

# **RAFISHA DYNAMIC SERVICES** (JM0772649-X)

NO 379, JALAN ECOPERNIAGAAN 11, TAMAN ECOPERNIAGAAN 2, SENAI AIRPORT CITY, 81400 SENAI, JOHOR

Ms BAISUKI

1<sup>ST</sup> Nov 2023

Indonesian Passport No : C0768658

## **RE: EMPLOYMENT CONTRACT**

We hereby appoint you for employment with our company as per terms and condition mentioned below:-

- 1) **JOB CATEGORY** : CLEANER
- 2) **JOB DETAILS** : All job related to cleaning works
- 3) **CONTRACT PERIOD** : Minimum 3 years
- 4) **SALARY**
  - a) Basic monthly salary : RM1,500 (45hours/week, 6days/week)
  - b) Overtime normal hours RM11.55 / hour
  - c) Overtime on rest days RM15.40/hour
  - d) Overtime on Public Holidays RM23.10/hour
  - e) Salary shall be paid every month before 7
- 5) **WORKING HOURS**

Normal business hour is 9am – 5pm. Employee shall work within those period for 7.5 hours per day for 6 days a week. Works done above normal working hours shall be paid overtime salary calculated and paid with the monthly salary.
- 6) **DURATION OF EMPLOYMENT**
  - a) The employment contract shall be for a period of three (3) years from the date of arrival
  - b) This contract may be extended for two (2) years by mutual agreement.
- 7) **INSURANCE COVERAGE, SECURITY BOND & PERKESO**
  - a) The PERKESO contribution is as required by PERKESO
  - b) Foreign workers Hospital & Surgical to be covered by EMPLOYEE
  - c) The security Bond shall be borne by the EMPLOYEE
- 8) **JOB LOCATION** : The work location might change as the expansion of business ventures grows
- 9) **ACCOMMODATION** :
  - a) The employer shall provide the Employee accommodation complete with water and electricity supply.
  - b) Kitchen equipment and utensils shall be borne by the employee
  - c) The employee shall be housed in a suitable accommodation shared with a reasonable number of employees.
  - d) The employee is strictly not allowed to bring in friends or relatives to stay in accommodations provided

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- e) Employees are required to keep the accommodation areas clean and tidy all the time. Human Resource personnel shall conduct regular inspection to assess the level of cleanliness

10) **FOOD** : at own expense of employee

11) **TRANSPORTATION** : To be provided by company where applicable

12) **GOVERNMENT LEVY AND IMMIGRATION FEE** : to be borne by employer

13) **ANNUAL, SICK LEAVE AND PUBLIC HOLIDAYS:**

- a) Annual leave granted 8 days up to 2 years employment. 12 days annual leave shall be granted 2-5 years of employment and 16 days above 5 years of employment
- b) Sick leave: shall only be granted on recommendation of an appointed company's doctor or government medical officer. An employee is entitled to pay sick leave in each calendar year for 14 days. A paid leave not exceeding sixty (60) days per year shall be granted in the event the Employee is required to be hospitalized due to work related injury.
- c) Public holidays: Employee shall be entitled to eleven (11) days gazetted holidays as fixed by the management

14) **YEARLY MEDICAL CHECK-UP (FOMEMA):** Yearly medical examination will be arranged as required by Immigration Department of Malaysia and the cost incurred shall be borne by the employer.

15) **RESTRICTION:**

- a) The employee shall not marry with any Malaysian and shall not participate in any political activities and activities of those connected to Trade Union in Malaysia
- b) The employee shall not change his employment during the contract period and shall not carry or do business without the written permission from employer
- c) If the employee is found creating social problems or engaged in any illegal subversive or criminal activities, he shall be dismissed with immediate effect and will be repatriated to country of origin on his own expenses
- d) Any employee shall not organize, participate or be involved in any kind of industrial action during his term of employment

16) **TERMINATION OF EMPLOYMENT:**

- a) That if the employee breaches any of restrictions in clause 15 above or is convicted of any offence under any of the laws of Malaysia
- b) That if the employee's work permit is withdrawn by the Malaysia authorities for any reason whatsoever.
- c) That if the employee is absent from work for more than two (2) consecutive working days without a reasonable cause or leave
- d) That if the employee is discovered to be under-aged on first appointment entry
- e) That if a medical doctor certifies the employee medically unfit for employment



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## 17) CERTIFICATION :

- a) The employer and the employee shall read and fully understand this employment contract and certify that the terms and conditions together with the application constitute their entire agreement
- b) The employer and employee understand that the terms and conditional favorable to the employer and employee, which are not mentioned in this contract and are provided by the laws of the country of employment, shall apply and be a part of the contract

RAFISHA DYNAMIC SERVICES

I, Baisuki..... Indonesian Passport No. 60768658..... read and understood the terms and condition of employment contract.



( Baisuki )  
Date: 15/12/23



Farahana Binti Abd Rahim  
820114-04-5252  
Director

**RAFISHA DYNAMIC SERVICES**

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Taman Ekoperniagaan 2, Senai Airport City,  
81400, Senai, Johor.