

Ref : PIR/HR/EC/2407/10128.ms
Date : 10 July 2024

STRICTLY PRIVATE & CONFIDENTIAL

NUR IZZAH BINTI LATIFSHAM

Lot 5139, Jalan Kampung Darat,
Kampung Changkat Setul,
06010 Changlun Kedah.

Dear **Nur Izzah**,

EMPLOYMENT CONTRACT

We are pleased to offer you contract of appointment under the following terms and conditions with **Pantai Integrated Rehab Services Sdn Bhd** (hereinafter referred to as "the Company").

1.0 JOB TITLE

You will be appointed as:-

- i. **Position : Contract Physiotherapist**
- ii. **Job grade : AHP6**

2.0 DATE OF COMMENCEMENT & REPORTING

Your employment will be deemed to have commenced on **14 July 2024 to 13 January 2025**.

You are to report to "**Branch Manager/ Person in Charge/ Head of Department**" or any other person as directed from time to time by the management during your employment period at the following address:-

Pantai Integrated Rehab Services Sdn Bhd – Pantai Hospital Laguna Merbok
2nd floor, Pantai Hospital Laguna Merbok
No. 1, Lorong BLM 1/10, Bandar Laguna Merbok
08000 Sungai Petani Kedah.

a. JOB DESCRIPTION

Your job description will be as per given to you by your "Branch Manager / Head of Department".

b. TRANSFERABILITY

Every employee of the Company is subject to be transferred or relocation from one department to another within the Company or from the Company to its Holding Company (including intermediate and ultimate) or its Holding Company's subsidiary or Associated Company.

By the same token, the Company may consider request for transfer from staff provided the transfer shall be of mutual benefit to both parties.

Transfer of an employee shall be the sole prerogative of the Company and shall not be disputed. An employee who refuse a transfer is liable to termination of services.

Pantai Integrated Rehab Services Sdn. Bhd.
Corporate Office (HQ): No. 11-2, Jalan Perubatan 3,
Pandan Indah, 55100 Kuala Lumpur, Malaysia.
Tel: +603 4291 1203/1582 | Fax: +603 4291 1201
Web: www.integratedrehab.com.my

3.0 REMUNERATION

a. Salary

Your monthly basic salary will be RM2,850.00 (Ringgit Malaysia Two Thousand Eight Hundred and Fifty Only).

Please keep your salary position private and confidential. It should not be quoted as a precedent not used as a basis for comparison with other staff.

For the purpose of security and convenience your salary and allowances, if any, will be paid through a bank or a financial institution appointed by the Company. However, under certain situations the Company may make such payment in cash or cheque. This clause is treated as agreeable and has your consent if / when you sign this offer letter to accept this offer.

b. Allowances and Overtime

Your entitlement to any allowance for shift/ on call duties; or overtime (whichever applicable) shall be determined by the Company Policy from time to time, based on your job scope and job grade.

You will be eligible for the following allowances on a monthly basis, if you meet the eligibility criteria. The amount will be pro-rated for an incomplete month of service.

i. NIL

The Company reserve the right to withdraw this facility if the Management has come to conclusion that you are no longer required to perform this additional role.

c. EPF Contribution & Statutory Deductions

Contribution to EPF and all other statutory deductions where necessary will be deducted from your salary. The Company will also contribute to your EPF account according to the statutory rates.

d. Increment / Bonus (Not Applicable)

Salary increment and annual bonus will be at the sole discretion of the Company.

4.0 CONTRACT

You will be employed for six (6) months contract basis. After which, should you desire to renew the contract, you are required to write renewal application to the Management one (1) month prior to the completion of the above period. However, the renewal of this contract shall be at the discretion of the Management.

Either party may terminate this contract of service during the contract period by giving the other party one (1) month notice or salary in lieu without any reason being given.

5.0 TERMINATION OF EMPLOYMENT

- a. Either party may terminate this contract of service during the contract period by giving the other party one (1) month notice or one (1) month salary in lieu without any reason being given.
- b. Upon confirmation, the period of written notice shall be **two (2) months or two (2) months' salary in lieu of notice.**
- c. Notwithstanding the above, the Company reserves the right at all times to terminate your services without notice should you be found guilty of any misdemeanor act, misconduct, negligence or breach of any of the terms of this employment or any rules or regulations laid down by the Company from time to time.
- d. The Company shall also reserve the right to terminate this employment if you are found guilty in any court for any criminal offences excluding traffic offences.
- e. Further, your employment may be terminated by the Company if you incur indebtedness to the extent of causing serious embarrassment, whether or not you are declared a bankrupt or judgment debtor.

