direct individual hotel booking is not allowed.

Grade	Entitlement	Remark
JA1 - JA4	Four Star - Standard	*Twin Sharing
A1 - A4	Four Star - Standard	*Twin Sharing
EX1 - EX4	Five Star - Standard	*Twin Sharing
SE1 - SE4	Five Star - Standard	*Twin Sharing
M1 - M2	Five Star - Deluxe	*Twin Sharing
GM1 - GM2	Five Star - Deluxe	Single Sharing

* Twin Sharing basis – unless travelling alone

* If there's no availability of rooms as per the Employee's entitlement, the Employee may be upgraded to the next category.

4. MODE OF TRAVEL OVERSEAS

4.1 Booking Arrangement

All arrangements to travel by air on Company business shall be made through the Company and shall be on *Economy Class*.

All air travel bookings shall be authorized and verified by the respective General Managers or Executive Directors or by the respective Human Resource Department. All booking arrangements shall be done by the Company.

4.2 MODE OF TRAVEL BY AIR

4.2.1 Employees on *job grades other than GM1-GM2* going on company business trips where the *flight is more than 10 hours* are eligible to be upgraded to Business Class, subject to verification by the Human Resources Department and approval from the respective General Managers / Executive Director.



4.3 Excess Personal Baggage

In respect of travel overseas by air on Company business, the entitlement to excess personal baggage – over and above which is allowed by the airline shall be as follows:-

Economy Class

Trips of more than one (1) month

10kg

4.4 Winter Clothing

Employees proceeding overseas to a temperate area for the first time in winter on Company business shall be entitled to an outfit allowance up to maximum of RM1,500. This allowance, claimable prior to his departure, is intended to cover the *purchase of basic warm clothing* for his overseas assignment. The Employee's eligibility for the same allowance, at the same rate, shall be after a *lapse of four (4) years* or at the absolute discretion of the Management.

5. ACCOMMODATION OVERSEAS

5.1 Policy / Arrangement

Any accommodation selected for the Employee should be conveniently located for the Employee to stay overnight on Company business, outside his home station. All arrangements in this regard shall be made by the office administrator.

5.2 Hotel Accommodation

The Company shall meet claims for reimbursements, against receipts of the cost of single, standard hotel accommodation, in accordance with the table below. All hotel accommodation arrangements shall be made by the Company.

Grade	Entitlement	Remark
JA1 - JA4	Four Star - Standard	Twin Sharing*
A1 - A4	Four Star - Standard	Twin Sharing*
EX1 - EX4	Five Star - Standard	Twin Sharing*
SE1 - SE4	Five Star - Standard	Twin Sharing*
M1 - M2	Five Star - Deluxe	Twin Sharing*
GM1 - GM2	Five Star - Deluxe	Single Sharing

* Twin Sharing basis – unless travelling alone

* If there's no availability of rooms as per the Employee's entitlement, the Employee may be upgraded to the next category.

5.3 MEAL ALLOWANCE

5.3.1 Subsistence Meal Allowance

Where the employee travel on business trips or project assignment, he / she can claim the full meal allowance as stipulated below:



Grade	Overseas (RM)
JA1 - JA4	150
A1 - A4	150
EX1 - EX4	170
SE1 - SE4	200
M1 - M2	250
GM1 - GM2	300

All other locations shall be advised on a case to case basis based on management discretion.

5.4 SUNDRY EXPENDITURE FOR OVERSEA

Claims for reimbursement shall be allowed, against receipts, where employee on Company business, outside his base office, incurs expenditure in respect of the following:-

- a) Actual transport charges incurred by employee in the performance of official duties where no transport is available from or provided by the Company or the host.
- b) Telephone, facsimile, telex, telegram and / or postage charges on Company business.
- c) Laundry charges where the overnight stay is excess of two nights for up to a maximum of *10% of the hotel room charges*.
- d) Portage of up to maximum of *USD20 per trip*.
- e) Airport tax (actual).
- f) Charges for excess baggage of official items only.
- g) Any loss incurred on currency conversion for and / or on Company business, reimbursement of which shall be based on the actual exchange rate prevailing at that point in time. Where payment is effected by credit / charge cards, reimbursement shall be based on the invoice statement provided by the credit / charge cards Company concerned.

5.5 PASSPORT FEES

When an employee is required to travel overseas for business trip or assignment *at the request of company*, he shall be eligible to claim up to a maximum of *RM350* against original receipts.

6. ASSIGNMENT WITHIN MALAYSIA

6.1 ASSIGNMENT STATUS

6.1.1 The Company may, at its absolute discretion, assign the Employee for work purposes to another location within Malaysia or overseas.

