



# SINGAPORE CYCLING FEDERATION

## HUMAN RESOURCE POLICY

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# **CONFIDENTIAL**

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## 1. PREFACE

This Human Resource Policy manual serves as a guideline on the general policies and procedures for employees in the Singapore Cycling Federation (SCF). The guide is meant to provide structured operating procedures in the day-to-day operations of SCF.

Many of these procedures have been adopted from guidelines issued by the following publications:

- a) Human Resource Policies for National Sports Associations (NSA) 2010, NSA HR Handbook Human Resource Management Guide for Voluntary Welfare Organizations (National Council of Social Service, NCSS)
- b) Guidelines on Part-Time Employment (1996 Guideline issued by Ministry of Manpower)
- c) Employment Act
- d) Guide to Workmen's Compensation Act (Ministry of Manpower)

The preparation and update of these guidelines are under the purview of the General Manager of SCF. While every attempt has been made to ensure the accuracy covered in this manual including referrals to the latest version of the relevant Acts, the validity is subject to changes within the laws of Singapore.

This policy manual should be kept within the General Manager's Office and be treated with confidentiality. No parts of this Policy should be reproduced without the written permission of SCF.

Note:

(1) Words imparting masculine gender include the feminine gender and words in the singular include the plural. The General Manager, in consultation with the SCF HR Committee, is responsible for the administration of this policy manual.

(2) This policy document should also be read in conjunction with the SCF Flexi-Work Arrangement Policy, Age Friendly Recruitment Policy and Staff Appraisal standard operating procedure.

## 2 Vision, Mission and Core Values

The Federation's Vision, Mission and Core Values serves to inspire, motivate and provide strategic alignment for the SCF Board members, stakeholders and relevant interested parties to realize a compelling and inspiring common vision of the future.



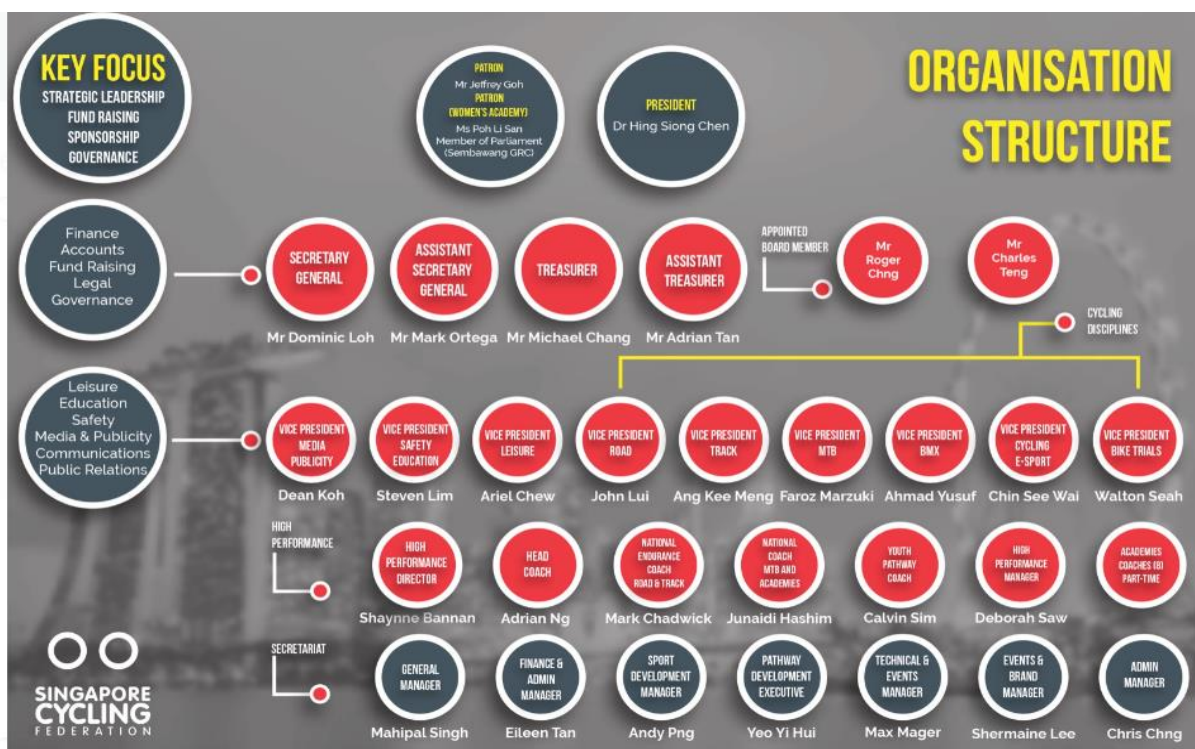
### About the Singapore Cycling Federation

The Singapore Cycling Federation (SCF) was established in 1958 and is registered with the Registry of Societies. It is recognized by Sport Singapore (Singapore Sports Council) as the national governing body for the promotion and development of the sport of cycling (BikeTrial, BMX, MTB, Road, Cycling Esports and Track) in Singapore, and is affiliated to the Singapore National Olympic Council (SNOC), the Asean Cycling Association (ACA), the Asian Cycling Confederation (ACC) and Union Cycliste Internationale (UCI). The SCF is also a Charity and an Institution of Public Character (IPC).

### Contact Information

The Singapore Cycling Federation is located at OCBC Arena, #02-44, 5 Stadium Drive, Singapore 397631.

### 3. ORGANISATION STRUCTURE (as at 1 Sep 2023)



## **4. RECRUITMENT POLICY**

Any new or replaced positions must be approved by the SCF HR Committee before commencing the recruitment process.

### **4.1 RECRUIT EMPLOYEES IN A NEW OR APPROVED POSITION**

4.1.1 Any Department who plans to recruit new employees or replace existing ones must first submit an application to the General Manager and Secretary General.

4.1.2 The General Manager and Secretary General will evaluate and prepare a report that must consist of the following information:-

- (a) manpower budget
- (b) justification for employment
- (c) recruitment strategy
- (d) expected time required filling the position
- (e) recruitment expenses
- (f) proposed salary
- (g) employment terms and conditions
- (h) proposed commencement date
- (i) job scope

4.1.3 The report will be submitted to the SCF HR Committee which will evaluate the application and if deemed justified will approve the application.

4.1.4 Only upon approval from the SCF HR Committee will the General Manager and Secretary General then will proceed with the recruitment.

4.1.5 The General Manager and Secretary General will select, among the applications received, candidates that closely match with the requirements set in the prescribed Job Description.

4.1.6 The relevant Department, with the General Manager, will conduct the first interview after going through the application forms based on the criteria set upon. The selection will then be narrowed down for the next round of interview together with the SCF Human Resource (HR) Committee.

4.1.7 All candidates attending the interview session for full and part-time positions are required to fill and submit their expression of interest together with relevant supporting documents.

4.1.8 All employees will be given a copy of an appointment letter, employment contract or a contract for service, which is signed by the President, Secretary General or an appointed SCF Board member, on or before commencement of work.