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6.0 WORKING HOURS

The working hours are determined on the basis of your job assignment and the operational needs of the Company. All staff are subject to fatigue management's working hours. As such, the following working hours shall apply, which ever applicable:

- a. Eight (8) hours per day from Monday to Friday and shall not exceed forty-five (45) hours in one week. *(not applicable)*
- b. Eight (8) hours per day from Sunday to Thursday and four (4) hours on Friday and shall not exceed forty-five (45) hours in one week.

However, the normal working hours may be changed as and when the need arises. As an employee, you are required to devote full time attention to your duties. Full time is defined to mean the regularly established working hours of the Company plus such overtime as may be required of you as your duties dictate.

7.0 ANNUAL LEAVE

On the completion of twelve (12) months of continuous service, you will be entitled to a paid **Annual Leave of eighteen (18) days**. Annual leave may be taken before the completion of each twelve (12) months service on monthly prorated basis.

Accumulation of annual leaves (carry forward) from one year to another year is as defined in the Company's Policies and Procedures.

Leave application should be submitted via online application at least seven (7) days in advance for approval by your immediate supervisor or Head of Department.

You are advised not to take leave during your probationary period to allowed maximum competencies assessment can be conducted by your immediate supervisor/ Head of Department. Any leave during probationary period are strictly at the sole discretion of the immediate supervisor/ Head of Department and the Company Management.

8.0 PUBLIC HOLIDAYS

You will be granted paid public holidays as observed by the Company's Policies and Procedures.

9.0 MEDICAL LEAVE

You are eligible for **fourteen (14) days** of medical leave per year with certification from a medical practitioner registered with the Malaysian Medical Council. If hospitalisation is necessary, the medical leaves can be extended up to **sixty (60) days** per year.

10.0 MEDICAL EXAMINATION

The Company may require you to undergo periodical medical examinations during the course of your employment from time to time. By attending the medical examinations, you acknowledge and consent that the medical reports shall be released to the Company for record purposes. You shall comply with such requirements.

a. Pre-Existing Illnesses

Pre-Existing Illnesses means any illnesses or health conditions occurred that existed prior to your commencement date. Any Pre-Existing Illnesses shall not be covered by the Company.

11.0 INSURANCE BENEFITS

You will be covered under the following Insurance Benefits: -

- a. Group Hospitalization and Surgical Policy (if applicable)/ Company Self Insured Coverage
- b. Group Personal Accident Policy
- c. Group Term Life Policy
- d. Business Travel Insurance Policy

The above benefits will be subjected to limitations and qualifications stated in the terms and conditions determined by the respective insurer.

12.0 MEDICAL BENEFIT

a. Outpatient

You and your children under 18 years old (or 23 years old if undergoing tertiary education) will be provided with outpatient medical benefit at the Company's expense for consultation and treatment of any illness or sickness or injury suffered, subject to a maximum of **RM1,500.00** per year, pro-rated according to the length of service annually and subject to the details and exemptions as defined in the Company's Policies and Procedures.

This medical benefit will be provided through the Pantai Group's Medical Officers or resident clinics only. However, in the absence of such Medical Officers or resident doctors / clinics or in the case of emergency, the Company may reimburse for expenses incurred at the government hospital or at any other registered medical practitioner provided that necessary proof or explanation is furnished.

b. Hospitalization

In the unfortunate event that hospitalization is required, you will be provided with such facility as per Company's hospitalization insurance scheme as defined in the Company's Policies and Procedures. Only employee is covered for hospitalization treatment and coverage. Expenses exceeding or rejected by the insurance company shall be borne by the employee.

13.0 RETIREMENT AGE

The retirement age for all employees is on attaining sixty (60) years old.

14.0 GENERAL CONDUCT

- a. Upon entering into service of the Company, you will abide by all rules and regulations and policies laid down by the Company from time to time.
- b. You shall faithfully perform the duties assigned to you and will devote all your time, knowledge and skills exclusively to the interest of the Company.
- c. You will not employ yourself or be engaged, concerned or interested, either directly or indirectly in any other business or occupation of any kind whatsoever, including any multi-level marketing business either alone or jointly with any other person, firm or Company. This provision is not intended to prevent the acquisition of shares in a listed Company by way of a bonafide investment.
- d. You will not (except in the proper course of your duties) during or after the period of your employment under this contract, disclose, use or retain any confidential information obtained by you during your employment under this contract relating to the patients, patient records, customers, suppliers, partners, operations, business, dealings, transactions, affairs, processes, formulae or secrets of the Company and its related companies. You hereby undertake to sign and abide by a separate Confidentiality Agreement in the form prescribed by the Company as a term and condition of this Employment Contract.
- e. Any invention or development made by you during the course of your employment will remain as the properties of the Company. You will, when requested, help to register them or otherwise ensure their protection in the name of the Company.

