

HUMAN RESOURCES POLICIES

(COMPENSATION, BENEFITS & ENTITLEMENT)

1. Working Hours



Day	Working hours	Lunch Hour	Total working hours
Monday - Thursday	0800 to 1200 1330 to 1730	1.5 hour break	8 hours per day
Friday	0800 to 1200 1400 to 1730	2.0 hour break	

- The current contractual **8-hours working day** is maintained except for Friday, which will be **7.5-hours**, and lunch break will be 2hrs.
- For Shift Operators, Kindly follow the Shift duty roster as set out by each of the department. The Shift Duty Roster will change on a monthly basis.

Working Hours for Shift Staff

Type 1	Three (3) Teams working over Two (2) Shifts	On Duty: 8:00am to 5:00pm Fire Fighters are required to stay at the assigned Fire Fighters' Dormitory	Fire Fighter
Type 2	Four (4) Teams working over Two (2) Shifts	2 days shift work followed by 2 off day Day Shift: 8:00am – 8:00pm Night Shift: 8:00pm – 8:00am (next day)	E.g. Planning & Dispatching Dept., Refining #1 - #4, Utilities Dept., Power Dept., Port and Storage Department, Electrical Dept. and Lab Dept.

2. Leave Entitlement



Leave Entitlement

All employees are entitled to a specific amount of paid leave every year according to their respective grades:

Grade	No of days	Core Leave
Grades 1 to 3	15 working days (Capped at 22 days)	5 working days
Grades 4 to 6	20 working days (Capped at 27 days)	10 working days
Grade 7 and above	25 working days (Capped at 32 days)	15 working days

- After every two (2) years of service, every employee is entitled to two (2) additional days of paid leave. On the seventh year, however, only one (1) day additional paid leave will be granted.
- All employees are required to utilize their core leave by the end of the calendar year.
- Any unused leave can be carried forward to the following year but will only be limited to five (5) days of leave.
- During Probation Period (6 months), Staff are not entitled for any annual leave. All leave taken will be considered as unpaid leave.
- In the event that an employee is not able to take any leave due to operational matters involving the company, the employee may be compensated through a leave encashment or will be allowed to carry forward the remainder or balance of leave exceeding five (5) days, at the discretion of the CEO.

2. Leave entitlement



A) Sick and Injury Leave

Sick leave shall require a medical certificate from a qualified medical practitioner approved by the Company or any government hospital. An employee who has served an employer for a period of not less than 6 months shall be entitled to paid sick or injury leave not exceeding the following number of:

Sick Leave	No of days
Non-hospitalisation Leave	Fourteen (14) calendar days per calendar year.
Hospitalisation Leave	Ninety (90) calendar days including 14 days of Non-Hospitalisation Leave

In the event that an employee is on extended sick and/or injury leave duly certified by a medical practitioner, the employee's salary shall be paid subject to the following:

Third (3 rd) month	- 100% of basic monthly salary
Fourth (4 th) month	- 50% of basic monthly salary
Following next three (3) months	- Unpaid leave
After seven (7) months	- Extend unpaid leave or termination, subject to decision of the Executive Committee

B) Maternity Leave

Every female employee shall be entitled to absent herself from work

a) during-

- (i) the period of 2 weeks immediately before her confinement;
- (ii) the period of 13 weeks immediately after her confinement;

{b) during a period of 15 weeks, as agreed to by her and her employer, commencing

- (i) not earlier than 28 days immediately preceding the day of her confinement; and
- (ii) not later than the day of her confinement.

- A female employee who has served an employer for:
 - If between 90 - 180 days, pay is 50%
 - If < 90 days, no pay (0%)
- Male employees shall be granted leave of two (2) working days with pay on the birth of each legal child.
- Leave of absence from work on account of any illness or miscarriage prior to the twenty-four (24) week of pregnancy will not be taken as maternity leave but as a normal sick leave. If staff more than twenty-four (24) weeks pregnant when suffers from miscarriage, she will granted maternity leave of eight weeks.
- If a female employee on shift work who has been pregnant for 7 months requires to be placed in a non-shift office position, the employee shall file an application to be submitted to the Company for approval after consent by her department and the HR department.

2. Leave entitlement



C. Marriage Leave

An employee shall be entitled to three (3) working days of marriage leave with full pay on his/her first legal marriage. Marriage leave must be taken consecutively and is permitted only once.

An employee shall be entitled to two (2) working days of Paternity leave with full pay.

D. Compassionate Leave

At the discretion of the GM/CEO, the company may provide extra leave as compassionate leave with full pay in the event of:

- a) The death of a child (including stepchild or legally adopted child), spouse or parents/parents-in-law – 3 consecutive working days
- b) Death of Siblings, grandparent or grandchild – 2 consecutive working days.

E. Emergency Leave

Staff shall be informed their immediate supervisor / HOD prior taking the Emergency leave. Emergency leave shall not exceed more than 5 working days per year.

