

## **SAMPLE EMPLOYMENT CONTRACT**

This contract made on \_\_\_\_\_ between **SOON LEE HUAT MARINE SERVICES, SINGAPORE**, (the employer) and \_\_\_\_\_  
(the employee), \_\_\_\_\_ his Passport Number.

### **It is hereby agreed as terms stated below:**

#### **1. PERIOD OF EMPLOYMENT**

- 1.1 The employee shall be employed for a period of **2 years** subject to all terms required by Government of Singapore.
- 1.2 In any point of time, the employee infringe any law in Singapore or any of the employer's company policy, the employee shall be repatriated to his home country.
- 1.3 The employee shall commence employment upon arrival in Singapore and passing all examinations required by Singapore.
- 1.4 Extension of contract by 2 more years is by discretion of the company.

#### **2. SALARY**

- 2.1 **Salary** is at **SGD\$16.00 / 8hrs.**(Per Day).
- 2.2 **Normal working hour** is from **08:00 to 17:00** depending on which location they are assigned to work at.
- 2.3 **Overtime, Sunday, Public Holidays** are as per **Singapore Labour Law**.
- 2.4 Retention for Income Tax is at **S\$40.00** per month, which will be returned upon settling Income Tax and at the airport.
- 2.5 Salary will be paid on a bi-monthly basis. Increment in salary will only be brought up by supervisor and not by any employee and to be considered by management.

#### **3. FOOD & ACCOMMODATION**

- 3.1 **Food will not be provided** by company. Food is own expense of employees.
- 3.2 Accommodation will be provided (No cooking facilities) and there will be a deduction of **S\$80.00** per month for rental.
- 3.3 Employees cannot choose as to where the company reside them.

#### **4. MEDICAL BENEFITS.**

- 4.1 Employees will be advised as to which clinic to receive treatment. (Company doctor). Any medical certificate or receipt from other clinics will not be entertained.
- 4.2 Employees who proceed to seek medical treatment without the employer's knowledge will not have their MC or receipt endorsed for reimbursement and treated as absent without valid reason.
- 4.3 Employee who is on MC but found to be not resting in the dormitory will not have his MC endorsed and will be dealt with by the company.
- 4.4 No claim will be given to any injury suffered after working hour.

- 4.5 Employee suffered from severe personal illness occurred apart from work will not be reimburse by company. (Eg. Fits, High Cholesterol).
- 4.6 Employee had to notify the company during working hour or to authorize supervisor after working hour for intend to see doctor.
- 4.7 Employee who notify in the morning before transport moving off had to submit the medical certificate before 12:00 hrs the very same day and stay at the dormitory thereafter.

**5. WORKMAN COMPENSATION**

Employees were insured during working hour; therefore any injury suffered will be fully covered by the company insurance under Workman Compensation.

**6. TRAINING/COURSES**

- 6.1 Employee will attend any course allocated by the company and try their best to pass the course.
- 6.2 If employee failed to pass the course, the company will decide whether or not to send the worker for a re-course.
- 6.3 The employee may choose to take a re-course, where the full expenses will be borne by the employee.
- 6.4 The employee will be sent for SSIC and Painter Course for work permit renewal purpose upon employee intention of renewal is received. Re-course will be paid by the employee without notification.

**7. TERMINATION OF CONTRACT**

- 7.1 The employer reserved the right to terminate the contract if the employee infringes any of the company policy, government law or was ban by any work site.
- 7.2 Employee shall not work any other employer in the course of employment whether full/part time.
- 7.3 Employee who part-take in any strike, protest, deliberately working slow will have their contract terminated immediately.
- 7.4 Employee cannot carry out any business in Singapore either solely, jointly or even take part in the activities.
- 7.5 Employee cannot engage in any illegal or immoral activities.
- 7.6 Failing to pass medical examination or have medical condition due to employee's misconduct.
- 7.7 Absent for continuous 3 days.

**I had read and understood the content and shall hereby adhere to the terms stated and sign below to acknowledge.**

\_\_\_\_\_  
**(Signature of the Employee)**

\_\_\_\_\_  
**(Thumb Impression of the Employee)**

**Signed for and on behalf of  
The Company:**

\_\_\_\_\_  
**(Signature of the Employer)**

\_\_\_\_\_  
**(Date of Signed)**