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15.0 CONFIDENTIAL INFORMATION

In the course of carrying out your services under the employment, you will have access to highly sensitive (confidential information) or important information and you shall not, whether directly or indirectly, disclose or divulge to any third party at any time during your employment with us or after the termination or expiry of your employment. You shall keep with complete secrecy all confidential information entrusted to you and shall not use or attempt to use any such information in any such manner which may injure or cause loss either directly or indirectly to the Company or its business or the Pantai Group of companies.

16.0 NON-CONFLICT OF PERSONAL AND COMPANY'S BUSINESS INTEREST

You shall not, without the prior written consent of the Company either directly or indirectly during the continuance of this employment, be engaged in any capacity in any trade, business or occupation whatsoever other than being in the employment of the Company. "Occupation" shall include membership of Parliament or State Assemblies or any other public or private work which in the opinion of the Company may interfere with the performance of your duties whilst in the employment of the Company.

17.0 GIFT OR ANY OTHER PAYMENT

You will not accept directly or indirectly any gift, favors or whatsoever from any supplier or patient of the Company whether in cash or otherwise. Any such gift or favors offered must be reported / declared to your Supervisor at the earliest possible time. Please refer to the Company Gift Policy.

18.0 EMPLOYEE PERSONAL INFORMATION PROTECTION

Please refer to the ***Declaration Form***.

19.0 COMMUNICATION BETWEEN THE COMPANY AND THE EMPLOYEE

Communication between the Company and the employee can be in the form of correspondence, email and fax and communication through the said medium are considered as official.

20.0 DUTIES AND RESPONSIBILITIES

Every employee of the Company is subject to transfer and/ or relocation from one department to another within the Company or from the Company to its Holding Company or its holding Company's subsidiary or any associated Company or hospitals or related companies and from one location (station) to another. In doing so the Company at its sole discretion reserves the right to vary your job description and/or your job title without reducing your remuneration package.

21.0 PRE-CONDITIONS TO YOUR EMPLOYMENT

Your employment, where applicable, is subject to you being certified medically fit for employment by a certified medical practitioner appointed by the Company. Should you not meet this condition, this Employment Contract will be withdrawn, your employment will be forthwith terminated, as the case may.

22.0 OTHER TERMS AND BENEFITS

- a. If you are in an Executive position, it is a condition of your employment that you shall not be or continue to be a member of a trade union which represents the interests of the Company employees who are in categories which come under your control and direction, directly or indirectly, and for the execution of whose duties you are responsible in any manner or to any degree.
- b. Your employment by this Company during the employment period will be conditional on the correctness of information supplied to the Company in the course of your application.
- c. You are governed by the Scheme of Service of the Company and/or any revision thereof during your employment period.
- d. You are required to adhere to all rules and regulations and such other terms and conditions of your employment in force or may be amended from time to time by the Company.

23.0 ACCEPTANCE OF OFFER

If you are agreeable to the above terms and conditions, kindly confirm your acceptance of this employment by signing in the space provided below and returning the second copy to the Human Capital Management Department within 7 days from the date of this letter.

We wish you a successful career with **Pantai Integrated Rehab Services Sdn. Bhd.**

Yours faithfully,

for and on behalf of **PANTAI INTEGRATED REHAB SERVICES SDN BHD (525179-V)**


HAREEFF MUHAMMED
Head
Ambulatory, Allied Health & Ancillary
IHH Malaysia

ACCEPTANCE OF EMPLOYMENT CONTRACT

I Nur Izzah Bt Latifsham NRIC No. 990113-10-6748 hereby acknowledge and accept the employment with the terms and conditions as stated above. I shall commence my employment on 14th July 2024. Together with this signed employment contract, here I attached the completed required documents as listed below:

- ☐ Employment Contract
- ☐ Job Description
- ☐ Confidential Agreement
- ☐ Declaration Form

Employee:

Witnessed By (HR Personnel Only)

Signature : 

Signature :

Full Name : Nur Izzah Bt Latifsham

Full Name :

NRIC : 990113-10-6748

NRIC :

Date : 12th July 2024

Date :

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