

The paid leave period is in accordance with the permission and discretion of the company to the employee,

- Pekerja harus mengonfirmasi status keadaan tersebut dengan menyerahkan bukti telegram/surat atau surat kematian/pemakaman kepada pihak perusahaan.
The Worker must confirm the emergency status by delivering a telegram/letter informing about the deceased or a death certificate to the company.

10. FASILITAS/ FACILITIES

a. Asrama/Accommodation

Pihak syarikat menyediakan asrama yang lengkap untuk semua pekerja asing. Namun pihak syarikat perlu membuat peraturan dan syarat-syarat bagi semua penghuni yang tinggal di asrama syarikat sesuai dengan peraturan yang berlaku di Semenanjung, Sabah dan Sarawak.

The Employer must provide accommodation/complete dormitories for all foreign workers. However, the Employer should making the rules and conditions applied to all residents living in the said dormitories, which is in accordance to the regulations applicable in Semenanjung, Sabah and Sarawak.

- Pekerja hanya dibenarkan tinggal di asrama yang disediakan oleh pihak syarikat dan dilarang menempati asrama selain dari yang telah ditetapkan.
The Worker is only allowed to stay in the dormitory provided by the company and are prohibited from staying at other dormitory than what has been determined.
- Penghuni asrama yang tinggal di asrama syarikat, wajib menjaga semua perlengkapan yang disediakan agar tidak hilang ataupun rusak.
The Worker who lives in company dormitory is required to take care of all the equipment provided, prevents it from lost or any damages.
- Pekerja yang tinggal di asrama syarikat wajib menjaga perilaku, tata krama pergaulan dan pakaian selama berada di asrama.
The worker who lives in company dormitory is required to behave and maintain his/her social etiquette during their stay at the dormitory.
- Penghuni asrama dilarang keras membawa teman, tamu ataupun saudara ke asrama, baik laki-laki maupun perempuan.
The worker is strictly prohibited from inviting friends, guests or relatives back to the dormitory, both male and female.
- Pekerja wajib menjaga kebersihan rumahnya sendiri dan lingkungan sekitar asrama.
Dormitory residents have to maintain the cleanliness of their house and surroundings.
- Pemberi kerja/majikan akan membayar tagihan biaya listrik dan air secara cuma-cuma sesuai aturan yang berlaku.
The Employer will pay for the electricity and water bills free of charge according to the Malaysian regulation.

b. TRANSPORTASI/TRANSPORTATION

Pemberi kerja/majikan harus menyediakan fasilitas pengangkutan Pekerja untuk keperluan mengantar pekerja dari asrama ke tempat kerja dan sebaliknya, pengurusan paspor Pekerja ke Kedutaan / Konsulat Indonesia, pemeriksaan kesehatan, berobat ke klinik atau rumah sakit, dan pengantaran pulang Pekerja Migran Indonesia ke bandara di Malaysia.

The Employers are required to provide transportation facilities for Indonesian Migrant Workers free of charge from the dormitory to the workplace and vice versa, processing the

Worker's passport at the Embassy/Consulate General of the Republic Indonesia, medical check-up/treatment at the hospitals or clinics, as well as when sending Indonesian Migrant Workers back home to the airports in Malaysia.

c. PERAWATAN MEDIS/MEDICAL TREATMENT

Bagi Pemberi kerja/majikan yang tidak menyediakan fasilitas klinik kesehatan maka Pekerja harus dapat berobat di klinik mana saja yang terdekat dengan lokasi kerja dan semua biaya perawatan/pengobatan ditanggung oleh pemberi kerja/majikan.

For companies that do not provide health clinic facilities, the employers must guarantee that the worker is able to get treatment/medication at any health facilities closest to the work location and all the costs are borne by the company.

Jika Pekerja sakit dan harus dirawat inap, pemberi kerja menyediakan dan menanggung biaya perawatan dan pengobatan. Pembayaran perawatan dan pengobatan akan ditanggung sepenuhnya oleh perusahaan mengikuti peraturan kerja yang berlaku di Semenanjung, Sabah dan Sarawak.