4.1.9 All employee appointments may be subjected to a security and medical clearance.

## 4.2 TERMS FOR ENTERING INTO A CONTRACT FOR PROFESSIONAL SERVICE

- 4.2.1 A Contract for Professional Service/Independent Contractor is defined as an agreement between SCF and an individual to provide their expertise in the administration of SCF. There is no working relationship between SCF and the individual; and the individual is free to engage with any other organization. An agreement has been made in writing or oral, whereby SCF has agreed to monetarily compensate the individual for his/her time spent subject to the terms and conditions stipulated in the Contract for Service.
- 4.2.2 There are three types of Contract for Service offered by SCF: -
- (a) Professional services rendered for a specific period of time.
  - (b) Professional coaching services rendered for an unspecified period of time.
  - (c) Professional services rendered for a specific task or assignment.
- 4.2.3 All candidates attending the interview session for professional coaching services are required to fill and submit the prescribed application form.
- 4.2.4 Individuals who are offered Contract for Professional Service/Independent Contractor Agreement are referred to as Service Providers/Contractors and shall **NOT** be eligible for the following: -
- (a) CPF contribution.
  - (b) All forms of leave.
  - (c) Workmen Compensation benefits.
  - (d) AWS, bonuses or merit increments.
  - (e) All other benefits unless stipulated in the Contract of Service.
- 4.2.5 A Contract for Professional Service for a specific period of time will run until the contract ends. Thereafter, it can be renewed or terminated on the mutual consent of both parties.
- 4.2.6 A Contract for Professional Service for services rendered for a specific task or assignment will run until the task is completed. Employees who are offered under this/her contract will be notified of the duration and expected date of completion prior and during the commencement of the task. Changes to the completion date and period of a task is determined by SCF and shall be at the sole discretion of SCF.

4.2.7 A Contract for Professional Service for professional coaching services rendered for a specific task or assignment will run indefinitely until it is terminated by either SCF or the Service Provider.

4.2.8 All other terms of employment are similar to Paragraph 4.2.1 to 4.2.6.

### 4.3 TERMS FOR ENTERING INTO A CONTRACT FOR SERVICE

4.3.1 Any person who is below 21 years but above 16 years of age can enter into a contract of service, except that the terms of the contract must be beneficial to him/her.

4.3.2 SCF will not employ any children below the age of 16.

### 4.4 FOREIGN EMPLOYEE

4.4.1 Foreign national Employees are broadly categorised under the following (for sports related appointments in SCF): -

#### Professionals

Pass type	Who is it for
<u>Employment Pass</u>	For foreign professionals, managers and executives. Candidates need to earn at least \$5,000 a month and have acceptable qualifications.

#### Skilled and semi-skilled workers

Pass type	Who is it for
<u>S Pass</u>	For mid-level skilled staff. Candidates need to earn at least \$3,000 a month and meet the assessment criteria.
<u>Work Permit for foreign worker</u>	For semi-skilled foreign workers in the construction, manufacturing, marine, process or <u>services sector</u> .

4.4.2 All foreign employees shall enjoy the same benefits and privileges accorded to local employee.

### 4.5 SENIOR CITIZEN EMPLOYEES

4.5.1 The Federation may employ anyone above the age of 65 as a part-time employee, on a month-to-month basis. Such employment is dependent on the doctor's certification of medical fitness for employment.



## **4.6 SERVICE PROVIDERS**

4.6.1 Service Providers are categorised under the following: -

- (a) Part Time
- (b) Full Time

4.6.2 The recruitment of Service Providers is similar to Para 4.2.1 to 4.2.6.

## **4.7 JOB DESCRIPTIONS**

4.7.1 A Job Description describing the duties, responsibilities, authorities and relationships must be prepared for all levels of Employee and Service Providers.

4.7.2 The content and form of the Job Description should include the following: -

- (a) Job Title
- (b) Designation of immediate Supervisor
- (c) Duties, Responsibilities and Key Deliverables
- (d) Date prepared and signed by employee

## **4.8 PROBATION & CONFIRMATION**

4.8.1 All appointments will be put on probation unless deemed unnecessary under special circumstances approved by the President with the approval from the SCF HR Committee.

4.8.2 The probation period shall be: -

- 6 months - Managerial Employee
- 3 months - Non-managerial Employee

4.8.3 Employee who is on probation will be confirmed in his/her/hers appointment at the end of the probationary period if his/her work and conduct have been satisfactory.

4.8.4 Probationary period can be extended at the discretion of the President for a period not exceeding 3 months for non-managerial employee and 6 months for managerial Employee.

4.8.5 After the extension period, the Secretary General with the approval from the SCF HR Committee may initiate termination should the employee performance remains unsatisfactory.

4.8.6 No salary adjustments will be given to employee upon their confirmation. Based on the financial health of the SCF, an employee may receive a salary increment on the completion of 1-year continuous service and based on a good performance appraisal.

4.8.7 In exceptional cases where recommendations have been made for an employee to receive a confirmation adjustment, this should be made in consultation and approval with the General Manager and the SCF HR Committee.

## **4.9 WORKING HOURS**

4.9.1 SCF's working hours are flexible, and will involve weekend and evening work, totalling 40 hours per week (all employees are required to work a 5-day week, Monday to Friday). In general, the working hours shall be as follows:

- a) 8.00am to 4.30pm
- b) 8.30am to 5.00pm
- c) 9.00am to 5.30pm
- d) 9.30am to 6.00pm
- e) 10.00am to 6.30pm

4.9.2 Employees who work beyond their normal working hours as and when the job demands may be compensated in non-financial ways/ forms as deemed fit and appropriate by the Secretary General and /or General Manager.

4.9.3 The Federation reserves the right to change the working hours to meet the business needs. On a case-by-case basis, the President and/or Secretary General shall adjust the official working hours of employee if special circumstances and conditions warrant the need to do so.

## **4.10 ATTENDANCE AND PUNCTUALITY**

4.10.1 Employees are expected to be at work on time. If he/she is frequently absent or tardy without permission, this can lead to disciplinary action including suspension or termination of employment.

4.10.2 Call-in

- a) For occasional absences due to unforeseen reasons, an employee or any of his/her family members must notify the Secretary General and / or General Manager within the work day whenever possible. The employee should indicate the reason for the absence and the expected duration.
- b) If the employee is continuously absent from work for more than 2 days without calling in and/or without authorization from the

Federation, the Federation reserves the right to treat such absence as a repudiatory breach of the employee's contract of employment.

#### 4.10.3 Resumption of Duty

- a) If the Federation accepts the employee's explanation on the reason of the absence without giving due notice, it may consider letting the employee resume his/her job at the discretion and the salary during the absence period will be deducted accordingly, to the extent permitted by the law.

#### 4.10.4 Friday Prayers for Male Muslim Employees

- a) On Friday afternoons, male Muslim employees are allowed to go for Friday prayers and return to work at 2:30pm.

### **4.11 ASSIGNMENTS**

Subject to job exigencies, some Employee may need to extend his/her working hours, e.g. field preparation for Games e.g. pick-up Athletes from/to destination, Conferences and Seminars. No overtime payments in terms of dollar value will be paid for such assignments.

