

15<sup>th</sup> Sep 2020

Dear Goh Wei Wang,

I/C: 970506-14-5571

**POST OF TRAINEE PHYSIOTHERAPIST**

*Welcome aboard to BENPHYSIO™ team & family*

We are pleased to offer you the position of TRAINEE PHYSIOTHERAPIST in BENPHYSIO™ & Rehab (1304338-A) with effective from 1<sup>st</sup> Oct 2020 on the following terms and conditions:

**1. Salary:**

Your monthly basic salary shall be RM 2,200.00 per month.

Upon confirmation, you will be entitled for RM 200.00 as transport allowance.

**2. Job description:**

You will be required to attend BENPHYSIO™'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, vice versa.

**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 under review.

**4. Termination of Service:**

During the period of training / probation, the company may terminate your employment by giving one (1) week notice if your work performance has been appraised as unsatisfactory.

You will be required to provide one (1) week notice if you decide to leave during probational period.

Upon confirmation, the notice of termination shall be one (1) month given by either party.

**5. EPF:**

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

## **6. Hours of Duty:**

During the first 2 months In-House Training: Monday to Saturday, 8:00am to 5:00pm, with one off day within the weekdays and Sundays.

You will be on job rotation by location for cross-learning and exposure during the first two months.

From 3<sup>rd</sup> month onward: actual work location will be informed beforehand and working hours will be according to the assigned outlet's business hours.

## **7. Public Holidays:**

Twelve (12) public holidays gazetted by the Central Government of Malaysia and by the Government of the state of Wilayah Persekutuan. You may be required to work during Public Holidays subject to outlet's management, wage and replacement day-off will be given accordingly.

## **8. Annual Leaves:**

You are NOT entitled for annual leave during your tenure as a Trainee Physiotherapist.

Upon confirmation, you will be entitled to have twelve (12) days EARNED annual leaves per year.

## **9. Medical & Emergency Leave:**

Emergency will be recognized as unpaid leave during probation.

Upon confirmation, you will be entitled to have 14 days medical leaves for employment < 2 years, 18 days for employment 2- 5 years, 22 days for employment > 5 years.

## **10. Medical Benefits:**

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

## **11. Conflicts of Interest:**

While under the employment with the company, 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 company's business or adversely affect the performance of your duty.

You agree not to use or disclose Confidential Information for your own personal benefit or the benefit of any other person, corporation or entity other than the Company during the employment with the company or any time thereafter. You are prohibited to access to Company patient's data and approach company's patients by offering treatments after working hours for making part-time income or 'moon-lighting'.

Upon resignation, you agreed NOT to apply **BENPHYSIO™'s approach** in any other private physiotherapy clinic practices or business in Malaysia at all.

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

Thank you.

Yours sincerely,



Ben Loo Shou Chat  
Chief Executive Officer  
BENPHYSIO™ & Rehab (1304338-A)

---

I hereby confirm acceptance to the above terms and conditions.

Signature of Trainee Physio: \_\_\_\_\_ ( )

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

Date: \_\_\_\_\_ ( )