



POLICY ON RE-EMPLOYMENT OF OLDER EMPLOYEES

Staff reaching the age of 62 shall be offered re-employment with the company in the same job, or with modifications to the existing job, or through re-deployment to a different job, under full-time or flexible work arrangements (such as part-time or job-sharing). The tenure of re-employment can take a few forms:

- (α) Extension year-by-year, for three years up to the point when the worker reaches the age of 65; or
- (β) Extension by three years, but subject to a review of the worker's performance and fitness for the job at the end of every year.

The re-employment shall be subject to the following:

- Staff must be medically fit for the job in which he or she is offered re-employment
- Staff must have acceptable work performance.
- Staff must have at least 3 years of service upon reaching the age of 62.

We will also continue to re-employ older workers from age 65 to 67 under the same considerations stated above.

Policy

1. The company is committed to put in place the required processes and systems to re-employ older employees who have reached their retirement age.
2. The company value suitable and qualified older employees as a ready source of quality manpower and is committed to make the workplace age-friendly.
3. The company will be introducing programmes and providing assistance to older employees to see the benefit of staying employed and active and be willing to be flexible and adaptable.
4. The company will consider offering to retain all qualified employees who are medically fit to continue working beyond the age of 62 years and whose past performances are assessed to meet work performance expectation or above.

5. The company shall inform all employees of this Re-Employment Policy via the appropriate channel of communication.
6. Employees will, from time to time, be informed of an amendment or revision to this Re-Employment Policy.

Procedure

At least six (06) months before an employee reaches the age of 62, the Human Resource (HR) Department will inform his Head of Department to make a recommendation on the possible re-employment of the employee.

1. The HR Department will also provide the past performance records of the employee to the Head of Department for his reference in his recommendation of suitability for re-employment.
2. The HR Department (or any designated department) may send the employee for a basic health check to determine if there is any health reason that may prevent him from being re-employed beyond 62.
3. The medical fitness results and recommendation will be submitted to the HR Department with the employee's permission.
4. The Head of HR (or designated staff) will make arrangements for a meeting between the Head of Department and the employee to discuss the medical fitness examination results and recommendation.
5. If the employee is unfit for re-employment due to medical reason, HR shall arrange for him to retire.
6. HR shall offer to provide Out-Placement Service to assist the eligible employees for employment outside the Company if they are not being offered re-employment option. A one-off Employment Assistance Payment (EAP) shall be provided if company is unable to find suitable jobs for them.
7. If the employee rejects the re-employment offer or Out-Placement Service offer by the Company, the employee will not be eligible for the EAP.
8. The EAP is:
 1. Offered only after a thorough review, as a last resort.
 2. Meant to help you tide over a period of time while you seek alternative employment.
 3. A one-off payment equivalent to 3 months' salary, subject to a minimum of \$4,500 and maximum of \$10,000.
 4. For employees who have been re-employed for at least 18 months, a lower EAP amount of 2 months of salary could be considered, subject to a minimum of \$3,000 and maximum of \$7,000.

9. If the employee is certified fit for re-employment, the Head of Department and Head of HR Department will discuss with the employee regarding the availability and suitability of jobs for the older workers.
10. The employee may be re-employed in the same job or different job or be transferred or be deployed to other departments.
11. The Head of HR Department (or designated staff) will discuss with the employee on the new terms and conditions of re-employment and issue the new employment contract to employee concerned based on the agreed terms and conditions of re-employment.
12. The re-employment contract will be offered to the employee concerned three (03) months before reaching the retirement age of 62.