#### **4.11 DAY OFF IN-LIEU**

- 4.11.1 All employees may apply for day-off for extra hours work in excess of 40 hours per-week. Therefore, each claimable time-off should be less 4.5 hours to make-up the present working hours of 40 hours.
- 4.11.2 The claim hours are on the single rate regardless the day of the excess hours performed and must be consumed within 2 months subject to exigencies of service.
- 4.11.3 In the event of resignations, such day-off hours cannot be encashed or used to offset the notice period.
- 4.11.4 Employee who wishes to apply for day-off must submit their request to the General Manager and/or Secretary General.
- 4.11.5 Approval to allow Employee for time off is at the sole discretion of the General Manager and/or Secretary General.
- 4.11.6 Employees are required to ensure that their application is duly approved by the General Manager and/or Secretary General.
- 4.11.7 For overseas assignment, employees are allowed to take a-day off before

and after their assignments in a case of both days fall on weekday.

## **4.12 TERMINATION OF A CONTRACT OF SERVICE**

- 4.12.1 Contract of Service for a specific period of time will run until the contract ends. Thereafter, it can be renewed or terminated on the mutual consent of both parties.
- 4.12.2 Contract of Service for a specific task or assignment will run until the task is completed. Employees who are offered under this contract will be notified of the duration and expected date of completion prior and during the commencement of the task. Changes to the completion date and period of a task is determined by SCF and shall be at the sole discretion of SCF.
- 4.12.3 Contract of Service for an unspecified period will run until either SCF or the employee terminates it.
- 4.12.4 SCF can terminate a contract without assigning any reasons under the following conditions:
- (a) In breach of any employment terms and conditions
  - (b) In the reason opinion of SCF, an employee has failed to comply with the standards of diligence, skill, competence, and efficiency in the performance of his/her duties
  - (c) An employee is guilty of any misconduct, neglect, failure or negligence in the discharge of his/her duties
  - (d) Should become of unsounds mind
  - (e) Convicted of any criminal offence which in SCF's reasonable opinion adversely affects his/her ability to fulfil his/her role
- 4.12.5 In the event that SCF terminate an employee's contract under any of the above clause(s), he shall be entitled to receive all fees payable on a pro-rated monthly basis up to and including the date of termination.
- 4.12.6 A termination notice must be in writing and can be served to the Secretary General or in the absence, the President at any time of a working day of a week.
- 4.12.7 The day on which notice is served is included in the notice period.
- 4.12.8 The notice period required for all employee to terminate the contract is 30 days unless otherwise stipulated in the Contract of Service.
- 4.12.9 Any changes to the notice period must be mutually agreed between both parties.

4.12.10 A contract of service can also be terminated without notice by an employer or employee under the following circumstances: -

[1]  
[SEP]

- (a) If an employee has been continuously absent from work for more than 2 days without prior leave or excuse from his/her immediate supervisor or attempting to inform his/her employer for such absence.
- (b) After due inquiry, an employee has committed a misconduct which is inconsistent with the conditions of the service.

### **4.13 PROCEDURE FOR RESIGNATION FROM SERVICE**

4.13.1 Employee who wishes to tender a resignation from his/her service should submit the letter of resignation directly to the General Manager or Secretary General or in his/her absence, President.

4.13.2 Employees are not allowed to offset his/her annual leave against his/her notice period unless approved by the General Manager and Secretary General.

4.13.3 Employee shall receive their final pay on their last day of service by cheque. If this is not possible, employee will receive the payment within 3 days after his/her last day of service.

4.13.4 An exit interview may be conducted with all confirmed employee who resigns.

4.13.5 Employees who resign are required to clear his/her liabilities before his/her last working day of service. All monies due will only be released after the settlement of his/her liabilities.

4.13.6 Employees are not allowed to tender their resignation while they are on leave (including during in-camp training, maternity leave etc.)

4.13.7 Once an employee has handed in their resignation, any annual leaves that were already approved prior to their resignation shall be treated as void. Application for the annual leave to be offset against the notice period shall be at the sole discretion of the SCF HR Committee.

### **4.14 NOTICE OF RESIGNATION & DECLARATION OF INTEREST**

4.14.1 Employees who wish to tender their resignation MUST give an appropriate notice based on the length of service:

- (a) 1 days' notice for less than 4 weeks
- (b) 1 weeks' notice for more than 4 weeks but less than 12 weeks
- (c) 2 weeks' notice for more than 12 weeks but less than 1 year

(d) 4 weeks' notice for 1 year and above

- 4.14.2 Due to job requirement, Management Employee, e.g., Manager and above MUST give 4 weeks' notice of resignation regardless the length of their service.
- 4.14.3 In the event of Employee who already tendered his/her resignation, he/she must inform the Secretary General who will, in turn, inform the SCF HR Committee how best to deploy the Employee during the notice period to prevent any possible conflict of interest.
- 4.14.4 If it is decided that Employee should not serve the notice period because of a possible conflict of interest, the Employee may be asked to leave with immediate effect.
- 4.14.5 On an annual basis, typically in January of each year, all staff will be required to submit a letter of undertaking and declaration, in a prescribed format. These documents will be collated by the General Manager and presented to the President and Secretary General and filed thereafter.

## **4.15 RETIREMENT**

- 4.15.1 Employees shall retire at the end of the year in which they have attained the age stipulated by the Retirement Age Act. An employee upon retirement may be offered re-employment on a yearly basis subject to (among other things) certification of fitness given by the doctor, to the extent prescribed by applicable law.

## **5 DEFINITIONS OF BASIC, GROSS AND NETT SALARY**

Basic salary is defined as the amount an employee received **EXCLUDING** the following: -

- (a) overtime, bonus or commission
- (b) travelling, food or housing allowance
- (c) incentive payment
- (d) any form of allowance
- (e) contribution paid by SCF or employee to the Central Provident Fund board
- (f) any gratuity payment

Gross Salary is defined as the amount an employee received **INCLUDING** those listed above.

Nett Salary is defined as the amount an employee received **AFTER** deducting the contribution to the Central Provident Fund Board from the Gross Salary.

## 5.1 COMPUTATION OF SALARY FOR INCOMPLETE MONTH'S WORK

5.1.1 If a monthly-rated Employee has not completed a whole month of service due to:-

- (a) commencement of employment after the first day of the month
- (b) employment was terminated before the end of the month
- (c) taking leave of absence without pay for one or more days of the month or
- (d) take leave of absence to perform his/her National Service

5.1.2 The salary due to him/her shall be calculated based with the following formula: -

$$\frac{\text{Monthly gross rate of pay}}{\text{Number of days on which the Employee is required to work In that month}} \times \text{Number of days the employee actually, worked in that month}$$

## 5.2 PAYMENT OF SALARY

5.2.1 Salaries are paid only for work performed or when an employee is on paid leave. All employees shall be paid by cheque/bank transfer on a monthly basis.

5.2.2 Salary review will be done in December/January or as required for operational purposes. Employee salary will be dependent on the following:

- a) Educational qualifications
- b) Professional/ Technical qualifications
- c) Competencies
- d) Work experience
- e) Completion of full-time national service
- f) For new recruitments, other factors such as last drawn salary, market rate

5.2.3 The salary for part-time employees and “contract worker – (Contract For Service)” will be negotiated on a case-by-case basis and on mutually agreed terms.

