

## GENERAL PROVISIONS

### 1. DATE OF AGREEMENT

This Collective Agreement is made on this 25th day of June 2012 pursuant to the provisions of the Industrial Relations Act.

### 2. PARTIES TO AGREEMENT

The parties to this Agreement are -

- (1) **SINGAPORE AEROSPACE MANUFACTURING PRIVATE LIMITED** of 51 Corporation Road, Singapore 649806 (hereinafter referred to as the “Company”); and
- (2) **SINGAPORE INDUSTRIAL & SERVICES EMPLOYEES’ UNION** of Bukit Pasoh Building, No 3, Bukit Pasoh Road, #05-00, Singapore 089817 (hereinafter referred to as the “Union”).

### 3. TITLE

This Agreement shall be known as the “**SINGAPORE AEROSPACE MANUFACTURING EMPLOYEES’ AGREEMENT OF 2012**” (hereinafter referred to as “this Agreement”).

### 4. SCOPE

This Agreement shall cover all locally-engaged employees of the Company with the exception of -

- (1) managerial, executive and confidential employees;
- (2) probationary employees;
- (3) temporary employees employed on a month-to-month basis for a period not exceeding six months in any year;
- (4) all employees who are engaged on a contract basis;
- (5) trainees and apprentices; and
- (6) those re-employed whom are beyond 65 years of age.

## **5. RECOGNITION**

- (1) The Company recognises the Union as the collective negotiating body in respect of all terms and conditions of service of the employees coming within the scope of this Agreement. Any changes by the Company to the terms and conditions of service of such employees shall not take effect before their incorporation into this Agreement by variation under the provisions of section 45 of the Industrial Relations Act.
- (2) All correspondence relating to matters within the scope of this Agreement from the Company to employees who are covered by this Agreement shall be copied to the Union and its Branch.
- (3) The Union agrees to use its best endeavours to ensure that all its members co-operate in working for the advancement of the Company's interests and business in all respects.

## **6. DURATION OF AGREEMENT**

- (1) This Agreement shall come into operation on 1st July 2011 and shall remain in force and be binding on the Company and Union for a period of three (3) years until 30th June 2014.
- (2) Neither the Union nor the Company, during the currency of this Agreement, shall seek to vary, modify or annul any of its terms in any way whatsoever, save as is provided herein or by operation of law.
- (3) Negotiations for a new collective agreement shall commence three (3) months before the expiry of this Agreement.

## **7. EMPLOYEES' LIST**

- (1) The Company shall on signing this Agreement give to the Union a list of the employees who are union members showing the -
  - (a) employees' names;
  - (b) employees' identification numbers;

- (c) employees' grades; and
  - (d) employees' new rates of pay.
- (2) The Company shall update the list as per sub-clause (1) above showing the position on 30th June of each year to reach the Union not later than 31st July of the following year.

## **8. GRIEVANCE PROCEDURE**

- (1) It is the desire of the Union and the Company that an employee's grievance shall be dealt with as expeditiously as possible. In pursuance of this mutual desire, it is agreed that the employee's grievance shall be dealt with in accordance with the procedure set out in sub-clauses (2) and (3) of this clause.
- (2) The grievance procedure shall be as follows:
- (a) Step 1  
A Branch committee member or any Union official authorised by the General Secretary of the Union may discuss grievances of employees with the Head of Department concerned.
  - (b) Step 2  
If a grievance is not resolved after action under Step 1 has been taken, the Chairman and Branch Secretary or such Union officials authorised by the General Secretary of the Union may take the matter up to the Human Resource Department.
  - (c) Step 3  
If the grievance is still not resolved after action under Step 2 has been taken, the Union may request a Union/Company meeting to discuss the matter.
- (3) In the event of there being no settlement, the matter shall be dealt with in accordance with the provisions of clause 12 of this Agreement.

**9. NON-UNION MEMBERS**

Non-union members belonging to grades within the scope of this Agreement shall not receive benefits more favourable than those conferred on the union members under this Agreement.

**10. INTERPRETATION OF WORDS**

In this Agreement, unless the context otherwise requires, words importing the masculine gender shall include the feminine and words importing the singular shall include the plural.

