

1<sup>st</sup> August 2019

Dear Sim Hui Chian,

I/C: 960615-56-5170

**POST OF TRAINEE PHYSIOTHERAPIST**

We are pleased to offer you the post of TRAINEE PHYSIOTHERAPIST in B.E.N.PHYSIO & Rehab (1304338-A) centre with effective from 1<sup>st</sup> September 2019 on the following terms and conditions:

**1. Salary:**

Your monthly basic salary shall be RM 2,600.00 per month, with RM 200.00 transport allowance.

**2. Job description:**

You will be required to attend B.E.N.PHYSIO's in-house training for a period of two (2) months, of which your performance will be reviewed upon completion. If your performance is deemed satisfactory, the company will offer you a position as a junior physiotherapist. A sum of RM800 (RM400 x 2) training fees will be deducted from your 1<sup>st</sup> & 2<sup>nd</sup> month salary. However, this training fee will be refunded to you on your 13<sup>th</sup> & 14<sup>th</sup> month salary but it will be forfeited if you choose to leave the company before that.

**3. Probation period:**

You will be required to undergo a probation period of three (3) to six (6) months (inclusive of 2 months of training) at the end which your performance will be reviewed and upon satisfactory completion of probation period, you will be confirmed in your post. Please note that your probation period can be extended to a further three (3) months if your performance is found to be unsatisfactory. Salary will be reviewed once confirmation is recognized.

**4. Termination of Service:**

During the period of training / probation, either party may terminate your services with the centre by giving twenty-four (24) hours notice if your work performance has been appraised as unsatisfactory. Confirmed employee may terminate their service with the centre by giving two (2) months written notice.

**5. EPF:**

You shall contribute through the centre your share of the EPF and the centre will contribute its share as an employer according to the EPF Ordinance currently enforced.

**6. Hours of Duty:**

Working hours during In-house training period, will be Monday to Friday only, 9:00a.m to 6:00p.m.

Working hours will be changed accordingly after the training, Monday to Friday, 9.00am – 6.00pm (8hours), with one (1) day-off during weekday, and Saturday / Sunday, 9.00am - 6.00pm (8hour). Subject to changed. You will also be required to work at other branches when posted by the management.

**7. Public Holidays:**

Twelve (12) public holidays gazetted by the Central Government of Malaysia and by the Government of the state of Wilayah Persekutuan.

**8. Annual Leaves:**

You are not entitled for annual leave during your tenure as a Trainee Physiotherapist. Upon confirmation, you are entitled to twelve (12) days annual leaves per year.

**9. Medical Leaves & Maternity leaves:**

As enforced by Malaysia Employment Act 1955 (14 days for employment < 2 years, 18 days for employment 2- 5 years, 22 days for employment > 5 years.

**10. Emergency Leaves:**

May be granted only on compassionate grounds with deduction from your annual leaves.

**11. Medical Benefits:**

Nil. But employees are encouraged to purchase their own medical insurance.

**12. Conflicts of Interest:**

While under the employment with the centre, you shall not engage directly or indirectly, either in your name or through any other person, in any activity, private trade or business, the nature being identical, similar or allied which could be of conflict or compete with the centre's business or adversely affect the performance of your duty.

Upon resignation, you agreed NOT to apply Ben's Approach in any other private physiotherapy clinic practices or business in Malaysia.

Please sign and return the duplicate of the letter indicating your acceptance.

Thank you.

Yours sincerely,

Ben Loo Shou Chat

Principal

B.E.N.PHYSIO & Rehab (1304338-A)

I hereby confirm acceptance to the above terms and conditions.

Signature of Employee: SIN HUI CHIAN (  )

Witnessed: \_\_\_\_\_ ( )

Date: 05 AUGUST 2019 ( 05 AUGUST 2019 )