5.2.4 The Federation will make salary payments to confirmed employees by cheque on or about the 30<sup>th</sup> or 31<sup>st</sup> of each month (pay day). If the employees fail to report for work towards the end of the month, without the permission of the Federation, the Federation shall be entitled to recover

from the employee the excess payment of the salary for the month to the extent permitted by law.

5.2.4 An employee who is dismissed or has his/her contract of service terminated by SCF will be paid the total salary on his/her last day of employment or within 7 days thereafter.

5.2.5 An employee who resigns with sufficient notice should be paid the total salary at the end of his/her notice period.

### **5.3 RECOVERY OF PAYMENT**

5.3.1 Deduction of salary will be made under the following conditions:-

- (a) absence from work without prior approval
- (b) damage to or loss of goods expressly entrusted to an employee for custody or for loss of money for which an employee is required to account, where the damage or loss is directly attributable to his/her/her neglect or default
- (c) recovery of advances or loans or adjustment of overtime payment
- (d) Income tax clearance
- (e) CPF contributions
- (f) payment to registered co-operative with the written consent of the employee
- (g) any other purpose as may be required by law

5.3.2 The maximum amount allowed for deductions in any one-salary period is 50% except under the following circumstances: -

- (a) absence from work
- (b) payment of income tax
- (c) recovery of advances / loans
- (d) payment consented by employee to registered co-operatives society in respect of subscriptions, entrance fees, instalment of loans and other dues payable

### **5.4 PERFORMANCE APPRAISAL AND BONUS**

5.4.1 An appraisal, initiated by the General Manager, will be conducted at the end of each calendar year. The Reporting and Countersigning Officers shall be the General Manager and Secretary General and/or President, where applicable.

5.4.2 Upon completion of 1 full year of service, an Annual Wage Supplement (AWS) equal to 1 month's salary may be paid at year-end.

5.4.3 AWS is only payable if you are still in SCF's employment on the 31 December of the year in consideration.

5.4.4 A confirmed employee who is dismissed for misconduct or who left the



employment of SCF before the time of payment of AWS, shall not be entitled to the AWS payment.

5.4.5 Performance bonus if any, shall be at the sole discretion of the SCF HR Committee.

5.4.6 Performance Appraisal System

5.4.6.1 The performance appraisal is conducted prior to the new employee's confirmation and for the confirmed employee; it shall be conducted in December for the current calendar year.

5.4.6.2 The performance appraisal is designed to provide a consistent and reliable basis for any salary increment, performance bonus, manpower planning and employee career development.

5.4.6.3 A performance appraisal does not guarantee an employee of any salary increment or performance bonus, which may be granted to the employee at the sole discretion of the Federation.

5.4.7 Recognition to employees could be provided via

- a) Merit Increment, based on consistent good performance; and/or
- b) Promotion, if and only if there is a vacancy and the staff must possess the potential, competencies, knowledge and experience as required for the vacant position  
The Federation will document the decisions and rationale associated with the above matters

5.4.8 Feedback Channels for Grievances/Appeals

Employee can submit their grievances/appeals via

- a) General Manager
- b) Secretary General and/or the SCF HR Committee

## 5.5 YEARLY INCREMENTS

5.5.1 The annual increments each employee receives on their completion of 1-year continuous will then be calculated. This shall be decided at the sole discretion of the SCF HR Committee.

## 6 LEAVE ENTITLEMENT

### 6.1 ANNUAL LEAVE

6.1.1 All confirmed employees are entitled to paid annual leave as stated below unless otherwise specified in the employment contract:

No. of years of continuous employment with the Federation / OR previous employment	Annual Leave Entitlement
1 year	14 working days
5 years	18 working days (wef 6 <sup>th</sup> year)
10 years and above	21 working days (wef 11 <sup>th</sup> year)
15 years and above	28 working days (wef 16 <sup>th</sup> year)

Besides the gazetted public holidays, employee is entitled to **fourteen (14) days** paid annual leave upon the completion of one year's service from the date of confirmation of your employment. Pro-rated annual leave before the completion of one year's service is at the sole discretion of SCF.

6.1.2 During the probation period, employee will not be entitled to any leave. Upon confirmation of employment, an employee is entitled to pro-rated annual leave. For calculation of annual leave entitlement, an employee who commences work before the 15<sup>th</sup> is considered as having worked the full month. However, if the employee commences work on or after the 16<sup>th</sup>, that month is not taken into consideration.

6.1.3 All staff is expected to submit their annual leave plan at the beginning of the year, other than for urgent leave. Annual leave can only be taken when approved by the General Manager and/or Secretary General and President, where applicable.

6.1.4 Staff shall consume his/her Annual Leave within 12 months after the end of every year of continuous service. Staff who do not consume their Annual Leave by the end of such period shall be permitted to carry forward his/her balance leave ONLY once to the following year.

### 6.2 APPLICATION OF ANNUAL LEAVE ON EVE OF MAJOR FESTIVALS

6.2.1 Annual Leave application on the eve of major festivals e.g., Chinese New Year, Hari Raya Puasa, Hari Raya Haji, Deepavali, Vesak Day and

Christmas will be considered as 1 day of Annual Leave.

### 6.3 HALF DAY ANNUAL LEAVE

6.3.1 An employee is entitled to take half day leave which will be deducted from his/her annual leave entitlement. The working hours for morning leave and afternoon leave are as follows:

Afternoon Leave (working hours – Monday to Friday)	Morning Leave (working hours – Monday to Friday)
8:00am to 12:00pm	12:30pm to 4:30pm
8:30am to 12:30pm	1:00pm to 5:00pm
9:00am to 1:00pm	1:30pm to 5:30pm
9:30am to 1:30pm	2:00pm to 6:00pm
10:00am to 2:00pm	2:30pm to 6:30pm

6.3.2 Unless an employee is dismissed for misconduct, he/she shall receive on the termination of service, the cash value of any annual leave not taken.

6.3.3 Any leave balance due to an employee on termination of service shall be cleared before the employment contract ends.

6.3.4 Unpaid leave shall be granted at the sole discretion of SCF. SCF reserves the right to terminate your employment without notice if you are absent from work on unpaid leave without prior approval from SCF.

6.3.5 All annual leave applications must be made in writing (email memo) to the General Manager and Secretary General at least **seven (7) days** in advance and shall be approved at the absolute discretion of SCF.

### 6.4 COMPASSIONATE LEAVE

6.4.1 Employee shall be granted up to a maximum of 3 working days paid compassionate leave in the event of the death of any of the following: -

- (a) Spouse
- (b) Parents
- (c) Parent-in-law
- (d) Siblings (Brothers and/or Sisters)
- (e) Children (*including step children and legally adopted children*)
- (f) Grandparents and Grandparents' in law

6.4.2 Employee would have to attach documents to substantiate the application.

## 6.5 EXAMINATION LEAVE

6.5.1 The Federation will not grant examination leave to its employees.

## 6.6 PARENTAL CARE LEAVE

6.6.1 All confirmed employees are entitled to 2 days of parental care leave in a year for their parents and parents-in-law.

