

Policy - Process – Procedure



POLICY TITLE : HIRING OF INTERIM EMPLOYEES (GROUP)
POLICY NO. : CO 3.11
REVISION NO. : 01
ENTITY : CORPORATE / GROUP
DOCUMENT OWNER : CORPORATE HR

REV NO.	DESCRIPTION OF CHANGE	ORIGINATOR	RELEASE DATE
00	First release	CORPORATE HR	25 Jul 2023
01	3.5 Updated “the minimum age set forth by the relevant country labour authorities, whichever is higher.” 4.2 Changed Singapore to local country	CORPORATE HR	26 Oct 2023

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1.0 OBJECTIVE

- 1.1 To define the procedures for the hiring of interim employees.

2.0 DEFINITION

- 2.1 Interim employee refers to non-full time and non-permanent that includes leased employee, casual labour, part-timer, temporary contract of up to three (3) months.
- 2.2 “HR” refers to Human Resources Department.

3.0 POLICY DESCRIPTION

- 3.1 The Hiring Manager shall raise a Manpower Requisition for new positions, additional headcount and replacement.
- 3.2 Approval matrix for manpower requisition to refer to Quality Procedure – Recruitment.
- 3.3 The sourcing of candidates shall be facilitated by HR using appropriate recruitment resources. The mode of hiring may vary from newspaper advertisement, e-recruitment, institution/career fair/career talk, job fair, recommendation via referral/network, search agents and employment agency as and when appropriate.
- 3.4 All applicants must complete the Application for Employment Form.
- 3.5 HR shall ensure no hiring of underage labor and commits that the company will not hire anyone under the age of 16 or the minimum age set forth by the relevant country labour authorities, whichever is higher.

4.0 LEASED EMPLOYEE

- 4.1 HR shall ensure all search agents and manpower outsourcing agents engage and adopt fair employment practices, no hiring of underage labour and no collection of fees in return for employment when sourcing candidates for our company. Refer to Ethics and Code of Business Conduct Policy.
- 4.2 HR shall ensure the search agents and outsourcing agents have valid local country licenses for recruitment and company has signed service agreement contracts with the agents.
- 4.3 Before any recruitment can be effected, the Hiring Manager shall raise a Manpower Requisition for new positions, additional headcount and replacement. He/she must obtain necessary approvals and submit to HR with supporting documentation.
- 4.4 HR shall activate outsourcing agents to source for candidates.
- 4.5 HR / Hiring Manager shall conduct the short listing of candidates.
- 4.6 Having established the suitability of the candidate, HR shall liaise with the outsourcing agent on the offer of employment of the selected candidate.

- 4.7 The outsourcing agent shall be responsible for applying work pass for non-local employees, payment of salary to the leased employees and the necessary government contributions.

5.0 CASUAL LABOUR

- 5.1 The employment period of casual labour shall not be longer than 3 months.
- 5.2 There will be no probation period and benefits for casual labour.
- 5.3 Before any recruitment can be affected, the Hiring Manager shall raise a Manpower Requisition for new positions, additional headcount and replacement. He/she must obtain necessary approvals and submit to HR with supporting documentation.
- 5.4 HR shall start sourcing candidates using appropriate recruitment resources.
- 5.5 HR / Hiring Manager shall conduct the short listing of candidates.
- 5.6 Having established the suitability of the candidate, the HR Department shall arrange for an offer of employment to be made to the selected candidate.

6.0 PART-TIMER

- 6.1 A part-timer employee is one who is under a contract to work less than 35 hours a week.
- 6.2 Refer to Quality Procedure – Recruitment for the recruitment procedure.
- 6.3 There shall be no probation period and benefits for part-timer with contract less than 3 months.
- 6.4 Part-timer with contract of 3 months or more shall enjoy the benefit accorded to the job grade at a pro-rated basis according to number of hours/days worked.

7.0 TEMPORARY CONTRACT

- 7.1 Refer to Quality Procedure – Recruitment for the recruitment procedure.
- 7.2 There shall be no probation period and benefits for contract less than 3 months.
- 7.3 A contract of 3 months or more shall enjoy the benefit accorded to the job grade at a pro-rated basis according to number months worked.
- 7.4 Before expiry of the contract, the hiring manager shall raise a new Manpower Requisition Form should there be a need for extension of contract.
- 7.5 HR shall engage the employee for the extension of the contract.
- 7.6 If the contract is extended and the combined duration of the contract is more than 3 months, employee shall enjoy the benefit accorded to the job grade at a pro-rated basis according to number months worked.

8.0 CONVERSION TO REGULAR EMPLOYEE

- 8.1 The interim employee must have worked in the Company for at least three (3) months.
- 8.2 The Hiring Manager may request to waive the probation period if the interim employee is hired into the same capacity.
- 8.3 Performance rating must be done before conversion and the performance rating must be at least meet expectation.
- 8.4 The duration of employment as leased employee and casual labor shall not be considered in the seniority service.
- 8.5 The interim employee must be placed on probation should he/she be hired for a different job position or function.

9.0 ATTACHMENTS / REFERENCE

- 9.1 Employment Application Form
- 9.2 Manpower Requisition Form