 <p><b>CRG</b> <b>Statement</b></p> <p>ComfortRubberGloves</p>	<u>Document Title</u>  <b>Working Hours &amp; Overtime Policy</b>	Document No.: CST-HP-001(05)	
		Issue No.: 2	Revision No.: 03
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## 1. Purpose

- 1.1 To outline the definition and regulation of appropriate and reasonable working hours for employees.
- 1.2 To minimize or to avoid any incidents of overtime abuse, loss of productivity, and safety risks that may result in legal confrontation and customer requirement.
- 1.3 To control labour costs by managing the expenses of overtime pay to eligible employees.

## 2. Overview

- 2.1 CRG is committed to carry out operations in ways that working hours comply with a level that ensures a healthy and productive work environment for employees. CRG established a system to ensure all employees are working in compliance with 60 hours per week and at least 1 day off in each seven consecutive days.

## 3. Policy Statement

### 3.1 Definition


- 3.1.1 Normal hours of work refers to the number of hours of work as agreed between an employer and an employee in the contract of service to be the usual hours of work per day and such hours of work shall not exceed the limit of hours as prescribed in the laws of Malaysia (Employment Act 1955).
- 3.1.2 Overtime refers to the number of hours of work carried out in excess of the normal hours of work per day.

### 3.2 Responsibilities

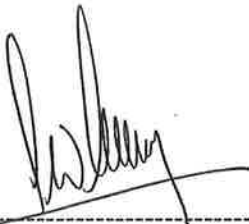
- 3.2.1 The Head of department (HOD) and the Head of Human Resources & Administration or any assigned person within CRG who shall be responsible to ensure all employees are working in compliance with 60 hours per week and at least 1 day off in each seven consecutive days.

### 3.3 Requirements

- 3.3.1 All employees are not permitted to work more than 45 hours per week.
- 3.3.2 All employees are not permitted to work more than 60 hours per week includes overtime.
- 3.3.3 All employees shall be provided at least 1 rest day in a week and no employee is permitted to change his weekly rest day unless with approval from HOD.

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- 3.3.4 All employees are provided with at least 30 hours rest break for changing shift.
- 3.3.5 All employees shall not be required to work more than 5 consecutive hours without a period of leisure of not less than thirty minutes duration.
- 3.3.6 A tolerance time of 15 minutes is provided to allow employees to arrive at workstation before the clock-in time or leave workstation after the clock-out time during normal hours of work/ overtime hours/ break hours. The tolerance period is strictly meant to give employees reasonable time to arrive or leave their workstation and minimize business disruption.
- 3.3.7 HOD shall not require an employee to work overtime exceeding the maximum limit of 2.5 hours per day thus total number of working hours per day not exceeding 10 hours.
- 3.3.8 All employees have the right to decline overtime work when offered and will not be forced to work overtime involuntarily.
- 3.3.9 All planned overtime shall obtain prior approval from HOD by submitting the Overtime Request Form to HR & Administration department before commencement.
- 3.3.10 HOD shall not require any employee to work for more than 12 hours in any day except in the circumstances described in the Employment Act 1955 under Section 60A (2) (a), (b), (c), (d) and (e) as cited below (which is subject to approval from Management).
- (i) Accident, actual or threatened, in or with respect to his place of work;
  - (ii) Work, the performance of which is essential to the life of the community;
  - (iii) Work essential for the defense or security of Malaysia;
  - (iv) Urgent work to be done to machinery or plant;
  - (v) An interpretation of work which it was impossible to foresee; or
  - (vi) Work to be performed by employees in any industrial undertaking essential to the economy of Malaysia or any essential service as defined in the Industrial Relations Act 1967.



Name : Leong Wai Leong

Position : Vice President

Date : 25<sup>th</sup> July 2024

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