**11. SETTLEMENT**

- (1) This Agreement is made in full and final settlement of all claims submitted by the Union in its letter dated 7th February 2012 for a collective agreement under section 17 of the Industrial Relations Act.
- (2) Those employees who leave the employment of the Company before the date of signing this Agreement shall not be entitled to any enhanced benefits herein whatsoever.

**12. REFEREE**

Any dispute between the parties hereto arising out of the operation of this Agreement shall be referred to the President of the Industrial Arbitration Court who shall have the discretion to select a referee appointed in accordance with section 43 of the Industrial Relations Act to determine the dispute.

## **GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

### **13. OTHER CONDITIONS OF EMPLOYMENT**

Any other conditions of employment not mentioned herein shall be governed by the Employment Act, the Industrial Relations Act and any other relevant legislation.

### **14. PROBATION**

A newly-engaged employee shall be placed on probation for a period not exceeding three (3) months in the first instance. On or before the date of expiry of the probationary period, the Company shall inform such employee in writing that -

- (1) he is confirmed in the service of the Company;
- (2) his probation is to be extended for a further period of not more than three (3) months; or
- (3) his service with the Company is terminated.

### **15. PROMOTION**

- (1) An employee who is promoted to the next higher position, other than the normal incremental date, shall have his salary increased to the minimum of the new grade or by the promotion quantum of his current grade as stipulated in Appendix II to this Agreement, whichever is greater.
- (2) If the promotion date coincides with the normal incremental date, the promotion quantum of his current grade shall be granted plus the normal increment in the new grade.
- (3) All promotions are subject to an initial three (3) months' trial period which may be extended at the Company's discretion for a further period of not more than three (3) months. Should the employee be considered unsuitable for the position that he has been promoted to, he shall be reverted to his previous job, grade and salary. This shall be effected during the trial period.

**16. ACTING APPOINTMENT AND ALLOWANCE**

An employee who is required to act in the next higher appointment shall receive an acting allowance of S\$7/- per day or 8% of consolidated basic salary whichever is higher provided that the period of acting appointment shall not be less than five (5) working days; such an allowance shall be applicable in the event that the employee is on any form of leave during such an acting appointment.

**17. WORKING HOURS AND OVERTIME**

- (1) Working hours and overtime shall be regulated in accordance with the Employment Act.
- (2) An employee who is required to work eight (8) hours on a non-working day, rest day or public holiday or on a normal working day for not less than three (3) hours beyond his normal office hours, shall be paid a meal allowance of S\$3.00 per occasion. However, an employee who is required to work eleven (11) hours or beyond on a non-working day, rest day or public holiday shall be paid a total meal allowance of S\$6.00 per occasion.
- (3) Employees who are recalled from home by the Company to perform emergency work shall be paid a minimum of four (4) hours or the actual hours worked, whichever is greater, for computation of overtime payment and actual reimbursement for travelling expenses incurred based on taxi fare receipts or mileage.

**18. PUBLIC HOLIDAY**

An employee who is required by the employer to work on a public holiday, shall be paid an additional 1.5 days' pay at his basic rate of pay, in addition to the gross rate of pay for that day.

## **TERMS AND BENEFITS ON TERMINATION OF EMPLOYMENT**

### **19. RETIREMENT**

- (1) The retirement age for all employees shall be in accordance with the Retirement Age Act.
- (2) The Company shall provide pre-retirement planning for its retiring staff at least 6 months in advance. The re-employment policy is as set out in Appendix I.

### **20. RETRENCHMENT**

- (1) In the event of redundancy the Company shall inform the Union in writing of impending retrenchment at least one (1) month before retrenchment notice is given to the affected employee.
- (2) The notice of termination of service to any employee so affected shall be not less than one (1) month or one month's pay in lieu of notice.
- (3) The Company and the Union shall enter into negotiations on the retrenchment benefits as soon as the Union receives notice of impending retrenchment.
- (4) Employees shall also be entitled to the following:
  - (a) Encashment of unconsumed annual leave;
  - (b) Pro-rated Annual Wage Supplement;
  - (c) Maternity Leave Benefits in accordance with Clause 30 of this Agreement for female employees who are certified.