6.1.2 Assignment period of twelve (12) months or less

If an outstation project assignment is for a period of *twelve (12) months or less*, the Employee shall travel alone without being accompanied by his family. However, the



Company shall reimburse the Employee for travelling expenses for the purposes of visiting his / her family limited to once in every 6 months. In the event the Employee chooses to take his / her family on such assignment, all expenses for his / her family shall be borne by the Employee.

6.1.3 Assignment period of more than twelve (12) months

If the assignment is for a period of *more than twelve (12) months*, all married employees shall have the option to bring his family on such assignment. In the event the Employee opts to travel alone, the Company shall reimburse the Employee for travelling expenses for the purposes of visiting his family limited to once in every twelve (12) months.

6.2 TRAVEL ARRANGEMENT

6.2.1 The cost of passages in handling official duties shall be paid by the Company and the Employee's travel entitlement is the same as travel on Company business.

6.2.2 All travels for visits to clients' offices shall be in accordance with the following procedures:

Travel by air shall be on the entitlement class only. All local travel to clients' site shall be by taxi.

Car hire is only allowed unless when there is no other mode of transportation available. The Company must be informed within 24 hours by telephone or facsimile of such car hire request.

No claims for reimbursement will only be allowed upon adhering to required procedures.

6.3 ACCOMMODATION

6.3.1 Company provided Accommodation

The Employee who is on outstation project assignment for a full-time period of *three (3) months or more* shall be provided with a rented accommodation of which the rental shall be paid by the Company, the cost of which is subjected to the approval of the Company based on hotel entitlement.

6.3.2 The Employee who is on outstation project assignment for a full-time period of *more than twelve (12) months* and is provided accommodation as stipulated in clause 6.3.1 above and in the event he is required to return to work in the (main) office for a short duration, shall be provided with hotel accommodation or private accommodation based on lodging entitlement per day.

The Employee who is assigned on outstation project assignment for *less than twelve (12) months* is not entitled to accommodation at the (main) office location when they return to base (main) office for short duration.



The Employee on outstation project assignments shall not be entitled to meal allowance when they return to the (main) office for short duration.

7. SALARY ADMINISTRATION

On all outstation project assignments, the Employee shall be governed by the same terms and conditions of employment, including salary, as that of his base office location. Payment of the Employee's salary shall be made to a bank account at the new location, if so requested by the Employee.

8. OVERSEAS ASSIGNMENT

8.1 All visits on Company business or project assignments outside Malaysia shall be defined as overseas assignments.

8.2 ASSIGNMENT STATUS

8.2.1 Assignment period of twelve (12) months or less

If an overseas assignment is for a period of *twelve (12) months or less*, the Employee shall travel alone and without being accompanied by his / her family. However, the Company shall reimburse the Employee for travelling expenses for the purposes of visiting his family limited to once in every twelve (12) months. In the event the Employee chooses to take his family on such assignment, all expenses for his family shall be borne by the Employee.

8.2.2 Assignment period more than twelve (12) months

If the assignment is for a period of *more than twelve (12) months*, all married employees shall have the option to bring his family on such assignment. In the event the Employee opts to travel alone, the Company shall reimburse the Employee for travelling expenses for the purposes of visiting his / her family limited to once in every twelve (12) months.

8.3 TRAVEL ARRANGEMENT

The Employee's travel arrangements shall be made in accordance with the Employee's respective entitlement arrange by the Company.

8.4 ACCOMMODATION

The Employee who is on overseas assignment shall be provided with accommodation corresponding to his / her assignment status as stipulated in clause 8.2 above.

8.5 LIVING ALLOWANCE

The Employee shall be paid a daily living allowance according to the rates as stipulated in Clause 8.3 during the period of his overseas assignment.



8.6 FREIGHT ARRANGEMENT (OVERSEAS)

8.6.1 Assignment period of twelve (12) months or less

For assignments of *12 months or less*, the Employee is entitled to claim up to a *maximum of RM2,500* for freight arrangements (inclusive of insurance coverage) upon mobilization and demobilization.

8.6.2 Assignment period of more than twelve (12) months

For assignments of *more than twelve (12) months*, the Employee is entitled to freight charges upon mobilization and demobilization in accordance with the following:

Employee alone	Up to 100kg
Spouse	Up to 30kg
Per child	Up to 30kg

Upon claiming the Employee shall obtain the approval of the respective General Manager / Manager / Executive Director for payment of freight charges exceeding the Employee's entitlement as stipulated above.

In the event the Employee opts for other means of transportation, the rate payable shall be equivalent to a freight rates as stipulated above. Insurance premium is payable by the Company if the entitlement is not fully utilized. In the event the quote is above the entitlement, the differences shall be borne by the Employee himself.

8.7 ADDITIONAL TERMS AND CONDITIONS

The Company may unilaterally exercise its sole and absolute discretion to include certain terms and conditions attached to the overseas assignments as it deems fit.

