



EMPLOYMENT GUIDE:

1. All employee(s) work on a one year rolling contract with 4 months probational period.
2. All contractor employee(s) will be liable for their own individual tax deductions.
3. MGC Operational hours is Monday – Friday, 9am – 5pm.
4. However, occasional after the operational hours /weekends employee(s) may be required to come into work depending on the nature of an ongoing project /contract and when required.
5. The company expects formal and acceptable behaviours from employees. The company's prime motive is to attract customers through the exemplary conduct of the employees.
6. Employees must need to wear face mask while working in office (Where required). They have responsibility to ensure the safety and healthy working environment.
7. Employees shall dress in a professional and attractive manner, in accordance with the nature of their job. They should maintain a general good appearance to maintain and upgrade Company's image with its customers and the public.
8. Flat shoes and trainers are not allowed except on Fridays, when the company encourages a dress down policy or to construction sites.
9. At the discretion of the company management, clothing allowance may be provided to employees. (Not including those on probation period)
10. Endeavour to minimize unscheduled interruptions of other employees while they are working.
11. Lower your voice when talking on the phone, to others in open areas or between workspaces.
12. Try not to block walkways when engaged in conversations with others.
13. Refrain from using inappropriate languages (swearing).

Company Belongings

14. Employees are liable to protect the company's belongings for office purposes. They will be responsible for the damage of any official equipment such as a phones, computer, printer, scanner, camera, etc.



15. Employees can only use office equipment for official purposes only.
16. Our company maintains records; therefore, every employee must protect office documents (paper or online documents).
17. The office will not accept any breach of without proper approved evidence. Hence, employees should preserve official documents for future demand.
18. Employees may remove from the office files and working papers temporarily for work purpose. They must ensure that any removed files and working papers are returned properly and in a timely manner. They are also responsible and accountable for their safekeeping.
19. Under no circumstances should any correspondence files be removed without written approval of the Line Manager.
20. The company will not allow employees to work under the influence of alcoholic beverages during work time. Also, no employee shall drive the company's vehicles or operate any official equipment under the influence of an alcoholic. Our Company does not encourage you to drink alcohol or prevent you from drinking alcohol; however, our Company suggests that you do NOT drink alcohol when you are on duty.

Work Ethics

21. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.
22. Any employee who intends to present or distribute any material to an external audience should get prior approval from the MD.
23. All work that may require reimbursement must be agreed prior to employee conducting the duty with the MD. Employee will require proof (receipt and journey details) to prove payment was made, otherwise, it will be regarded as null and void.
24. Cash payment will not be regarded as an acceptable proof or valid method of receipt.
25. All reimbursement receipt / proof must be sent to HR a week (5 working days) before the last working day of the month for it to be processed. If missed, it will roll over to the following monthly cycle.



Employee Form

26. All information submitted on any employment application and/or given to the employer to gain employment, including information given on any resume, questionnaire, medical history or during any pre-employment interview shall be complete, true, accurate and not misleading.
27. Any misrepresentations, falsifications omissions in information submitted may result in the exclusion of the individual from further consideration for any employment application.
28. Any false information or any voluntary omission of information during the recruitment and hiring process will automatically entail the immediate breach of the employment contract without any financial compensation.
29. When hired, it's the responsibility of each employee to promptly notify the Company of any changes in his/her personnel data such as home address, marriage, legal name, birth of child, personal telephone number, personal mailing address, name and address of next of kin, beneficiary, etc.

Work Conduct

30. All employees should dedicate their time during working hours to the Company and not be engaged in any other paid activities or activities that may constitute conflict of interest with MGC. This may result in immediate termination of the employee contract.
31. As stipulated in the Employee's Appointment Letter, the Company reserves the right to transfer from time-to-time employees from one post to another and/or from one location to another.
32. Any worker suffering from a physical or material accident must notify immediately his/her Line Manager. If for whatever reason this is not possible, any other member of staff present must notify the Line Manager in order to take the appropriate preservation action and make the declarations within the time limits provided by the law.
33. Employees should have meals during break time – 1hr only. To be taken within the hours of 12noon and 2pm. The Company will not allow extra time for meals, so employees are requested to utilize the break time wisely. Our company is vigilant in following the employee's ethical principles.



34. The company will fire employees who indulge in corruption and bribery without notifying them.
35. Our Company prefers to create a friendly working environment. The Company will fire those employees who are indulged in sexual harassment. Therefore, every employee has to stay away from any oral and physical harassment.
36. Shared working spaces including the kitchen and bathrooms should be maintained and cleaned after use by employees. Disciplinary action may be taken if employee leave a shared space untidy or unusable by others.

Absence /Lateness

37. Employees must inform the supervisor or manager at least two hours before starting work if they will be absent or late on that day. The Company does not tolerate any form of lateness.
38. Any **absence or lateness** will result in the deduction in salary (this applies only to contractor employees)
39. In the event of an absence, whatever the reason may be, the employee must notify his/her Line Manager by written mail, within 24 hours after the absence, for proper record-keeping.
40. If the absence is due to sickness, we encourage the employee to go and consult a physician on the first day of his/her absence.
41. The HR Division/ MD must also be notified of any absence for record keeping.
42. Every employee must apply for a special vacation at least one month before the expected date of asking for a vacation.
43. All contract employees are not entitled to paid holidays.

Employee Behaviour

44. Any conduct found to be threatening, intimidating, or coercing any other employee, a customer, or a member of the public at any given time, including off-duty periods, will not be tolerated. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal or local law.
45. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your Line Manager or any other member of Management. This includes threats by employees, as well as threats by customers, vendors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.



46. The company will promptly and thoroughly investigate all reports of threats of (or actual) violence or activities and may suspend employees, either with or without pay, pending investigation.

Company Premises

47. Any overnight or off duty hours stay within the Company premises will only be allowed by means of a written approval from both a Company's Director and the Company's Security department.
48. Access to company vehicles outside working hours is prohibited, except when authorised by management or his designate.
49. Security agents have the right to search personal effects of employees and equipments provided by the Company upon entry or exit from the premises.
50. Any vehicle going in and out of the Company premises can be subject to a search conducted by the security agents.
51. Employee's search will be conducted in compliance with the regulation in force. In case an employee refuses to be searched, the Company has the right to summon the police.
52. The Company will not accept any responsibility in respect of loss or damage to employees' personal property. Any personal motorised vehicle parked within the Company's premises is solely at owner's risk.

Work Tools

53. Employee shall not download any application or software into Company's computers. No additional software can be added without prior approval from the management.
54. Audio, video downloads and streaming are prohibited. Downloading illegal duplications of copyrighted data is strictly prohibited.
55. The use of any company IT equipment to do an illegal activity shall be subject to a disciplinary action that might lead to immediate dismissal.
56. No electronic data of sexual nature can be downloaded, filed, kept, distributed, reviewed, or saved by means of the Company's network or computer resources.



Termination

57. Any staff intending to leave the Company must notify the Senior Management beforehand, they must give a minimum of 3 weeks' written notice to the HR/MD.
58. Any outstanding holiday(s) cannot be used as notice period and failure to give sufficient notice as indicated may result to legal action to recover earnings.
59. Any employee who leaves the Company must return his/her ID badge, office and cabinets keys, any work and/or protection supplies, tools and equipment as well as IT and communication equipment to his/her Line Manager.
60. The Company may withhold from the employee's final settlement to cover the cost of any items that are not returned when required. The Company may also take all action deemed appropriate to recover or protect its property.