### **21. COMPENSATION ON LOSS OF EMPLOYMENT**

Employees whose services are terminated by the Company by reason of the Company being placed under receivership or liquidation shall be paid a benefit equivalent to one month's last drawn salary for each year of service with the Company and pro-rated for any incomplete year thereof.

## **SALARY AND OTHER MONETARY ITEMS**

### **22. JOB GRADES AND SALARY RANGES**

- (1) The job grades and salary ranges are as set out in Appendix II to this Agreement.
- (2) The Company shall grant a service increment to its employees on 1st July of each year.
- (3) All confirmed employees with at least twelve (12) months' continuous service shall receive an increment as negotiated between the Company and the Union.
- (4) All employees with less than one (1) year of service as at 1st July each year shall be eligible for a pro-rated service increment for the period of their service in the preceding year. Unconfirmed employees who joined on or before 1st June shall be paid their pro-rated increment only upon their confirmation.
- (5) The annual increment shall be negotiated yearly.

### **23. ANNUAL WAGE SUPPLEMENT**

- (1) The Company shall pay an annual wage supplement equivalent to one (1) month's salary as at 31st December to each confirmed employee who has completed twelve (12) months' continuous service. This payment shall be made together with December's payroll.
- (2) Employees who have not completed twelve (12) months' service on 31st December or who have taken unpaid leave of fifteen (15) days or more during the year shall be paid an annual wage supplement on a pro-rated basis.
- (3) Probationary employees as at 30th November shall be paid a pro-rated annual wage supplement based on the number of completed months served upon their confirmation.



- (4) For the purpose of this clause, any employees joining on the first (1st) to the fifteen (15th) day of a month shall be considered as having a complete month of service for that month.
- (5) The following categories of employees shall not qualify for the annual wage supplement:
  - (a) New employees who join the Company on or after 1st December of the year
  - (b) Employees who are not in service as at 31st December of the year.
- (6) Notwithstanding sub-clause (5), where an employee dies, or retires at the age of sixty-two (62) years or is called up for full-time National Service, is retrenched or medically boarded out of service before 31st December of the year, he shall qualify for annual wage supplement on a pro-rated basis.

**24. ALLOWANCES**

(1) Shift Allowance

- (a) An employee who is required to perform two (2) rotating shifts shall be entitled to a shift allowance as follows:

<u>Shift</u>	<u>Hours</u>	<u>Shift Allowance</u>
Second (2nd)	Working hour starts at or after 12 noon	S\$9.00
Third (3rd)	Working hour starts at or after 8pm	S\$19.00

Any changes on the hours worked for each shift of the above paragraph (a), the Company shall review the shift allowance in consultation with the Union.

(2) Overseas Subsistence Allowance

Employees who are sent by the Company for overseas training and/or work purposes shall abide by the prevailing terms and conditions of SAM Policy in relation to overseas subsistence allowance.

## LEAVE ITEMS

### 25. ANNUAL LEAVE

- (1) Every employee shall be entitled to paid annual leave for every twelve (12) months of continuous service as follows:
  - (a) 1st to 3rd year of service - 11 working days
  - (b) 4th to 5th year of service - 14 working days
  - (c) 6th to 10th year of service - 16 working days
  - (d) 11th year of service and beyond - 21 working days.

An employee shall be entitled to proportionate annual leave in respect of an incomplete year of service.

- (2) Consumption of annual leave shall be permissible up to the current year's entitlement. Any leave not taken up by the end of the second calendar year shall automatically lapse unless application for leave accumulation has been made at least three (3) months in advance and has been approved by the Company.
- (3) Unless it is an emergency, formal application for leave shall be made one (1) week in advance. The Company shall inform the employee within five (5) days of the receipt of the application on the decision of the application.
- (4) If an employee's service is terminated otherwise than for misconduct the Company shall pay for leave not taken on a pro-rated basis up to the day of termination of service.
- (5) The Company may schedule leave for its employees as it considers necessary.
- (6) In special circumstances an employee, who has completed five (5) years' service with the Company, may apply up to half of the following year's leave entitlement in advance in addition to the current year's entitlement, subject to the exigencies of the Company's operation and Company's approval.
- (7) Half-day annual leave shall be permitted on not more than ten (10) occasions in any year subject to the Company's approval.