8.8 CLAIMS PROCEDURE

8.8.1 Claims for reimbursement shall comprise of one claim in respect of every trip outstation / overseas undertaken on Company business inclusive of any entitlement to a Mileage Allowance.

8.8.2 However, where claims for reimbursement accrue to the employee in respect of only the Mileage Allowance, such claims for reimbursement for the Mileage Allowance must be made once a month at the end of the month in which the mileage on official business was incurred.



PART H

OTHER CLAUSES & BENEFITS

1. TRANSFER

The Company may, at its absolute discretion, transfer the Employee to any departments, divisions or sections within the Company in Malaysia or outside Malaysia (currently as well as future subsidiaries, associated companies or affiliated companies).

2. RETIREMENT AGE

2.1 The optional and compulsory retirement ages for Employees shall be as follows: -

EMPLOYEE	RETIREMENT AGE	
	Optional Retirement	Compulsory Retirement
MALE	50 years	60 years
FEMALE	50 years	60 years

2.2. Notwithstanding Clause above, before reaching the optional retirement age, an employee may opt for early retirement in special situations with the consent of the Company.

2.3. The date of birth of the employee will be as stated in the Birth Certificate. Where the employee's Birth Certificate is not available, the date will be taken from the Employee's record of service. When the year of birth is known but the month or the day of the month is unknown, the date of birth shall be deemed to be the last day of that month.

2.4 The Company at its discretion may offer to any of its employees who have retired to continue to serve the Company after the compulsory retirement age on terms and conditions that is at the sole discretion of the Company provided that such an offer does not constitute an extension of the employee's retirement age and also subject to satisfactory performance.

3. FUNERAL EXPENSES

Funeral expenses of RM1,500 shall be paid by the Company to employee's next-of-kin in the event of the death of the employee.

4. REST DAYS

All Employees shall be entitled to a rest day in each week as determined by the Company. For the purposes of this clause the rest day shall be on Sunday or depending on the rest day practised in the state where the Employee works.

5. GRIEVANCE PROCEDURE

5.1 The Remedial Grievance Committee is the Company's official channel for complaints.



Through this committee, employees can voice out and channel their complaints towards the work system and procedures or have any information regarding the misconduct in any companies under IIUM Holdings Group.

5.2 Guidelines for Complaints:

5.2.1 All complaints must be based on the following principles:

- a) Awareness and responsibility with the intention to up-hold the image and credibility of the company.
- b) Sincerity and without prejudice, lies or personal interest.

5.2.2 Should the complaints are found to be baseless or have malevolent purpose; the complainants are liable to disciplinary actions or other actions as to be decided by the management.

5.2.3 The Remedial Grievance Committee may not consider complaints submitted without complete information on the complainant.

6. DISCIPLINE

6.1 It is expected that all employees shall conduct themselves at all times which brings credit to themselves and the Company. Any employee who commits a breach of the rules established by the Company or any other acts of misconduct or inefficiency shall be subjected to the following disciplinary actions if found guilty:

- (a) warning;
- (b) suspension;
- (c) deferment or stoppage of increments;
- (d) withdrawal of bonus payments;
- (e) reduction in salary;
- (f) downgrading;
- (g) dismissal; or
- (h) any other action permitted by law depending on the gravity of the offence committed.

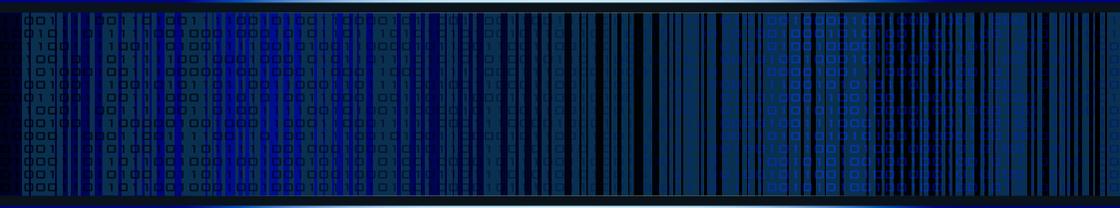
6.2 All trainings conducted by the Company on a workday shall be considered a working day for the Employee. Disciplinary action shall be taken against an Employee who is absent for the training, without prior leave / approval from the Company.

7. NOTICE OF TERMINATION

7.1 During the probationary period or any extension thereof, the Employee's employment may be terminated at any time by either party giving one (1) month notice in writing to the other or payment of salary in lieu of such notice, without assigning any reasons whatsoever.

7.2 Upon confirmation, the Employee's employment may be terminated at any time by either party giving two (2) months notice in writing to the other or payment of salary in lieu of such notice.

7.3 The day on which the notice is given by the Employee shall be included in the notice period.



Corporate Office

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