

### Employee Handbook (Updated MAY 2022)

[<< Previous](#)[Read all](#)[Content](#)[Print](#)[Next >>](#)

## 6. Property

### 6.1 ISSUANCE & CONTROL

The following items are the Company's property issued according to certain employees job requirement:

- a. Company Vehicles
- b. Petrol Card
- c. Mobile Telephone
- d. Computer Notebook
- e. Tools and Equipment

Once the Company's property issued to employees' it is the responsibility of the employees to take good custody and care until they are returned to the Company.

Any discovery of loss, damage or stolen Company's property must be reported to the Management immediately. The employee shall bear the cost of any loss, damage or stolen Company property due to carelessness or ignorance.

Employees shall return Company property in good condition upon termination of service with the Company.

### 6.2 COMPANY VEHICLES

Employee using Company vehicle is responsible to ensure that the Company vehicle is always in clean and good condition.

All fines for traffic offences are on personal account of the user concerned.

All accidents, loss or damage to the Company vehicle must be reported to the Company immediately and to the police, if required. In the event if company vehicle is involved in accident due to the negligence or recklessness of the employee, the following shall apply:

#### 1st occurrence

- A written record will be served to the employee
- Employee is to bear the summon charges, if any
- Compensation for damages on company vehicle shall be waived

#### 2nd occurrence onwards

- A written record will be served to the employee
- Employee is to bear the summon charges, if any
- Employee is to bear compensation for damages on company vehicle not exceeding RM300 in total.

### 6.3 PETROL CARD

Certain employees with the approval of the Executive Director are granted a petrol card. The card shall be used for filling petrol only for own use and all petrol receipts must be kept properly and returned to the Company.

### 6.4 MOBILE TELEPHONE

Company shall grant reimbursement on the mobile telephone expenses to employee according to individual job needs. The maximum reimbursement limit ranges from RM80-RM200. Reimbursement made must be supported by official receipts.

### 6.5 COMPUTER NOTEBOOK

Computer notebook is provided to certain employees only with the approval of the Executive Director / Managing Director.

All requisition for Company's computer notebook has to be requested through Group MIS Department using the prescribed form.

## **6.6 TOOLS AND EQUIPMENT**

Where and when necessary, employee will be supplied with tools and equipment to perform their duties.

Purchase of tools and equipment shall be according to the Purchasing Procedures as outlined.

Employees are not allowed to purchase tools on their own.

---

[<< Previous](#)

[Read all](#)

[Content](#)

[Print](#)

[Next >>](#)