**26. PATERNITY LEAVE**

A confirmed male employee shall be entitled to one (1) day's paternity leave on the birth of his legal child subject to the production of documentary evidence. This shall be a one-time benefit during the currency of this Agreement.

**27. COMPASSIONATE LEAVE**

- (1) A confirmed employee shall be entitled to paid compassionate leave as follows:
  - (a) Death of the employee's spouse, child, parent, step-parent, grandparent, grandchild, parent-in-law, brother or sister - three (3) working days.
  - (b) In the event of critical illness of the employee's immediate family member i.e. spouse, child or parent, where sudden hospitalisation is required and the employee is required to carry out the necessary arrangements in connection with the hospitalisation - one (1) working day.
- (2) All instances of compassionate leave must be supported by documentary evidence.

**28. MARRIAGE LEAVE**

- (1) The Company shall grant an employee three (3) working days' leave with full pay on the occasion of his first legal marriage provided that the employee's marriage is contracted whilst he is employed in the Company and a properly authenticated certificate of such marriage shall be provided by the employee.
- (2) The employee must complete twelve (12) months' continuous service with the Company to qualify for the above concession.

**29. HOSPITALISATION/SICK LEAVE**

- (1) A confirmed employee or employee with not less than 3 months' service shall on certification by the Company appointed doctor,

government doctor (including doctors from approved public medical institutions from the list updated from MOM website), or approved private hospital doctor (set out in Appendix III) be entitled to paid sick leave not exceeding in the aggregate -

- (a) 14 days in each year if no hospitalisation; or
  - (b) 60 days in each year if hospitalisation is necessary:
- (2) Sick leave obtained from the Company appointed doctor or government doctor and sickness is stated clearly as chicken pox and other contagious diseases shall be treated as hospitalisation leave.
- (3) The employee shall inform the Company of his incapacity within forty-eight (48) hours from the time he visits the doctor unless under exceptional circumstances.

### **30. MATERNITY LEAVE**

- (1) A female employee who has completed 90 days of service in the company shall be entitled to paid maternity leave of 16 weeks, subject to the conditions stipulated in the Child Development Co-Savings Act.
- (2) A female employee who does not qualify under sub-clause (1) above but who has completed 90 days of service in the company shall be entitled to 8 weeks of maternity leave on full pay and another 4 weeks of maternity leave without pay, subject to the conditions stipulated in the Employment Act.
- (3) Application for maternity leave shall be supported by a certificate from the Company or Government doctor or private gynaecologist.
- (4) Leave on account of miscarriage and abortifacient measure, shall not be considered as maternity leave but as normal sick leave.

### **31. CHILDCARE LEAVE**

Every employee who has served the company for at least 3 months and who has a child below the age of seven (7) years shall be entitled

to the prescribed number of days of paid childcare leave in a year in accordance with the relevant provisions in the Child Development Co-Savings Act or the Employment Act, as applicable.

**32. INFANT CARE LEAVE**

The Company shall grant each working parent 6 days of unpaid infant care leave per year if they have any child below the age of 2 years in accordance to the Child Development Co-Savings Act.

**33. TRAINING AND EXAMINATION/STUDY LEAVE**

(1) The Company recognises the importance of training in enhancing the skills and know-how level of its employees. In this regard, it shall endeavour to provide its employees with appropriate training programmes that are in line with its business plans.

(2) Subject to the exigencies of the Company's service, paid examination and study leave shall be granted as follows to employees sitting for examinations relevant to their trades and any other examinations as approved by the Company:

(a) Examination leave shall be granted according to the timetable furnished by the employee.

(b) Study leave shall be the calendar day immediately preceding the examination date. A maximum of three (3) working days per examination up to a maximum of six (6) working days per calendar year shall be granted.

Half-day study leave may be taken as and when appropriate subject to a maximum of six (6) occasions (three [3] days) per examination.

(c) All instances of examination and study leave must be supported by documentary evidence.

