

# B E S H O M

## Human Resource Online System

### Employee Handbook (Updated MAY 2022)

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## Introduction

This employee handbook contains terms, conditions of employment and procedures to follow within Beshom Group. Employees are required to observe the terms and conditions and procedures stipulated in the handbook to ensure a harmonious and effective working environment.

1. The terms, conditions and procedures in this handbook supersede those published earlier.
2. The company reserves the right to review and change any terms, conditions or procedures contained in this handbook as it deems fit. Changes will be communicated to employees through normal company channels e.g. notice boards, e-mails and the handbook will be updated as and when necessary.
3. This handbook is the property of the Company and must be kept properly by the respective Department Head for staff reference purpose.
4. If you have any further questions or require clarification on any item, please contact the Human Resource Department.

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