If the worker gets sick and must be hospitalized, the company has to provide and bear the treatment/medication costs. The treatment/medication bill payment will be fully borne by the company in accordance with the work regulations applicable in Semenanjung, Sabah and Sarawak.

11. PENYELESAIAN SENGKETA/DISPUTE RESOLUTION

Apabila terjadi perbedaan pendapat (perselisihan paham/salah pengertian) antara pemberi kerja/majikan dengan pekerja maka perlu dilakukan hal-hal seperti berikut:

In the event of a dispute between the Employer and the Worker, the following matters must be taken into consideration:

- Pihak pemberi kerja dan Pekerja akan bekerjasama melalui musyawarah untuk menyelesaikan masalah yang terkait.

The Employer and Workers will work together through consultations to resolve the related issues.

- Bila diperlukan pihak pemberi kerja akan merujuk kepada Jabatan Tenaga Kerja dan Jabatan Imigresen dan pihak terkait dari Kerajaan Malaysia atau, pihak Kedutaan atau Konsulat Jenderal Republik Indonesia di Malaysia.

If necessary, the Employer may request directions to the Ministry of Labor and Immigration or any other Malaysian government's departments or the Embassy/Consulate General of the Republic of Indonesia in Malaysia.

- Semua keputusan yang dibuat harus tunduk dan mengikuti Undang-Undang Malaysia dan Kebijakan Kedutaan/Konsulat Indonesia di Malaysia.

All decisions made must comply with and follow the laws of Malaysia and policies from Indonesian Mission in Malaysia.

12. PEMBATALAN VISA KERJA (IZIN KERJA) PEKERJA/CANCELLATION THE WORK VISA

Majikan berhak membatalkan visa kerja/PLKS apabila ada kesalahan dari Pekerja yang melanggar undang-undang Kerajaan Malaysia (tindakan kriminal, lari dari perusahaan dan sebagainya). Pemberi kerja/majikan wajib memberitahukan pihak Kedutaan / Konsulat Indonesia secepatnya.

The Employer has the right to cancel the working visa/PLKS if the workers a mistake which violates Malaysian laws (criminal acts, running away from the employer, etc). The Employer shall notify the

13. PERALATAN KERJA/WORKING EQUIPMENT

- Pekerja wajib menjaga dan menyimpan serta merawat dengan baik segala peralatan yang diberikan oleh PEMBERI KERJA.
The Employee must keep, store and take a good care of all working equipment provided by the Employer.
- Pekerja akan mengembalikan semua peralatan bila diarahkan oleh PEMBERI KERJA atau setelah pemutusan hubungan kerja karena alasan apapun.
The Employee will return all working equipment when directed by the Employer or upon the termination of employment contract for any reason.
- Seragam kerja disediakan oleh perusahaan bila diperlukan.
Work uniforms are provided by the company if needed
- Peralatan kerja dan alat keselamatan kerja disediakan oleh perusahaan seperti helmet, sepatu bot dan sarung tangan dan sesuai dengan bidang pekerjaannya berdasarkan undang-undang Kerajaan Malaysia. Apabila hilang karena sengaja, lalai atau rusak maka akan Pekerja harus bertanggungjawab.
Work equipment and work safety equipment provided by company such as helmets, boots, gloves, and are suitable for the field of work in accordance with the Malaysian laws. If it's lost or damaged deliberately or accidentally, it will be on the Workers responsibility.
- Pekerja tidak dibebankan biaya pengantian peralatan jika peralatan tersebut sudah tidak layak pakai dan bukan karena kesalahan pekerja.
The Workers can not be charged for equipment replacement if the equipment is no longer suitable for use and is not due to the worker's fault.