#### **34. PROLONGED ILLNESS LEAVE**

- (1) Any confirmed employee suffering from tuberculosis, cancer, or kidney failure as certified by a Company doctor or a Government doctor shall be entitled to sick leave as follows:
  - (a) 1st 6 months - full monthly pay;
  - (b) 2nd 6 months - half-monthly pay;
  - (c) 3rd 6 months - no pay.
- (2) An employee shall forfeit the benefit granted under this clause if he does not follow the prescribed treatment of the doctor. The service of the employee suffering from tuberculosis, cancer, kidney failure shall be terminated after the employee has exhausted the leave provision under sub-clause (1)(c) of this clause.

### **MEDICAL AND DENTAL BENEFITS AND INSURANCE**

#### **35. MEDICAL BENEFITS AND DENTAL TREATMENTS**

- (1) Every confirmed employee shall be entitled to free medical consultation and medicines prescribed by the Company-appointed doctor or a Polyclinic doctor.
- (2) The Company shall, on production of an official receipt, reimburse the charges incurred by any confirmed employee in respect of dental treatment, excluding cost of dentures, crowning, cosmetic and dental/oral equipment/solution, by any registered dental surgeon in Singapore, up to a maximum sum of S\$150/- per calendar year.
- (3) The Company shall recognise medical certificate issued by any registered dental surgeon and shall treat such leave of absence as sick leave.
- (4) In the event of an employee being hospitalised, the Company shall -

- (a) bear the cost of the ward and treatment cost for government/restructured and private hospitals in accordance to the schedule of benefits, including the terms and conditions, under the Company's Group Hospital & Surgical Insurance Plan stipulated in Appendix IV;
  - (b) pay the employee a hospital allowance of S\$10/- per day for each day the employee is warded in "C" class up to a maximum of 120 days in the event that four-bedded or six-bedded ward accommodation is not available at the time of admission;
- (5) The Company shall not bear the expenses incurred in respect of -
- (a) medical, surgical, optical and other appliances such as spectacles, dentures and other similar appliances;
  - (b) pregnancy, confinement, abortion or miscarriage;
  - (c) illness or disablement arising out of self-inflicted injuries, accident, illness or disease caused by misconduct or negligence;
  - (d) any treatment of certified mental illness;
  - (e) unlawful use of drugs; or
  - (f) consultation, surgery or drugs for cosmetic treatment.

### **36. TUBERCULOSIS INSURANCE**

- (1) The Company shall insure every employee under the Singapore Anti-Tuberculosis Association and Heart Insurance Scheme.
- (2) An employee shall forfeit the benefits granted under this clause including the tuberculosis leave if he does not follow the prescribed treatment of the doctor.

### **37. WORK INJURY COMPENSATION INSURANCE**

Every employee, including employees who perform non-manual work and earn more than \$1,600 per month, shall be compulsorily insured

for purposes of the Work Injury Compensation Act, notwithstanding anything to the contrary in the Act.

**38. TERM LIFE INSURANCE**

The Company shall cover every employee with a Term Life Insurance. The capital sum insured shall be one (1) year of the employee's consolidated basic salary or S\$25,000/- whichever is higher.

**MISCELLANEOUS ITEMS**

**39. UNIFORMS AND SAFETY SHOES**

- (1) Employees required to wear uniforms at work shall be issued three (3) suits of uniform initially upon the employee's first reporting for work and thereafter three (3) additional suits per year. A maximum of one (1) suit for replacement before the expiry of a twelve (12) month period is allowed in cases of genuine wear and tear.
- (2) The Company shall provide employees who are required to wear safety footwear whilst on duty with one (1) pair of safety shoes per year.

**40. FESTIVAL ADVANCE**

Half a month's basic salary or S\$800/- whichever is lesser may be advanced to confirmed employees with at least twelve (12) months' continuous service with the Company approximately two (2) weeks before Chinese New Year, Hari Raya Puasa, Christmas or Deepavali. Such amounts advanced shall be recovered from the employee's salary by four (4) monthly instalments by way of deduction from the employee's salary. The first instalment shall commence from the pay-day of the month following the payment of the advance. Each employee is entitled to only one such advance per year.



#### **41. EQUAL REMUNERATION**

- (1) Both parties accept that the principle of equal remuneration for men and women for work of equal value shall apply. “Remuneration” means salary (as defined in the Employment Act) and any other consideration, whether in cash or in kind, which the employee receives directly or indirectly, in respect of employment.
- (2) The employer shall ensure that the principles of equal remuneration for men and women for work of equal value are adhered to. Regardless of their gender, employees will be paid and rewarded based on the value of the job, performance and contribution.

