

## **DIAMAGNETIC PHYSIO CENTRE BANDAR KINRARA**

Jalan BK 5a/3a, Bandar Kinrara, 47180 Puchong

**SHEELA A/P MANIRAJOO (96022359-5012))**  
**BATU 5 JALAN KAMPONG JAWA 41000 KLANG SELANGOR**

Dear Sheela Manirajoo,

### **Letter of Employment**

You are appointed by Diamagnetic Physio Centre Sdn Bhd for the position of Senior Physiotherapist for Diamagnetic Physio Centre Melaka, which commence on 5th November 2020, please refer to your employment terms below.

### **Probation Period**

You are required to serve a probation period of Three (3) months. If you were to quit during probation period, you will need to serve two weeks notice in lieu of salary.

### **Basic Salary**

**RM2,500 (Two Thousand Five Hundred)** per month for **6 DAYS** work per week. Salary will be paid monthly in arrears, by the last day of the month.

### **Bonus**

You will be entitled to bonus which depending on company and your individual performance.

### **Working Hours**

Monday to Friday : 9.00 am – 6.00 pm

Sunday : Off

The rest day is subject to changes when management deems necessary.

### **Overtime**

In consideration of your services, if you work over 49 hours in a particular work week, you will also receive overtime pay for the hours you work at a rate of one and one-half times your regular rate of pay, also payable in accordance with employer's standards payroll schedules and practices.

### **Benefits**

Full medical coverage & insurance will be provided through our company's employee benefit plan and will be effective upon your confirmation.

### **Public Holidays**

Diamagnetic Physio Centre Melaka is closed on public holidays. There is no replacement if the public holiday falls on your off day.

### **Annual Leave**

**12 days** a year. Approval is required at least one week prior to commencement of leave. Plus additional 1 day every year. Unlimited number of annual leave can be carried forward or to be exchanged with cash.

### **Medical Leave**

You will be entitled to **14 paid days** due to illness per calendar year. In the event of hospitalization, the total number of days (inclusive of normal medical leave) shall not exceed 60 calendar days.

### **Compassionate Leave**

3 days compassionate leave in the event of the death of the following: Spouse, Parents, Children, Brother/Sister. No compassionate leave for death of grandparents, uncles, aunts, in-laws.

#### **Termination of services due to disciplinary issues**

Employee may be terminated with 24 hours notice for disciplinary problems after a domestic inquiry is conducted by the Employer and its parties. Reasons for termination may include:

- Theft
- Causing disruption to business
- Refusal to follow instructions
- Constant absenteeism and tardiness
- Receiving 3 or more warning/show-cause letters from company
- Diverting patients to other aesthetic centres/ competitors/ your own private practice or business
- Copying our patients' database including patient name, email address, house address, phone number or procedures done
- Receiving frequent complaints from patients

If employee is terminated due to disciplinary problems with 24 hours notice, employer will NOT pay the employee **1 (one) month** basic salary in lieu of giving less than 1 (one) month written notice of termination.

#### **Premature Termination of Employment**

The notice period for termination of this employment is **1 (one) month**. You or your employer will have to compensate 1(one) month of your basic salary in lieu of giving less than two month written notice of termination.

#### **Retirement Age**

60 years old, subject to extension.

#### **Confidentiality & Interest**

You shall maintain the confidentiality nature of all matters pertaining to the affairs of this centre's clients. You shall not during or after your employment at **Diamagnetic Physio Centre Melaka** divulge or communicate to any third party, any confidential information of clinic or client's information which you may have obtained by reason of your employment with us.

If you are terminated due to disciplinary problems within 24 hours' notice, there will not be any compensation.

#### **Company Policies/Procedures**

You are required to comply with Company procedure issued from time to time including matters pertaining to your security and safety of the Company's operations. Failure to observe these conditions will render you liable to disciplinary action.

#### **Conflict of Interest**

You are required to devote your whole time or attention to the business of providing consultancy service to Diamagnetic Physio Centre. Except with the Company's prior written permission, you may not engage in any other business. Otherwise, action will be taken inclusively of termination.

#### **Disciplinary Actions**

Depending on the nature of the inefficiency, indiscipline, negligence or misconduct, disciplinary action may be taken by the Company against you. If your misconduct warrants you to leave the company, the company shall not pay you any kind of compensation. The employer has the right to suspend you on half pay while an investigation is underway and pending a domestic inquiry for a maximum of **two (2) weeks**.

Yours faithfully,

Dr. Bharath

**Diamagnetic Physio Centre Bandar Kinrara**