

CHAPTER 5: EMPLOYEE OWN TIME/PERSONAL ACTIVITIES

5.1 EMPLOYEES PERSONAL TIME

5.1.1. Every Employee deserves to have their personal activities or circumstances outside working hours. However, those personal activities outside work might conflict with Employee's job responsibilities in the Company. This chapter will discuss on factors should Employee consider avoiding a possible conflict of interest between their personal and work.

5.2 PARTICIPATION IN PUBLIC SERVICE, POLITIC

5.2.1 Employees are encouraged to be active in their family, group of people, communities, etc. either with the non-government organizations (NGO) or any other groups of organizations. However, such service must not pose a conflict of interest with the Company.

5.2.2 The Employees will not be stopped from involving in politics subject to Company's approval. Such employees would be required to use their off duty time, or leave entitlement for such matters. No time off, with or without pay, will be granted for this. However, such participation must not in any way affect the performance of the Employees with the Company.

5.2.3 The Employee is prohibited from campaigning, influence for his political ideologies or in any way related to his involvement in politics during the working hours to other Employees.

5.2.4 The Employee also strictly prohibited from campaigning, influence for his political ideologies or in any way related to his involvement in politics after office hours wearing his official uniform which represents the Company.

5.2.5 However, the Company exercises certain restraint to employees who are seeking election or have been appointed to the positions of Head, or its equivalent, Secretary or Treasurer at Division or National level. In this instance, the employee concerned would need to obtain approval from the Company.

5.3 SPEAKING OUT

5.3.1 Any expressions on any public issues either at the public speech or through media is the personal responsibility of the employees and must not in any way associated with the Company. All the thoughts, opinions, comments, and criticism must in the Employee's personal capacity and must at all material time does not represent the Company.