**IN WITNESS WHEREOF** the parties hereto have hereunto set their hands on the day and year first written.

Signed for and on behalf of:

**SINGAPORE AEROSPACE  
MANUFACTURING  
PRIVATE LIMITED**

**SINGAPORE INDUSTRIAL &  
SERVICES EMPLOYEES UNION**

**(MS) HELEN LUK**  
Human Resource,  
Vice-President

**(MS) SYLVIA CHOO**  
Deputy Executive Secretary

**LEE JUN YUAN**  
Branch Chairman

In the presence of:

**(MS) PAMELA CH'NG**  
Group Human Resource  
Manager

**SUBBIAH S/O VELLACHAMY**  
Branch Secretary

**LI SHI WEN**  
Branch Treasurer

**LIM MENG WEE**  
Industrial Relations Officer

**SINGAPORE AEROSPACE MANUFACTURING  
EMPLOYEES' AGREEMENT OF 2012**

**RETIREMENT & RE-EMPLOYMENT POLICY**

**1. DEFINITION**

The retirement age shall be in accordance with the Retirement and Re-employment Act.

**2. SCOPE**

This policy shall be applicable to all re-employed employees of the company aged 62 till 65 who are under the scope of the Collective Agreement.

**3. CRITERIA FOR RE-EMPLOYMENT**

- (1) Employees must attain the specified age on or after 1<sup>st</sup> January 2012;
- (2) Employees must be medically fit to continue working;
- (3) Employees must have satisfactory or better work performance;
- (4) The employee's willingness to accept an alternate position where required by the Company;
- (5) The employee agreeing to enter into a new employment contract with the Company;
- (6) The revised terms and conditions for re-employment are equitable to the employee without compromising the cost competitiveness and the business plan of the Company.

**4. CONTRACT PERIOD**

- (1) Employees who are eligible for re-employment with the Company shall be offered re-employment in one of the following job arrangements -
  - (a) Re-employed in the same job; or
  - (b) Re-employed with modifications to the existing job or re-deployed to a different job or
  - (c) Re-employed on flexible work arrangements; such as part-time or job-sharing.
- (2) The duration of re-employment can take a few forms -
  - (a) Re-employment year by year, for three years up to the point when the staff reaches the age of 65; or
  - (b) Re-employment for three years till age 65, but subject to a review to the staff's performance and fitness for the job at the end of each year.

**5. SALARY**

The Company may make adjustment in the employee's salary and benefits, taking into consideration the principle where salary and benefits should commensurate with the job undertaken, the employee's experience and other attributes, in consultation with the union.

**6. ANNUAL WAGE SUPPLEMENT**

Every employee shall continue to enjoy the annual wage supplement as provided in clause 23 of this Collective Agreement. This payment shall be made upon the completion of twelve (12) months' service.

**7. RECOGNISING THE CONTRIBUTIONS OF RE-EMPLOYED EMPLOYEES**

Employers shall recognise that re-employed employees are an integral part of the organisation. They should, where appropriate, continue to reward re-employed employees based on company and individual performance in the form of performance bonuses, gain-sharing incentives or one-off bonuses. This recognition will help to incentivize and motivate these employees to perform well.

**8. ALLOWANCES**

Every employee shall continue to enjoy allowances as provided for in clause 16, 17 & 24 of this Collective Agreement.

**9. FESTIVAL ADVANCE**

Every employee shall continue to enjoy festival advance as provided for in clause 40 of this Collective Agreement.

**10. TUBERCULOSIS INSURANCE SCHEME & TERM LIFE INSURANCE**

Every employee shall continue to enjoy tuberculosis insurance scheme and term life insurance, as provided in clause 36 & 38 of this Collective Agreement.

**11. UNIFORMS, SAFETY SHOES AND SAFETY GOOGLES**

Every employee shall continue to enjoy uniforms, safety shoes and safety goggles as provided in clause 39 of this Collective Agreement.

