

Date Created	18May2022
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Date Revised	

## WORKING HOURS POLICY

### **1.0 Purpose**

1.1 To adhere to the requirement of hours worked each day, and days worked each week, as stipulated in the applicable labour laws, regulations and industry standards regarding working hours as well as abide by any applicable customer/code requirements.

### **2.0 Scope**

2.1 This SOP applies to all employee working hours.

### **3.0 Responsibility and Authority**

3.1 The Human Resource Department (HR) shall ensure that working hours policy is adhered according to this policy.

### **4.0 Reference**

4.1 Guidelines on Employment Act 1955 and ETI Base Code.

### **5.0 Attachment / Page(s)**

5.1 Nil.

### **6.0 Procedures**

6.1 An employee shall not be required under his contract of service to work:

- a. More than forty-eight (48) hours in one week
- b. More than five (5) consecutive hours without a period of leisure hours of not less than thirty (30) minutes' duration.
- c. More than a spread over period of ten (10) hours in one day.

#### **ETH Holdings Sdn Bhd**

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6.2 All employees are required to observe the normal working hours as follows:

a. **Office Staff**

Monday to Friday - 9.00 a.m. to 5.30 p.m.  
 Saturday(alternate) - 9.00 a.m. to 1.00 p.m.

b. **Production**

Monday to Saturday - 8.30 a.m. to 5.30 p.m.  
 Saturday - 8.00 a.m. to 5.30 p.m.

Lunch Hour for all employees - 1 hour

6.3 All employees have the right to rest break of one hour in every working day and the right to at least one rest day in every seven days.

6.4 Employees within the Employment Act 1955 who are required to work on a Rest Day shall be paid in accordance with the Act.

6.5 An employee, outside the scope of the Employment Act 1955, who works on a rest day, a replacement rest day pre-approved by the employee's Superior may apply.

6.6 Hours worked shall include all times during which an employee is required to be on duty or to be at a prescribed workplace and all times during which an employee is permitted to work.

6.7 Employees are not forced to render overtime, or work on rest day and Public Holiday against their will. Employees may approach their supervisor/ Production Manager if they want to perform overtime work and can inform their supervisor / Production Manager 1 day in advance if they have been scheduled but do not want to work overtime.

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- 6.8 In the event of abnormal pressure of work due to special circumstances, employees may be required to render maximum of 4 hours of overtime per day but not exceeding 104 hours per month as per local law.
- 6.8.1 Special circumstances shall include power failure, late delivery of materials, natural calamities and due to urgent business needs.
- 6.9 Employee being required to render overtime shall be entitled to overtime premium as per mandated by law.
- 6.10 All working hours and overtime hours will be captured for record purposes through the Company's attendance system.
- 6.11 In the event employees do not comply with the Company's working hours (i.e. lateness), disciplinary action will be taken as per the Staff Disciplinary Procedure.

**7.0 Record**

Nil

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