



KPJ MIRI SPECIALIST HOSPITAL

(A member of KPJ Healthcare Berhad Group)

MIRI SPECIALIST HOSPITAL SDN BHD (916372-H)

Lot 8836, Block 11, Kuala Baram Land District, Off Tudan Kuala Baram Link Road,
Bandar Baru Permyjaya 98000 Miri, Sarawak.

22nd September 2022

Arlyn Martha Lasong
Lot 6801, Lorong 8,
Bandar Baru Permyjaya,
98000, Miri
Sarawak.

PRIVATE & CONFIDENTIAL

Dear Arlyn,

OFFER OF EMPLOYMENT AS PHYSIOTHERAPIST

We are pleased to offer you employment as **Physiotherapist** at KPJ Miri Specialist Hospital with effect from **1st October 2022**, on the following terms and conditions:-

1. REMUNERATION

You shall receive a monthly remuneration as follows:-

Basic Salary	: RM 1,940
Total Salary	: RM 1,940

Your monthly remuneration, less necessary statutory contributions and lawful deductions shall be credited to your personal account at a local bank appointed by the Company.

Your salary is strictly **CONFIDENTIAL**. You are liable to disciplinary action should you are found guilty of disclosing any information pertaining to your salary to others.

2. CONDITIONS OF EMPLOYMENT

This offer of employment is conditional upon:

- You have passed the required medical examination by the Medical Officer at any of the hospitals within the KPJ Group with no critical or long term diagnosed illness. Failure to pass the medical examination, withholding or falsifying the information relevant to your medical report may result in the void employment offer. The medical examination cost shall be borne by you.
- You have not committed to any act of bankruptcy under the Bankruptcy Act 1967.
- You are not being subject to any legal cases and convicted under the provisions of any written law.

3. PROBATIONARY PERIOD

The probation period will be **six (6) months** from the date of your commencement of work. This may be extended for a further **three (3) months** subject to your performance during the probationary period. The Management reserves the right to confirm or terminate your services without having to assign any reason thereof. On completion of this probationary period, you will be advised in writing whether you have been confirmed for a regular appointment with the Company.

Arlyn

Page 1 of 4

4. **NOTICE OF RESIGNATION & TERMINATION**

The notice of resignation or termination of employment either by the Company or individual during the probation period shall give **one (1) month** notice or payment of **one (1) month** of remuneration in lieu of notice.

Upon confirmation of employment, the notice of resignation or termination will be **two (2) months** either by the Company or individual or payment of **two (2) months** of remuneration in lieu of notice.

5. **WORKING HOURS**

You will be required to work on shift as per stipulated in the departmental duty roster set by your Heads of Service. Your working hours are subject to any changes as and when required by the Management.

6. **ANNUAL LEAVE**

Upon confirmation, you will be entitled for annual leave fourteen **(14)** day as stipulated by the company. No leave will be granted during your probationary period unless on exceptional or compassionate ground. In case that your service is less than one (1) year, your entitlement will be based on a pro-rate basis. Annual leave must be taken at times convenient to the Company and subject to approval from your Head of Service or the Management. Application of annual leave must be submitted at least 7 days in advance.

Leave should be cleared within 12 months of entitlement. Any annual leave not taken shall be forfeited. The Management does not allow annual leave to be accumulated (unless given prior approval from the Management) and no cash compensation in lieu of the unutilized leave shall be paid.

For legally married female employee, you will be entitled to 2 months of maternity leave.

You are entitled to **14 days paid sick** leave after being examined and certified by the Company's Medical Officer.

7. **PUBLIC HOLIDAYS**

Your entitlement to the paid Public Holidays shall be in accordance with the policy of the Hospital.

8. **MEDICAL BENEFIT**

You are not entitled to any medical benefits during the period of probation. However, upon confirmation, you are entitled to receive medical benefits as stipulated by the Company.

9. **RETIREMENT**

The retirement age for all employees shall be on attaining the age of **60** years old.

10. **KHAIRAT KELUARGA PERBADANAN JOHOR SCHEME**

You are required to contribute to Khairat Keluarga Perbadanan Johor Scheme. The requirements are subjected to the Khairat Keluarga Perbadanan Johor Scheme policy.

Okp

11. **OFFICE SECRECY**

You shall never at any time during or after your employment with the Company disclose or divulge to any third party information pertaining to any matters relating to the Company's or its Group's business. If found guilty of a breach of this clause, your employment with the Company will be terminated forthwith without any compensation whatsoever.

12. **COMPANY'S PROPERTY**

You shall exercise the utmost care in handling the Company equipment. Any equipment damaged or lost by an employee due to his/her negligence shall be made good by such employee. Where such equipment is lost or damaged, the Company may at its discretion require the employee to pay the cost of such damaged goods either in part or full, and the employee agrees to comply with such requirements.

13. **TRANSFERABILITY**

Depending on the need of the Company, you may be transferred to another position or function within the Company or within the Group of Companies under KPJ Healthcare Berhad during the course of your employment with the Company. ***The Management reserves the right to deploy, transfer or assign any task other than the stipulated job description of an employee as and when deemed necessary.***

14. **POLICY, RULES AND REGULATIONS**

Your employment shall be subject to the Company's rules and regulations and other procedures as may be made known to you from time to time.

An attempt has been made to cover most of the basic terms and conditions of service in this letter. Other terms and benefits not mentioned here should be at the discretion of the Company.

Should you wish to accept this offer with its terms and conditions, kindly indicates your acceptance of appointment on the duplicate copy of this letter and return it to us within fourteen (14) days from the date hereof.

Thank you.

Yours sincerely,

MIRI SPECIALIST HOSPITAL SDN BHD



DENIS SAVING AK BONIFACE
General Manager




ACKNOWLEDGEMENT & ACCEPTANCE

Please note that your personal data may be collected, processed, recorded, held or stored by KPJ Healthcare Berhad and its group of Hospitals and Companies. Your personal data may be shared with KPJ Healthcare Berhad and its subsidiaries, associates and related companies as defined in the Companies Act 1965 and to other third parties providing administration or other services related to your employment.

I, Ariun Martha Isosno IC No: 940120-13-6508 have read the above and hereby accept /do not accept the terms and conditions and allowed my personal information under Personal Data Protection Act 2010 to be used as stated in this offer letter.

I also agree that all matters pertaining to my employment is hereby strictly confidential and I shall not share the same information with any other person.

I shall be reporting for duty on 1 October 2022


Signature

22/09/22
Date