**12. SICK LEAVE, MEDICAL BENEFITS, HOSPITALISATION LEAVE,  
DENTAL TREATMENT & PROLONGED ILLNESS**

Every employee shall continue to enjoy sick leave, medical benefits, hospitalisation leave and dental treatment as provided for in clause 29, 34 & 35 of this Collective Agreement, subject to the work arrangements as specified in Clause 2 of this policy.

**13. TERMINATION WITH NOTICE**

Employers and employees may exercise normal termination with notice in accordance with their employment contracts. Re-employed employees who feel that they were unfairly dismissed may appeal to the Minister for Manpower for reinstatement or compensation.

**14. ALTERNATE EMPLOYMENT ASSISTANCE**

In the event that the Company is not able to offer re-employment to eligible employees, the Company shall offer a one-off Employment Assistance Payment (EAP) equivalent to minimally three months' of the employee's last drawn gross salary or minimum \$4,500, capped at \$10,000, to the affected worker as prescribed in the guidelines.

**SINGAPORE AEROSPACE MANUFACTURING  
EMPLOYEES' AGREEMENT OF 2012**

**JOB TITLE/GRADE AND SALARY RANGE**

<b>DESIGNATION</b>	<b>GRADE</b>	<b>SALARY RANGE</b>		<b>Promotion QUANTUM</b>
		<b>MINIMUM</b>	<b>MAXIMUM</b>	
General Worker Material Handler Store Assistant	1	700	- 1175	\$75
Admin Assist III Asst Storekeeper Junior Technician	2	925	- 1500	\$100
Storekeeper Technician Grade III Admin Assist II Accounts Asst III	3	1175	- 2000	\$130
Admin Assist I Accounts Asst II Technician Grade II Snr Storekeeper	4	1315	- 2200	\$150
Admin Officer I Accounts Asst I Admin Officer I Technician I	5	1600	- 2650	\$180
Admin Officer II Snr Technician / Leadman Lead QA Inspector	6	1800	- 2950	\$200

**SINGAPORE AEROSPACE MANUFACTURING  
EMPLOYEES' AGREEMENT OF 2012**

**LIST OF APPROVED PRIVATE HOSPITALS  
FOR MEDICAL LEAVE PURPOSES ONLY**

1. Parkway East Hospital
2. Gleneagles Hospital
3. West Point Hospital
4. Mount Elizabeth Hospital
5. Mount Alvernia Hospital
6. Raffles Hospital
7. Thomson Medical Centre



**SINGAPORE AEROSPACE MANUFACTURING  
EMPLOYEES' AGREEMENT OF 2012**

**GROUP HOSPITAL & SURGICAL INSURANCE PLAN**

<b>S/N</b>	<b>SCHEDULE OF BENEFITS</b>	<b>PLAN 1</b>
1a)	Hospital Room & Board (Maximum 120 days per disability)	Four Bed Restructured Hospitals / \$170 per day per disability whichever is lower
b)	Intensive Care Ward (Maximum of 30 days per disability)	\$10,000.00
2)	In-Patient Expenses (Maximum per policy year) include: } i) Hospital Miscellaneous Services } ii) Surgical Fees (subject to surgical schedule for } surgery in private hospitals and surgical fee } incurred more than S\$1,500 } iii) Daily In-Hospital Doctor's Visits } (Maximum 120 days per disability)	As charged subject to maximum of S\$6,500
3)	Out-Patient Expenses (Maximum per disability) include: i) <u>Pre-hospitalisation</u> (within 90 days per disability) - Diagnostic X-Ray & Laboratory Tests - Specialists' Consultation Fee ii) <u>Post-hospitalisation Confinement</u> (within 90 days after discharge per disability)	\$1,050
4)	Emergency Accidental Outpatient Treatment Treatment to be sought within 24 hours including follow-up treatment up to 31 days (Maximum per disability)	\$1,000
5)	Surgical Implants (Maximum per disability)	\$1,000
6)	Outpatient kidney Dialysis & Cancer Treatment (Maximum per policy year)	\$10,000
7)	Miscarriage (Maximum per policy year)	As per limit on item 2
8)	Death / Funeral Expense Benefit	\$3,000
9)	Overseas Hospitalisation due to Accidental Causes (Maximum 180 days per disability)	Up to 150% of schedule of Benefits for items 1 and 2
10)	Community/Rehabilitation Confinement (Maximum per disability)	\$5,000