## 6.7 SICK LEAVE

6.7.1 The number of days of paid sick leave an employee is entitled to depends on his/her period of service, up to **14 days** for outpatient non-hospitalisation leave and **60 days** for hospitalisation leave. The 60 days of hospitalisation leave **includes** the 14 days outpatient sick leave entitlement.

6.7.2 Employees who have worked more than 6 months will get the full entitlement. If the employee has worked less than 6 months, the entitlement is:

No. of completed months of service	Paid sick leave (where no hospitalization is necessary) <sup>(SEP)</sup>	Hospitalization sick leave (inclusive of outpatient sick leave)
3 months	5	25
4 months	8	30
5 months	11	45
6 months & thereafter	14	60

6.7.3 An employee taking Sick Leave shall inform the Secretary General and / or General Manager as soon as practicable before their official work hours. Once a Medical Certificate is obtained, employee shall update the Secretary General and /or General Manager and update the expected duration for the absence. Otherwise, he/she shall be deemed to have been absent from work without reasonable excuse or permission.

## 6.8 MATERNITY LEAVE

6.8.1 A female staff will qualify for 16 continuous weeks (inclusive of Saturdays, Sundays and Public Holidays) of full-pay maternity leave (of which the first 8 weeks will be paid) regardless of the number of children she already has if:

- (a) She is a married female staff and lawfully married to the child's father
- (b) She has at least 90 days of service preceding the date of birth of the

- child
- (c) The child is legitimate and is a Singapore citizen
- (d) She is still in service
- (e) She has given at least one week notice to the SCF before taking the maternity leave

6.8.2 The 8 weeks beyond the first 8 consecutive weeks of maternity leave may be taken flexibly over a twelve-month period from the birth of the child, subject to approval from SCF. For staff that chooses to take their extended maternity leave flexibly, it will be 8 equivalent weeks of working days depending on the staff's work arrangement.

6.8.3 Leave on account of miscarriage or abortions occurring during the first 7 months of pregnancy shall not be considered as maternity leave, but as normal sick leave.

6.8.4 A female employee shall at least give 1 weeks' advanced notice to Federation on the scheduled confinement date and to inform the Federation on the actual date upon her confinement, as soon as possible.

## 6.9 FULL PAY UNRECORDED CHILDCARE LEAVE

6.9.1 The Federation will grant employees paid Child Care Leave on completion of not less than 90 days' or 3 months continuous service (see Table below).

6.9.2 All confirmed employees are entitled to Child Care Leave provided that they meet the following criteria:

- (a) Youngest child (including step child and adopted child) is below 7 years of age;
- (b) Child is a Singapore Citizen

	No. of children below the age 12	Total Childcare Leave per year (without MC)	Total Childcare Leave per year (with MC)	Total Annual Childcare Leave Cap
At least one child below age 7	1	6	-	6
	2	6	4	10
	3 or more	6	9	15
All children between age 7 and 12	1	2	3	5
	2	2	8	10
	3 or more	2	13	15

6.9.3 The Federation will also grant employees Extended Child Care Leave on completion of not less than 90 days' or 3 months continuous service.

6.9.4 In order to allow working parents to spend more time quality time with their children and care for them, if the employee's youngest child is between the ages 7 and 12 (inclusive), all confirmed employees are entitled to Extended Child Care Leave provided that they meet the following criteria:

- (a) Child is a Singapore Citizen;
- (b) Youngest child (including step child and adopted child) between the ages 7 and 12 (inclusive)

Note:

- Childcare Leave is not transferable between parents
- Unconsumed leave is not transferable between parents
- Unconsumed childcare leave for the year cannot be carried over to the next year

6.9.5 Full pay unrecorded leave granted shall not exceed the staff's total eligibility under Para 6.1.1 for that year.

6.9.6 This is only applicable for employee who has worked for at least 3 months. This leave is independent of annual leave. Employees on such leave should remain mindful of their office duties.

## **6.10 IN-CAMP TRAINING**

6.10.1 A male staff (holding Singapore citizenship or permanent resident status) shall be granted full pay unrecorded leave to enable him to fulfil his/her national service obligations.

## **6.11 MARRIAGE LEAVE**

6.11.1 The Federation will grant marriage leave of 3 working days to confirmed employees on the occasion of his/her first marriage.

6.11.2 It must be taken within one year from the date of solemnization of marriage.

## **6.12 PILGRIMAGE LEAVE**

6.12.1 "Pilgrimage leave" means the special leave granted to a Muslim Employee to enable him to make a pilgrimage to Mecca; the employee should:-

- (a) have completed five (5) years' continuous service;
- (b) have saved two (2) calendar years' vacation leave; and
- (c) have registered with the Majilis Ugama Islam Singapura (MUIS) or any other competent authority appointed by the MUIS.

6.12.2 Pilgrimage leave shall be granted only once in an employee's service.

6.12.3 When a Muslim employee applies for pilgrimage leave, his/her leave on full pay may be extended beyond the saved vacation leave to enable him to complete the pilgrimage. The combined leave shall be limited to the actual

time needed to complete the pilgrimage and shall not in any case exceed two (2) months.

## **6.12 UNRECORDED LEAVE**

6.12.1 Unrecorded leave may be granted if you are taking part in international events or volunteer work by recognized organizations subject to approval from the General Manager.

## **6.13 UNPAID LEAVE**

6.13.1 The Federation may grant no-pay leave to an employee who is not entitled to any form of paid leave or has consumed all his/her leave entitlement. Any request for no-pay leave shall be considered on the following criteria:

- (a) Based on the employee's work contribution and job performance;
- (b) Approval is based on the Secretary General's and / or General Manager's decision.

## **6.14 ADVANCE LEAVE**

6.14.1 The Federation may grant advanced leave to an employee who has consumed all his/her leave entitlement, up to a maximum of 5 days a year, subject to the prior written approval of the Secretary General and / or General Manager.

## **6.15 PATERNITY LEAVE**

6.15.1 The Federation will grant male employees 2 weeks paid paternity leave on completion of not less than 90 days' or 3 months continuous service.

6.15.2 All confirmed male employees are entitled to 2 weeks of Paternity Leave for all births provided that they meet the following criteria:

- (a) Child is a Singapore Citizen born on or after 1 May 2013;
- (b) The child's parents are lawfully married

6.15.3 Paternity Leave is to be taken within 16 weeks after the birth of the child. It can also be taken flexibly within 12 months after the birth of the child, if there is mutual agreement between the employer and the employee.

6.15.4 Paternity Leave cannot be used to offset the notice period of resignation.

## **7 BENEFITS**

### **7.1 REMBURSEMENT OF MEDICAL EXPENSES**

7.1.1 The Federation will bear the cost of medical consultation fee for an

employee who has worked for at least three months.

7.1.2 Medical fees incurred at Government Hospitals, Private Clinics (GP) or Polyclinics will be reimbursed – including when an employee fall sick during public holidays, annual leave, rest days or non-working days. Original receipts of medical fees claimed for reimbursement must be presented within 2 months of expenditure.

