



HIGHLY CONFIDENTIAL

**RG MEDICAL CENTRE SDN BHD**

(1387792-T)

D/A Kompleks Sukan SUK Selangor,  
Persiaran Raja Muda, Seksyen 5,  
40000, Shah Alam, Selangor, Malaysia  
Tel : +6016 6251936  
Email : rgphysio@selangorfc.com

Bgnk 6/9m 01032027129526

Reference No : RGMC/ADM-HR/240712-01  
Date : 12<sup>TH</sup> July 2024

**HAIKAL AL-HAKIMEY BIN KAMAROLZAMAN**  
IC Number : 000925-01-0359

**BY HAND**

Dear Haikal

**OFFER OF EMPLOYMENT AS A PHYSIOTHERAPIST AT RG MEDICAL CENTRE SDN BHD**

We are pleased to offer you employment as **Physiotherapist** at **RG Medical Centre Sdn. Bhd.**, commencing **1<sup>st</sup> August 2024**, subject to the following terms and conditions of employment:

**1. PROBATION PERIOD**

From the date of your assumption of duties, you shall be subject to a probationary period of three (3) months and, if required, this probationary period may be extended to a maximum of six (6) months, at the sole discretion of the Company. Throughout this probationary period:

- (a) Your commencing total monthly salary shall be **RM2,000.00**;
- (b) Your employment may be terminated by either party, by giving a two (2) weeks' notice in writing;
- (c) You shall be entitled to a two (2) days of annual leave per month;
- (d) Upon successful completion of this Probation Period, your employment with the Company will be confirmed, in writing, at least 5 working days prior to the final date of the Probation Period; and
- (e) For the avoidance of doubt, this Probation Period shall commence on **1<sup>st</sup> August 2024** until **31<sup>st</sup> October 2024**, unless you are informed otherwise, in writing.





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### **2. TERM OF EMPLOYMENT**

The term of this employment shall be on a one (1) year renewal basis, commencing on 1<sup>st</sup> August 2024. However, at the expiration date, this term of employment shall be considered automatically renewed for regular periods of one (1) year, provided that neither party submits its notice of termination in accordance with Clause 13 below.

### **3. REMUNERATION**

Subject to the successful completion of the Probation Period and upon receiving confirmation of employment from the Company, your commencing total salary shall be **RM2,400.00 only.**

The salary payment shall be made to the bank account registered under the name of the employee and no later than the 7<sup>th</sup> day of each month.

You shall be entitled to a monthly commission payment after your probation period in accordance with the prevailing commission structure as determined by the Company. For the avoidance of doubt, the Company shall provide the employee with the details of such commission structure in due course.

### **4. EMPLOYEE BENEFITS**

Subject to the successful completion of the Probation Period and upon receiving confirmation of employment from the Company, you shall be entitled to the following benefits: -

#### **(a) MEDICAL INSURANCE**

The employee shall be entitled to medical benefits, subject to the Company's current medical policy.





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### **(b) ANNUAL BONUS**

The Company may pay the employee an Annual Bonus, at the sole and absolute discretion of the Company.

### **(c) USAGE OF COMPANY FACILITIES**

The employee is entitled to the usage of the gymnasium, indoor training centre and any other facility of the Company, at any time, provided that such usage does not coincide with the scheduled usage of the aforementioned facilities for Selangor FC footballers and athletes.

### **(d) RED GIANTS MEDICAL CENTRE**

The employee shall be entitled to a staff discount at the Red Giants Medical Centre, subject to the prevailing discount rates and promotions.

### **(e) MARRIAGE LEAVE**

The Company may grant five (5) working days of paid marriage leave to the employee. This marriage leave may be taken within six (6) months from the date of registration of the marriage. The employee intending to utilize such benefit, shall notify the Company in writing, at least one (1) month in advance of commencing such leave.