3. Disciplinary Management



DISCIPLINARY PROCEDURES

The Company may take disciplinary action against an employee in the event of the following:

- a) Gross Misconduct,
- b) Drug or alcohol abuse,
- c) Punctuality & Tardiness,
- d) Economic loss to the company,
- e) Indiscipline or Insubordination;
- f) Any unacceptable behavior or conduct inconsistent with the position and responsibility of the Employee; and
- g) Any other actions as may be deemed inappropriate.

Type of Warning Letter:

- 1. First Warning Letter
- 2. Second Warning Letter
- 3. Third Warning Letter
- 4. Final and Termination of Employment

Warning letter will be served to Employee based on the severity of their offence.

3. Disciplinary Management



Disciplinary Violations (Sample)

- Being late without any reason, leaving work early or doing things that are unrelated to the work.
- Sleeping during work hours.
- Disobeying command without any justifications.
- Quarelling in the workplace.
- Accidents due to violations of rules will incur demerit depending on the severity of the incident.
- Second employment during your work hours for the Company.
- Conducting business related to the Company outside of the Company and damaging the Company's interest.
- Being absent from work for three continuous days for no reason or being absent from work for six days in a month or ten days in a year.
- Attack and retaliation in the workplace.
- Concealing the truth, practicing fraud and cheating.
- Distributing false news related to the Company, fabricating or twisting the fact, or threatening, attacking or falsely accusing others.
- Causing loss to the Company due to irresponsible actions.

3. Disciplinary Management



Disciplinary Violations (Sample)

- Using departmental funds for personal use.
- Disclosing confidential information of the Company to others outside of the Company.
- Conducting profit-making activities with the Company's reputation, resources, assets, technologies and equipment and violating against relevant provisions of the Company.
- Damaging Company's property deliberately
- Violations against relevant regulations of local law enforcement agency/local laws and regulations (including theft, drug abuse and physical abuse).
- Violating against relevant provisions of the Company and undertaking malicious activities and causing harm to any of the company's IT systems.

3. Disciplinary Management



DISCIPLINARY ACTIONS

- If the employee is subject to disciplinary admonition for two times within 12 months, the *Warning on Dissolution of Labor Contract* will be issued and the warning period is three months. If the employee is subject to warning, demerit recording or major demerit recording, the *Warning on Dissolution of Labor Contract* will be issued and the warning period is six months.
- In case of violations against disciplines during the warning period of *Warning on Dissolution of Labor Contract*, employee will be terminated.
- In case of economic loss to the Company due to violations against disciplines, assume the compensation liability.
- Those who violate disciplines again after receiving punishment shall be punished severely; those who voluntarily confess their mistakes, actively recover damages or effectively prevent the occurrence of harmful effects, pay compensation actively, give up give up ill-received gains or provide other meritorious performance, may be given a lesser punishment or the punishment may be relieved.
- Those who falsify, destroy or conceal evidences, shield conspirators, collude, interfere with or obstruct the survey of organization, may be punished severely or the punishment may be aggravated.

4. Employee Entitlements



A. SALARY

- Employee's personal monthly wage is determined by his or her job scope.
- The monthly wage is calculated as
Fixed Wage (Local); Fixed Wage + Floating Wage (Expatriate)

Wage Type	Calculation Methodology
Fixed Wage	Local: As per signed appointment Letter. Expatriate: 1/14 th of annual salary (including overseas allowance incurred during engineering period)
Floating Wage (Applicable to expatriate)	Determined by conditions in operating period and is linked to the Company's operational benefits and work performance

- Vocational school and college graduates under internship will be given a fixed temporary wage which is not determined by position level.
- Employees who leave the company within less than a month of employment will receive salary based on their actual working days only
- Monthly salary of employee shall be issued on the 26th day of each month and the Company shall withhold deductions specified by the government (TAP & SCP).

4. Employee Entitlements



Allowance		
	Single	Married
Job Group 1- 4	5%	10%
Job Group 5 – 7	10%	15%
Job Group 8 – 10	15%	20%

- Allowances capped at BND 1800.
- In cases where both husband and wife work with the Company, both will receive the allowances at the married rate.

Shift Allowance		
Four (4) Teams working over Two (2) Shifts	Middle Shift: B\$2.00 per shift Night Shift: B\$14.00 per shift	Allowances shall be paid fully if they work 6 hours, paid 50% if they work more than 3 hours but less than 6 hours, and unpaid if they work less than 3 hours

4. Employee Entitlements



C. SALARY ADJUSTMENT

- The Company shall conduct periodic review of employees' salaries and determine the suggested average adjustment to employee salary based on the overall financial performance of the Company.
- Salary increase will not, however, be applicable to interns or employees still under probation.
- Salary adjustment will be reviewed periodically.
- Will be implemented during Operations phase – amount will be subjected to overall company financial performance.