7.1.3 Unless otherwise required by law, employees will not be entitled to paid medical leave and hospitalisation leave on the following:

- a) on a day when he/she is absent without permission
- b) on authorised no-pay leave

7.1.4 Employees will not be reimbursed any of the following expenses, if incurred:

- a) Treatment for mental disorders that have been certified by a medical officer;
- b) Treatment for self-inflicted injuries;
- c) Treatment for cosmetic reasons;
- d) Illness or disablement arising from:
- e) Attempted suicide;
- f) the performance of any unlawful act;
- g) participation in any hazardous activities except when endeavouring to save human life;
- h) provoked assaults;
- i) the use of drugs accept when consumed or otherwise administered under the supervision of a medical officer.

## 7.2 **OTHER BENEFITS**

7.2.1 Employees are entitled to an allocation of \$200.00 per calendar year. Staff may utilize this allocation to purchase their own medical / hospitalization insurance cover, to defray costs incurred on medical prescriptions or dental treatment. The total reimbursement shall not exceed \$200 in a calendar year. Original receipts of claims for reimbursement must be presented within 1 month of expenditure.

## 7.3 **OVERSEAS ASSIGNMENTS/WORKSHOPS/CONFERENCES**

7.3.1 All employees on overseas assignment may be paid subsistence allowance if accommodation and/ or meals are not provided. The Federation will determine an appropriate rate for the subsistence allowance, according to acceptable rates as reflected in SCF's Financial Policy and Procedures.

7.3.2 Class of travel and airfare will be of economy or budget class.

7.3.3 It is up to the Federation's discretion to grant time-off to employees on overseas assignments if they are required to work on off days and public holidays.



## 7.4 BUSINESS ENTERTAINMENT

- 7.4.1 Management Committee members and the General Manager can claim for expenses incurred when entertaining on behalf of the Federation, subject to the following limit per person:

Event	Maximum Limit per person
Breakfast	S\$15.00
Lunch	S\$30.00
Dinner	S\$50.00

The ratio of employee to guest shall be: 1 (up to 2) employee to 1 guest. If the employee ratio is exceeded, reasons need to be provided for the exception.

## 7.5 PERSONAL ACCIDENT INSURANCE FOR OFFICIAL TRAVEL

- 7.5.1 The SCF insures employees who travel on official business, whether by land, air or sea.

## 7.6 MOBILE PHONE REIMBURSEMENT

- 7.6.1 Employees are entitled to a maximum monthly reimbursement of \$20.00 to offset costs incurred on their respective mobile phone bills. However,
- some employees whose work scope does not require him/ her to use their mobile phone will not be entitled to this subsidy.
  - claims must be made with an accompanying original bill from the employee's mobile phone service provider. In addition, the claim will only be considered on condition that the volume of telephone calls and messages (SMS) on official SCF matters, exceeds the employee's usual monthly mobile plan.

## 7.7 CENTRAL PROVIDENT FUND

- 7.7.1 It is required by the law to deduct the stipulated prevailing percentage of staff monthly emolument as CPF contribution. In addition, the Federation as an employer is also required to contribute its share to the fund.

## 7.8 INCOME TAX

- 7.8.1 It is the responsibility of the Federation to report employee's earnings to the Inland Revenue Authority of Singapore (IRAS).
- 7.8.2 The Finance & Admin Manager shall prepare the IR8A for each

employee and present it to the employee for his/her follow-up with IRAS as part of the annual exercise of filing tax returns.

7.8.3 The Federation will also withhold tax for any staff who is a foreigner and whose Contract of service is being terminated. The amount will be deducted from the monies due to the employee.

## 7.9 **OFF-IN-LIEU**

7.9.1 If a Public Holiday falls on a weekend (Saturday or Sunday), an employee who is required to work may claim off-in-lieu. The off-in-lieu must be utilised within the same calendar year. The same applies for employees who are required to work on weekends.

## 7.10 **DAY-OFF (Birthday)**

7.10.1 All employees will be granted a days' off on his/her birthday. If the birthday falls on a weekend (Saturday or Sunday), the employee may claim off-in-lieu and this must be utilised within the same calendar year (should the birthday fall on 31 Dec, the off-in-lieu may be utilised in January of the following year).

## 7.11 **HOSPITALISATION AND SURGICAL INSURANCE COVER**

7.11.1 Confirmed employees are entitled to an allocation of \$200.00 per calendar year. Staff may utilize this allocation to purchase their own medical / hospitalization insurance cover, to defray costs incurred on medical prescriptions or dental treatment. The total reimbursement shall not exceed \$200 in a calendar year. Original receipts of claims for reimbursement must be presented within 1 month of expenditure.

# 8 **CLAIMS REIMBURSEMENT**

## 8.1 **PAYMENT CLAIM**

8.1.1 It is the employee's responsibility to make his/her way to and from work at his/her own expense.

8.1.2 Unless otherwise provided for as a transport allowance under the employee's letter of appointment, every employee must obtain approval of the General Manager before incurring travel expenses within Singapore for the proper performance of the employee's duties – for e.g. transportation of equipment or logistics for events, courses etc.

8.1.3 The employee should use the most optimal means of transport available to him/her to perform his/her duties, whether it is private/ public transport. He/ She may use a private vehicle (i.e. car, motor cycle/ scooters) that is maintained by him/her on official journeys within Singapore if this is necessary for him/her to perform his/her duties well.

- 8.1.4 If the employee travels by taxi from office to place of duty and vice versa, reimbursement of taxi claims shall be paid according to the full fares incurred for the entire trip. However, if the employee is travelling from home to place of duty/ place of duty to home, he/she is allowed to claim only for the journey in excess of his/her regular fares incurred for home to office/ office to home.
- 8.1.5 The rates for transport claims when on official duties are as follows:
- (a) Public Transport (i.e. taxi) – As per receipt
  - (b) Private Car – 60 cents per kilometer travelled (on submission of porting documents): and
  - (c) Private motorcycle/scooters – 20 cents per kilo meter travelled (on submission of supporting documents)
  - (d) Parking fees – as per car park coupons or receipts Car park coupons or receipts need not be submitted. However, employees must keep their supporting documents for a period of 3 months and produce them when random checks are made by the General Manager or Accounts/Finance staff.
  - (e) ERP charges – as “per-pass” basis, an employee claiming for such charges has to indicate the date, time, amount and location of gantry of each item of claim.
- 8.1.6 The road pricing charges payable by an employee for journeys between his/her/her home and office are not reimbursable, as they are not deemed official journey.
- 8.1.7 All official claims related to Competitions or Events should be submitted within a week. Employees should detail out all the expenses incurred in Singapore currencies before submitting to the Finance and Admin Manager.
- 8.1.8 The nett balance of the cash-in-hand should be returned personally for Verification by the Finance and Admin Manager.