## **5. WORKING HOURS**

You are required to work on rotational shift as follows;

- The Employee acknowledges and agrees that their working days may be scheduled on a rotational shift basis, which can include any day from Monday to Sunday.
- The Employee's work schedule may vary from week to week, and the Employee is expected to be available to work on any day of the week, including weekends, as per the assigned rotational shift.





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- The Company reserves the right to modify the work schedule and rotational shifts based on business needs, and will provide reasonable notice to the Employee of any changes.
- The Employee is expected to maintain a satisfactory attendance record and punctuality as per the assigned work schedule and rotational shifts. Any absence or late arrival must be communicated to the Employee's supervisor in advance and will be subject to the Company's attendance and leave policies.

- a) Morning shift : 9:00 am to 6:00 pm
- b) Evening shift : 1:00 pm to 10:00 pm
- c) Saturday / Sunday : 9:00am to 4:00 pm

Break

- a) Morning shift (Lunch break) : 1 hour (1:00 pm to 2:00 pm)
- b) Evening shift (Rest break) : 1 hour (5:00 pm to 6:00 pm)

However, the employee's job scope may require the employee to be present for work on matchdays and/or to perform any other Company obligation which may be outside of the working hours, as directed by the Company from time-to-time.

### 6. JOB SCOPE AND RESPONSIBILITIES

You are to report to the Clinic Manager and Medical Director (Doctor) of Red Giants Medical Centre, duties at Kompleks Sukan SUK Selangor, Persiaran Raja Muda, Seksyen 5, 40000 Shah Alam, Selangor. Your job scope and responsibilities are: -

#### Physiotherapy task:

- (a) Perform all standards Sports Physiotherapist duties for outpatient care in accordance with correct current industry, RGMC and ethical standards.
- (b) Design and deliver tailored treatments and programs, including return to play or functional moment preparation, exercise testing for all RGMC commercial clients and Selangor FC athletes.
- (c) Perform necessary tasks with confidence and accuracy such as documentation, scheduling, maintaining facilities and equipment, housekeeping, etc.
- (d) Serve as positive, collaborative, motivated, responsible and valued member the RGPC team.





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- (e) Communicate and collaborate effectively with the entire Team to ensure complete and quality treatment for each patient.
- (f) Represent the RGMC physiotherapy centre professionally and transparently at any marketing event or program.
- (g) Any other related tasks which may be assigned to you from time to time.

### 7. STATUTORY CONTRIBUTIONS

As required by law, both parties shall make their respective contributions to the Employee's Provident Fund (EPF), the Employees Social Security (SOCSO) and tax deductions may be made to your salary as directed by the Director of Inland Revenue Board.

### 8. WORK ATTIRE

The Company practices a '*Smart Casual*' work attire policy. Additionally, the Company shall provide you with a range of attires from the Company's official sponsors.

### 9. PERSONAL DATA

The Company shall process your personal data in accordance with the Personal Data Protection Act 2010 for your employment purposes with the Company. In this regard, the Company shall forthwith inform you if your personal data is needed for any other reason other than as stated in this clause.

### 10. ANNUAL LEAVE AND MEDICAL LEAVE

#### Annual Leave

You are entitled to fifteen (15) days of paid annual leave, inclusive of the annual leave(s) taken during the Probation period. In this regard, the paid annual leave shall be calculated by calendar year and no annual leave is to be carried forward.





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### Medical Leave

You are entitled to fourteen (14) days of medical leave per annum. In this regard, the Company may request for medical certificates when deemed necessary, at the Company's sole and absolute discretion.

### 11. MATERNITY LEAVE & PATERNITY LEAVE

The employee shall, where applicable, be entitled to the following: -

- (a) Maternity Leave : Ninety-eight (98) days of paid leave.
- (b) Paternity Leave : Seven (7) days of paid leave.