D. SUPPLEMENTARY BONUS

- All employees are entitled to an annual SUPPLEMENTARY bonus equivalent to two times of their monthly wage.
- This is applicable to those who have been employed for over a year; those who have worked less will receive a pro-rated amount of bonus based on their actual working days in the current year.

4. Employee Entitlements



E. MONTHLY PERFORMANCE & ANNUAL PERFORMANCE BONUS

- Monthly Performance Bonus will be given to employees based on their monthly work performance, it will be measured by their Respective Supervisors and Departmental HOD.
- Monthly Performance Bonus will be paid out to employees on the following month.
- Year-end performance bonus will be given to employees who have served the Company for one year – this will be subjected to the overall financial performance of the Company.
- Assessment results and specific payment standard shall be determined according to performance assessment results of the Company provided by the Board of Directors.
- This is applicable to those who have been employed for over a year; those who have worked less will receive a pro-rated amount of bonus based on their actual working days in the current year.
- Employees who resign will not be entitled to any performance bonus.
- If any employee asks for paid sick leave, sick leave, leave for personal affairs and maternity leave in the bonus payment year, her or his year-end performance bonus shall be discounted (it shall prepare issuance method separately).

4. Employee Entitlements



F. SPECIAL CONTRIBUTION AWARD

- Special contribution award will be given to teams or individuals who have performed beyond expectations.
- The amount shall not exceed 5% of gross payroll of the Company.
- This reward can be awarded under but not limited to the following circumstances:
 - 1) A project is completed in advance or under expected budget;
 - 2) A proposal is prominent and implemented;
 - 3) HSE accident hazard report;
 - 4) Best production or marketing guidance;
 - 5) Special projects requiring great efforts, such as e-commerce, business process re-engineering and establishment of new systems;
 - 6) Extra work support provided for other teams;
 - 7) Active training and tutoring of colleagues.

4. Employee Entitlements



G. OVERTIME

- If an employee is required to work beyond one hour of his/her normal work hour, he or she will be entitled to claim for overtime work. All overtime shall be carried out prior approval from their Supervisor or HoD.
- Overtime compensation will either be,
 - Leave in lieu, or
 - Overtime pay with approval
- In general, overtime work will be compensated by leave in lieu, unless otherwise approved by the Management. Leave in lieu will be compensated with the equivalent amount of overtime work undertaken.
- Work undertaken on statutory public holidays will however, be compensated by overtime pay which is **ONLY** applicable to all Shift Workers.
- Cut-off date for submission of overtime applications is on the 15th of each month.
- Rate of overtime pay:

Type of Overtime Work	Calculation methodology for overtime pay
Overtime work on Statutory Holidays	Number of extra work days × 300% daily wage
Overtime work on Weekends	Number of extra work days × 200% daily wage (With Approval)
Overtime work on normal working days	Number of extra work days × 150% daily wage (With Approval)

Note: daily wage = monthly wage/21.75 days

4. Employee Entitlements



G. OVERTIME

Criteria(s) to be eligible for OT Pay	Criteria(s) to be eligible for in-lieu
Applicable to All Shift Operators during Public Holiday	Applicable to all Staff with prior approval from their
	Respective Supervisor and HOD.

4. Employee Entitlements



H. PERSONAL ACCIDENT & MEDICAL INSURANCE

i) Insurance

- Hospitalization & Surgical Policy – The Company shall buy insurances for hospitalization and surgical operation for all employees every year; as for compensation of hospitalization expense and operation fee incurred when employees are in hospital or receive surgical operation in Brunei or other countries, specific compensation items and standards shall be based on related articles of insurance company.
- All employees will be covered by Workmen Compensation.

ii) Medical Coverage

- All employees must undergo and pass a physical examination done by clinics/hospital recognized by the company prior to joining the company.
- During the period of service in the Company, the Company will arrange annual physical examination for employees.
- The Company shall provide medical subsidy for employees capped at BND80 per person per month; employees shall present original invoices/receipts provided by public hospitals or registered physicians to apply for reimbursement.
- Only invoices/receipts from pre-approved clinics/hospitals will be approved ([see list](#)).

4. Employee Entitlements



I. ADDITIONAL BENEFITS (To be rolled out in stages)

i) Transportation Allowance (Later Stage)

- If the Company is unable to provide sufficient transport vehicles to satisfy daily working and commuting needs, the Company may implement feasible transportation allowance policy – such policy will be prepared by the Company separately.

ii) Phone Allowance (Implemented in July 2019)

- The Company will implement feasible communication allowance policy which shall be prepared by the Company separately.
- Management – BND 55 per month
- Deputy Manager and Manager – BND 35 per month
- Others – BND 25 per month

iii) Other Benefits (Later Stage)

- The Company will give gifts to employees to celebrate their birthdays or marriage.
- The Company will give gifts to employees when they are sick in hospital as a gesture to show condolences.