



EMPLOYEE MANUAL GUIDE

Employment Probation

Every Employee shall undergo Probation Period within the first 3-months, wherein the employee's performance shall be subject to review.

Probation may be extended at the sole discretion of the Company and shall be final.

Employment Confirmation

Employee's confirmation and increment on the salary if any, shall be at the sole & absolute discretion of the Company. The Company's decision shall be final.

Working Hours

The Company's working hours are Monday to Friday, from 10.30am to 7pm .

The Employee is entitled to 45 mins of lunchbreak which is between 1:00 to 3:00pm

The Employee may be required to work beyond the normal working hours to discharge duties at the sole discretion of the Company, i.e no overtime pay.

The Company reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise.

Annual Leave

During the Probationary Period, Employees are not entitled for any leave.

Upon confirmation of employment, Employee is entitled to Seven (7) days paid annual leave for Singapore Team and Eight (8) days paid annual leave for Malaysian Team upon the completion of one year's service from the date of confirmation. Pro-rated annual leave before the completion of one year's service is at the sole discretion of the company.

Not more than 50% of the total annual leave shall be carried forward to the next year as unutilised leave. Any leave balance more than 50% of the total annual leave at the end of calendar year shall be forfeited.

Off in Lieu

Off in lieu are given to employees who work on a holiday or during rest days such as Saturday & Sunday.

If the holiday fall on a non-working day (Saturday & Sunday) the company shall compensate as off-in-lieu.

Off-in-lieu shall be utilised within 6 months.

Leave Application

All leave applications must be made in writing and at least seven (7) days in advance and shall be approved at the absolute discretion of the Company.

Sick Leave

The Employee must notify the immediate supervisor as soon as practicable if you are unable to work for medical reasons. Such notice shall be given within the first two (2) hours of the working day.

Employee is required to produce, without demand, a medical certificate in all cases where you are absent from work for medical reasons.

Upon confirmation of employment, the Employee is entitled to fourteen (14) days of paid sick leave per calendar year. Sick leave during the probation period shall be approved at the sole discretion of the Company.

If the Employee is hospitalised on a doctor's written order, he/she may get up to forty-six (46) additional days of paid sick leave per calendar year.

All medical conditions should be declared to the company's knowledge before commencement of employment.

Not doing so may lead to immediate dismissal, which includes pregnancy.

Maternity & Childcare Leave

The Employee will be entitled to the Maternity leave as per Singapore law. Such leave is to be taken on doctor's written orders. The maternity leave will be on a fully paid basis as long as the Employee has served for at least one year (excluding probation period) before the date of first confinement.

A female Employee on leave because of a miscarriage or abortion shall be considered to be only on normal sick leave.

The Employee is entitled to two (2) days of employer-paid childcare leave per calendar year if she have any child below age seven (7) in that year.

Public Holidays

The Company's non-working holidays shall be construed based on the gazetted Public Holidays of Singapore issued by the Ministry of Manpower , both for Singapore and Malaysian Team

Termination & Notice

Both applicable for Singapore and Malaysia Team, for less than twenty-six weeks of employment, either party may terminate the contract by giving one (1) day notice or one (1) day salary in lieu of notice; From twenty-six weeks to less than two years, either party may terminate the contract by giving one (1) week notice or one (1) week salary in lieu of notice; From 2 years to less than 5 years, either party may terminate the contract by giving two (2) weeks notice or two (2) weeks salary in lieu of notice; 5 years and above, four (4) weeks notice or four (4) salary in lieu of notice.

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

The Company, however, has the right to give immediate notice before terminating the Employee's services if he/she is guilty of misdemeanor, misconduct, negligence or breach of any of the terms of the Letter of Appointment given.

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

During the notice period, the Employee shall handover all documents and materials relating to his/her work and ensure a smooth transition of duties and responsibilities. If the Employee fail to complete the handover during the notice period, the Company shall be fully entitled to require and compel the Employee to stay two (2) more weeks after the notice period has ended to complete the hand over.