### 12. COMPASSIONATE LEAVE

The Company may grant the employee paid compassionate leave not exceeding a total of seven (7) working days in any one calendar year, non-cumulative, under the following circumstances:

- (a) Death of an immediate family member;
- (b) Serious illness of an immediate family member; or
- (c) Disasters (e.g., flood, fire or robbery) which affects the employee or the employee's property.

In this regard, an immediate family member shall refer to the employee's lawful spouse, children, parents, brothers, sisters, parents-in-law and grandparents. The Company shall have the sole and absolute discretion in determining the number of paid compassionate leave(s) granted depending on the circumstances and merits of each case.

### 13. PUBLIC HOLIDAYS

You shall be entitled to a paid holiday as below;

1. New Year
2. Chinese New Year
3. Hari Raya Aidilfitri
4. Labour Day





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5. Agong's Birthday
6. Hari Raya Haji
7. Awal Muharram
8. Merdeka Day
9. Malaysia Day
10. Prophet Muhammad's Birthday
11. Deepavali
12. Sultan of Selangor's Birthday
13. Christmas

### 14. TERMINATION

- (a) Upon successfully completing the Probation period and receiving a notice confirming your employment with the Company, the Company or the employee may, at any time, terminate this employment by giving a two-month (60 days) notice in writing or payment in lieu of such notice. In this regard, any termination notice from the Company shall state "just cause" for such termination of the employee.
- (b) Notwithstanding the above, any employee found to be engaged in misconduct, indiscipline, inefficiency and/or poor performance shall warrant grounds for summary dismissal. In this regard, the Company shall provide the employee with reasons, in writing, warranting such summary dismissal by the Company.
- (c) The employee shall be deemed to have terminated this contract of employment with the Company if the employee has been continuously absent from work for more than two (2) consecutive working days without prior leave from the Company, unless the employee has a reasonable excuse for such absence and has informed or attempted to inform the Company of such excuse prior to or at the earliest opportunity during such absence. In this regard, the Company shall have the sole and absolute discretion in considering any reason put forth by the employee in justifying such absence.
- (d) Upon termination of the employee's contract, the employee shall surrender immediately all the Company's properties which may still be in the employee's possession and to settle any outstanding liabilities, advance payment and other obligations to the Company, if any, failing which the Company shall be entitled to



**RED  
GIANTS**

CLINIC



**RED  
GIANTS**

PHYSIO CENTRE



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retain any payment due to the employee until such payment due to the company is fulfilled.

### **15. NO CONFLICT OF INTEREST**

The employee shall not engage in any activity that may result in a conflict of interest between the employee and the Company. In this regard, the employee shall forthwith inform the Company of such conflict failing which, the employee may be summarily dismissed.

### **16. CONFIDENTIALITY**

All information contained in this Letter of Offer shall be strictly kept confidential and shall not be disclosed to any other individual within or outside the organization. Further, all information which you acquire or obtain during your course of employment at Red Giants Physio Clinic shall be kept strictly confidential and shall not be discussed with any unauthorized personnel. This confidentiality obligation shall remain in full force for an indefinite period, unless stated otherwise in writing.

We take this opportunity to welcome you to **RED GIANTS MEDICAL CENTRE** and we are confident that you will execute your responsibilities with utmost commitment and dedication towards further enhancing the performance and management of the Company and by extension, Selangor Football Club.

Thank you.





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Yours faithfully,  
For and on behalf of Red Giants Medical Centre

.....  
Dr. Johan Kamal Hamidon  
Managing Director  
RG Medical Centre Sdn Bhd

### ACCEPTANCE OF EMPLOYMENT AT RED GIANTS MEDICAL CENTRE

I have **FULLY READ, UNDERSTOOD AND AGREED** to the terms of employment at Red Giants Medical Centre, as set forth above and hereby **ACCEPT** this offer of employment with the Company.

.....  
NAME : KHALAL AL-HAKIMEH BIN KAMAROLZAMAN.  
NRIC : 0009 25-01-0359.  
DATE : 29/11/2024