## **8.2 NON-PAYMENT CLAIM**

Employees cannot claim for expenses arising out of the following conditions: -

- (a) Medical, surgical, optical and other appliances including spectacles, lenses and dentures;
- (b) Pregnancy, abortions, confinement, sterilisation, infertility or self inflicted injury;
- (c) Illness or disablement arising from attempted suicide or the performance of an unlawful act or exposure to any unjustifiable hazard except when attempting to save a human life or the use of drugs other than prescribed by a registered medical practitioner or any breach of the peace or disorderly behaviour;

- (d) Illness or disablement arising from employee's misconduct or negligence of or refusal to undergo treatment as prescribed by a registered medical practitioner;
- (e) Treatment in relation to mental illness;
- (f) Congenital diseases;
- (g) Sexually transmitted diseases and
- (h) Purchase of herbs or medicines from unregistered practitioners.

## **9 EMPLOYEE DEVELOPMENT & TRAINING**

### **9.1 APPLICATION FOR DEVELOPMENT & TRAINING**

9.1.1 The Federation may require employees to attend work-related and relevant training programmes/courses/seminars. Staff-initiated training will be subject to the decision and approval by the Secretary General and / or General Manager.

### **9.2 KEY TRAINING POLICIES**

9.2.1 The key training policies for all employees are:

- (a) Each employee is entitled to 5 days of training per year;
- (b) Officers are expected to spend at least 60% of their training hours on work-related courses and no more than 40% on self-development courses;

9.2.2 Training is categorised under these 5 levels:

- (a) **Induction Training** is what officers undergo when they first join the SCF. Such courses allow an employee to imbibe the core values of the SCF.
- (b) **Basic Training** equips an employee with the essential skills and knowledge to perform their current jobs effectively.
- (c) **Advanced Training** provides an employee with knowledge and skills to yield superior performance on their current jobs (e.g. formal postgraduate programmes).
- (d) **Extended Training** enables an employee to effectively perform tasks beyond their immediate work scope (such as covering a colleague's duty), or to prepare for future higher-level jobs.
- (e) **Continuing Training** allows an employee to continuously keep up-to-date and employable. This could mean learning a new skill.

## **10 CONFIDENTIALITIES**

10.1 Employees must be responsible for the safeguarding of the Federation's confidential information and preventing their disclosure to unauthorised

individuals.

- 10.2 Employees are required to treat all official documents and Federation information which come in his/her possession or knowledge in the course of work to be confidential. Documents and information which come in the employee's possession or knowledge must be used strictly in his/her work in the Federation.
- 10.3 Employees must not, under any circumstance, copy, extract or translate them for unofficial use or allow others to do so, disclose, publish or communicate them to the press or to individuals in any form whatsoever, except in the course of his/her official duties or with the written permission of the Federation. The confidentiality restrictions are permanent and do not lapse or cease upon the employees leaving the Federation.
- 10.4 Employees shall respect the rights of the Federation's clients, partners or sponsors to the confidentiality of the information they share with the Federation. This information which is not publicly available and which relates to the Federation's clients, partners or sponsors must be treated as confidential.
- 10.5 Employees must never disclose to Federation's clients, partners, sponsors or members of the public any information gained during their employment with the Federation.

## **11 AVOIDING CONFLICTS OF INTEREST**

- 11.1 Employees shall exercise due care in carrying out their professional responsibilities, avoiding the fact or appearance of conflicts of interest in relation to the business relationships and maintaining confidentiality in relation to the business of the Federation and its clients. Any breach of professional ethics, independence or Federation or client confidentiality will render the employees liable to immediate dismissal.
- 11.2 Employees are to avoid potential relationships which may cause or may be perceived as causing conflicts between their own interest and those of the Federation.
- 11.3 Employees shall annually sign an annual declaration declaring any vested interests (i.e. submission of a Letter of Undertaking and Declaration).

## **12 OUTSIDE EMPLOYMENT/EXTERNAL ACTIVITIES**

- 12.1 Employees of the Federation shall declare their new and existing engagements in outside employment/external activities unless the Federation gives written approval.

12.2 Employees shall obtain written approval from the General Manager, Secretary General and President to retain their outside employment/external activities before he/she can start in any of the following (non-exhaustive list) outside of the Federation's employment:

- (a) Engage in any trade or business
- (b) Take part, directly or indirectly, in the management or proceedings of any commercial undertakings
- (c) Undertake work directly or indirectly for pay for an employer other than the Federation
- (d) Give any report as an expert or give evidence whether for a fee or for free

12.3 In evaluating the employee's application for approval to engage in outside employment/external activities, the Secretary General, President and / or General Manager will have to consider the following:

- (a) The outside activities will not, in any way affect or influence the employee's performance of his/ her official duties
- (b) There will not be any conflict of interest, directly or indirectly, between the employee's official duties and his/her outside activities
- (c) Such outside activities will not bring the Federation into disrepute
- (d) Must not involve the use of any official records, preparation time during normal working hours or other official resources

12.4 The employee may retain all fees or honorariums received by him/her for such approved outside employment/external activities, at a rate determined by the Federation.

12.5 Any employee found engaging in outside employment/external activities without permission from the Federation will be subjected to disciplinary action.

### **13 INVESTMENTS IN PRIVATE COMPANIES AND BUSINESS FIRMS**

13.1 Employees of the Federation shall declare new and existing investments in private companies and business firms to avoid any conflict of interest.

13.2 Employees shall obtain written approval from the Secretary General, President and / or General Manager to retain their investments before he/she can start in any of the following (non-exhaustive list) outside of the Federation's employment:

- a) Engage in any private companies or business firms

b) Take part, directly or indirectly, in the management or proceedings of any commercial undertakings.

13.3 In evaluating the employee's application for approval to retain investments, the Secretary General, President and / or General Manager will have to consider the following:

(a) The investments will not, in any way affect or influence the employee's performance of his/ her official duties

(b) There will not be any conflict of interest, directly or indirectly, between the employee's official duties and his/her investments

(c) Such investments will not bring the Federation into disrepute

13.4 Any employee found engaging in investments without permission from the Federation will be subjected to disciplinary action.

## **14 SAFEGUARDING PROPERTY**

14.1 Personal Property

14.1.1 Employees must take good care of his/her personal property. The Federation's insurance policy does not cover loss of damage to property belonging to individual employees.

14.2 Federation's Property

14.2.1 Employees must not take any article, object or foodstuff belonging to the Federation unless written permission is given by the Secretary General and / or General Manager. Designated employees must take great care of any asset, property or keys they are entrusted with, and do not leave them unattended or unsecured at any time. Keys must never be given to unauthorised people. Employees must return all assets and keys issued by the Federation on their last working day.

## **15 UPDATE OF PARTICULARS**

15.1 Employees are required to report to the General Manager and Secretary General any change in the following, immediately:

(a) Change of address

(b) Change of telephone number

(c) Change of marital status

(d) Change of name, address or telephone of next of kin who are to be notified by SCF in an emergency.