E-Notification of Work Pass Exempt Activity

For Malaysian Employees who come in Singapore office either for Filming or Video Editing etc. make sure that you procure the E-Notification of work pass exempt activity before you arrive in Singapore. It is the acknowledgment of your notification to undertake work pass exempt activity during the validity of your short term visit pass.

E-notification shall be uploaded in the Tomato portal.

Thereafter, submit the E-notification to the corresponding Admin Officer upon arrival at Singapore office.

Failure to do so, means the Employee will not be entitled to claim the Malaysia Crew Allowance.

On Company's Socialmedia Support

as a social media company or a company with a focus on doing social media, we require you to like and share our company's posting (DBF and Voodoo), on FB and on IG, or client's posts as per instructed.

Confidentiality

The Employee shall not engage directly or indirectly in any other business or occupation whatever or engage in any activity to the detriment of the company or any other company of the same industry or providing same service, whether direct or indirect of the company interest, including the interests of the Company's Associate or Subsidiary Companies.

The Employee shall not disclose to any third party any confidential information obtained during your course of employment unless expressly authorized by the Company.

Confidential information includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position.

The Employee obligations to maintain confidentiality and secrecy shall apply after the employment until such time that the information is no longer confidential or has been made public by the Company.

The Employee shall not without prior written consent of the Company destroy, make copies, duplicate or reproduce in any form the Company's confidential information.

The Employee should not be working for another company of the same industry/providing the same service or with our company's clientele in any capacity.

Original Software Clause

Employee undertake to use only legal, licensed and original software in the development of their work. Company will not be liable and the Employee will not hold the Company responsible for any compensation or legal demands for any work that has been found to be done in illegal software or software used without legal authorisation.

Intellectual Property Rights & Ownership

Any ideas, processes, designs, methods, substances, articles, know-how, copyrightable works, mask works, trade or service marks, trade secrets, inventions, developments, discoveries, improvements, whether or not patentable or copyrightable, and other matters that may be protected by intellectual property rights, that relate to the Company's business and are the results of your efforts during the Term (collectively, the "Work Product"), whether conceived or developed alone or with others, and whether or not conceived during the regular working hours of the Company, shall be deemed works made for hire and are the property of the Company. In the event that for whatever reason such Work Product shall not be deemed a work made for hire, you agree that such Work Product shall become the sole and exclusive property of the Company, and you hereby assign to the Company your entire right, title and interest in and to each and every patent, copyright, trade or service mark (including any attendant goodwill), trade secret or other intellectual property right embodied in Work Product. The foregoing work made for hire and assignment provisions are and shall be in consideration of this agreement of employment by the Company, and no further consideration is or shall be provided to you by the Company with respect to these provisions. You agree to execute any assignment documents the Company may require confirming the Company's ownership of any of the Work Product. You also waive any and all moral rights with respect to any such works, including without limitation any and all rights of identification of authorship and/or rights of approval, restriction or limitation on use or subsequent modifications.

Damage & Loss of Equipment

In case of loss and damage of company's equipment, the Employee in-charge shall bear the cost of the equipment if such damage, spoilage or loss is due to Employee's negligence.

CODE OF CONDUCT:

Code of conduct for employees are intended to promote the orderly and efficient operation of the Company. Violations, therefore, shall be regarded as cause for disciplinary action.

These rules are published for the employees' information and protection. Ignorance of work rules is not an acceptable excuse for violation. It is each employee's responsibility to know the rules and abide by them.

3 LEVELS OF DISCIPLINE

First Level

- * Any action that violates Singapore and/or Malaysia Laws or deemed immoral.

Sanctions:

Immediate dismissal

Matter may be refer to relevant authorities if required.

Second level

- * Failure to observe archiving procedure
- * Negligence resulting in damage to company properties
- * Loss of equipment or company properties
- * Failure to observe Non-disclosure agreement

Sanctions:

Formal warning Letter to be issued.

Company may consider immediate dismissal after issuance of second warning letter.

Third Level

- * Frequent Tardiness
- * Late in submitting of work
- * Poor quality of work
- * Damaging of company properties

Sanctions:

Verbal warning

Formal Warning Letter to be issued should verbal warning not be heeded

Company may consider immediate dismissal after issuance of second warning letter.