## **16 PRESS INTERVIEWS / BROADCASTS**

- 16.1 All employees are not allowed to talk to the press and media regarding any activities of the SCF unless without approval by the Secretary General and/or President. He must also do so before he/she can provide materials in his/her official capacity.
- 16.2 This includes any interviews pertaining all events or competitions involved directly or indirectly by the SCF locally or overseas. SCF must ensure nothing that is communicated can be against or inconsistent with SCF's interest

## **17 CONDUCT & DISCIPLINE**

### **17.1 Professional Image**

- 17.1.1 Employees are expected to place importance on their professional image as this reflects the SCF's image.
- 17.1.2 Values – The Federation expects every employee to behave with integrity, fairness, trust and respect for fellow employees, Management Committee members and members of the larger cycling and sporting community.

### **17.2 Code of Conduct**

- 17.2.1 Employees are to conduct themselves honestly and act in good faith, so as not to bring discredit to the SCF, themselves or relevant authorities.
- 17.2.2 Employees shall comply with all the policies, regulations and processes set up by the SCF.
- 17.2.3 Employees will not directly or indirectly participate in payment or receipt of funds or assets for any unlawful or unethical purpose (e.g. influencing customers, personal gain, encouraging improper conduct, influencing legislation etc).
- 17.2.4 Employees are not permitted, at any time, to drink alcoholic beverages while on duty or on SCF's premises. It is a serious disciplinary offence and, subject to immediate dismissal.
- 17.2.5 Smoking is not permitted in any air-conditioned area of the SCF Office premises. Employees are only allowed to smoke outside the vicinity of the SCF office. Failure to comply is a serious disciplinary offence and may lead to immediate dismissal.
- 17.2.6 Employees are not permitted to imply, hint or ask SCF's clients, partners or sponsors, directly or indirectly for gratuities or "tips" as they are commonly known.



### 17.3 **Examples of Misconduct**

17.3.1 The following are some examples of misconduct, which if committed may result in a range of disciplinary action being taken, depending on the seriousness of the offence. This list gives some examples:

- a) Failure to work to the required standard.
- b) Failure to carry out a reasonable request from the Management Committee or General Manager.
- c) Poor timekeeping
- d) Unauthorised and unreasonable absence from work.
- e) Failure to maintain the required standards of dress, personal hygiene and grooming.
- f) Failure to use reasonable skill and care in the handling, recording, storing and accounting of money or other property for which you are responsible or which has been entrusted to you.
- g) Disruptive behaviour.
- h) Smoking anywhere other than in designated areas.
- i) Creating or contributing to unsanitary conditions.
- j) Contravention of Safety and Hygiene regulations.
- k) Misuse of Federation's property.
- l) Personal use of Federation's property without authorisation.

### 17.4 **Examples of Gross Misconduct**

17.4.1 There are some acts of behaviour which are considered to be so serious that employees committing them may be summarily dismissed, which means dismissal without notice or payment in lieu of notice. The Federation calls such acts 'Gross Misconduct'. The following list gives some examples:

- a) Disclosing Federation's information without authority, to anyone at any time, except in the proper course of your duties at work or if you are required to do so by law.
- b) Negligence or serious failure to record or account for money, keys, stock, equipment or other property or articles for which you are responsible or which have been entrusted to you.
- c) Receiving or accepting a gift or benefits from a supplier, client or employee of the Federation which could be construed as a bribe or corrupt reward.
- d) Theft from the Federation, its clients, suppliers, employees or agents.
- e) Misappropriation of, destruction of, or wilful damage to Federation's property or the property of clients or employees.
- f) Forgery and/or the falsification of records.
- g) Physical assault or threatening behaviour towards clients, suppliers, agents or other employees while on or off duty.
- h) Rudeness to clients or peers.
- i) Presence on Federation's premises, whether on or off duty, when in the opinion of the management the employee is under the influence of alcohol, drugs or intoxicants; or being unable to

perform the job due to the consumption of such alcohol, drugs, or other similar substances.

- j) Wilful absence from duty.
- k) Sexual misconduct on the Federation's premises, including acts of sexual harassment.
- l) Actions constituting a criminal offence at or away from work, which impinge on your duties within the Federation. (Please note that the Federation reserves the right to take any action if feels necessary in accordance with its right and duties under criminal law).
- m) Disregard for safety and/or hygiene precautions or procedures likely to endanger any person.

## **17.5 The Disciplinary Procedure**

17.5.1 Employees who misbehave may be subject to investigation and to appropriate disciplinary procedure.

17.5.2 However, notwithstanding anything in this Human Resource Policy document, the Federation reserves the right to initiate the procedure at any stage or to omit any stage depending on the seriousness or nature of the offence. The Federation may, in certain circumstances in its sole discretion, summarily dismiss or dismiss with notice or salary in lieu of notice an employee who is guilty of misconduct or poor performance without initiating any other prior disciplinary procedures.

## **17.6 Verbal Warning**

17.6.1 For minor breaches of discipline or failure to achieve the required standards of performance, a formal Verbal Warning may be given to employee by the Secretary General and / or General Manager.

## **17.7 Written Warning**

17.7.1 For serious offences or because of employee's failure to improve following a Verbal Warning, he/she may be issued with a Written Warning by the Secretary General and / or General Manager.

## **17.8 Dismissal with Notice**

17.8.1 If an employee fails to improve after been given a verbal and a written warning, he/she may be dismissed with notice, or with payment in lieu of his/her notice period.

## **17.9 Dismissal without Notice**

17.9.1 In cases of substantiated Gross Misconduct, the employee may be dismissed without notice or payment for his/her notice period, and without any prior warnings. This is called 'summary dismissal' and the decision to summarily dismiss can only be made by the Secretary General and / or

General Manager.

17.9.2 Any decision to dismiss will be confirmed in writing.

17.10 **Suspension**

17.10.1 As a precaution, the employee may be suspended from his/her job while the Federation investigates any allegations against the employee. The suspension is not a sanction against the employee and it will not prejudice the outcome of any subsequent disciplinary interview with him/her.

17.11 **Appeal against Disciplinary Action**

17.11.1 Except in the case of dismissal by the Federation, the employee may appeal against a decision against him by writing to the Secretary General and / or General Manager within seven (7) days of the original disciplinary decision being notified to him. The employee must clearly state the reasons for making the appeal.

(Note that it is not enough to merely say that the employee is unhappy with the disciplinary action. The employee must state **why** he/she is unhappy)

17.11.2 The Secretary General and / or General Manager have the right to uphold, reduce or cancel the original disciplinary sanction. However, in cases where new and/or relevant information emerges, which is established to the satisfaction of the Federation and which places the employee's original offence in a more serious light, the person hearing the appeal may increase the disciplinary penalty applied to the employee.

17.11.3 Whatever decision reached at the end of the appeal is the final decision.

## **FOR FUTURE CONSIDERATION**

1. Paternity Leave
  - a. The paternity leave entitlement to be increased to 4 weeks with effect from 1<sup>st</sup> January 2024.
  
2. Benefits
  - a. Group Term Life Insurance the Federation seeks to insure all confirmed employees under the Group Term Life Insurance for \$50,000.00 per employee, subject to the terms and conditions of the insurance provider.
  
  - b. Personal Accident Insurance the Federation seeks to insure all confirmed employees under the Personal Accident Insurance subject to the terms and conditions of the insurance provider.