14. PEMBERHENTIAN PERJANJIAN KERJA/TERMINATION OF EMPLOYMENT CONTRACT

- a. Pihak syarikat dapat membatalkan perjanjian pekerjaan ini sekiranya seorang pekerja melanggar hal-hal berikut sesuai peraturan kerja yang berlaku di Semenanjung, Sabah dan Sarawak:
- The Employers can cancel the Employment Contract if the Worker violates the following matters, according to the working regulations applicable in Semenanjung, Sabah and Sarawak:*
- Tidak mencapai tingkat mutu kerja yang dikehendaki oleh PEMBERI KERJA.
Not achieving the level of work quality required by the Employer.
 - Tidak mematuhi peraturan dan undang-undang yang ditetapkan oleh PEMBERI KERJA.
Failure to comply with the rules and regulations set by the Employer.
 - Kekerapan tidak hadir bertugas dan atau hadir terlambat saat bertugas.
Frequency of not showing up for assignments and or being late for assignments.
 - Tidak jujur, ceroboh atau lalai dan tidak bertanggungjawab semasa bertugas.
Dishonest, careless or negligent and irresponsible while on duty.
 - Berkelakuan atau menjalankan aktifitas yang dapat mengganggu keharmonisan, kesejahteraan, harta benda dan pengeluaran syarikat serta pekerja lain.
Behaving or carrying out any activities that threatens the harmony, welfare, property and production of the company and other workers.
 - Menyalahgunakan harta benda syarikat atau pun orang lain tanpa izin.
Misusing company's or personal property without permission.

- Merekamkan kartu kehadiran waktu kerja orang lain atau meminta orang lain merekamkan kartu kehadiran waktu kerja anda.
Helping other workers to record their timesheet card or having other workers to record his/her timesheet card.
 - Menjalankan aktifitas sosial yang dapat menjatuhkan citra syarikat dan pekerja syarikat lainnya.
Conducting any social activities that could damage the company's or other employee's images.
- b. Pihak majikan atau Pekerja dapat menghentikan atau membatalkan kontrak kerja sesuai peraturan kerja yang berlaku di Semenanjung, Sabah dan Sarawak.
The Employer or Worker can terminate or cancel the Employment Contract in accordance to the work regulations in force in Semenanjung, Sabah and Sarawak.

15. PENGHANTARAN PULANG PEKERJA KE NEGARA ASAL

- a. Pihak syarikat akan membiayai sepenuhnya biaya pemulangan pekerja ke daerah asal (place of origin) di Indonesia disebabkan oleh Pekerja itu telah habis masa kontrak kerjanya, meninggal dunia dan kesalahan pemberi kerja tidak mematuhi perjanjian kerja atau undang-undang di Malaysia :
- The Employer will fully bear the travel expenses of returning the workers to their place of origin in Indonesia when one of these conditions applicable are the Employment Contract has expired, the Worker is passed away and the Employer's mistake or not obey the employment contract or Malaysian laws and regulation.*
- b. Pihak Pemberi kerja tidak akan membiayai biaya transportasi pemulangan pekerja asing ke negara asal jika disebabkan menderita penyakit berat dan menular (HIV/AIDS, Hepatitis B, STD, Tuberculosis dan lain-lain seperti yang disahkan oleh ahli medis di Malaysia), dinyatakan bersalah berdasarkan hukum pidana, Mempunyai dan terlibat di dalam masalah sosial, Mengakhiri kontrak kerja sebelum masa berlakunya selesai, Pemulangan disebabkan tidak dapat menjalankan tugas sesuai dengan tingkat yang dikehendaki dan ditentukan oleh syarikat walaupun telah diberi bimbingan dan instruksi serta jangka waktu yang wajar, mengundurkan diri,
- However, the Employer will not be financing the transportation costs of foreign workers returning to his/her country of origin, when he/she suffering from serious and communicable diseases (HIV/AIDS, Hepatitis B, STD, Tuberculosis and others confirmed by medical experts in Malaysia), found guilty under the criminal law, Having and being involved in social issues, termination the employment contract before its validity period due, repatriation due to the failure to carry out duties according to the level desired and determined by the company, despite being given guidance and instruction as well as a reasonable period of time, resign.*

16. PENYELESAIAN SENGKETA / DISPUTE RESOLUTION

- a. Setiap perselisihan yang timbul antara Pemberi Kerja dan Pekerja Migran Indonesia wajib diselesaikan secara damai melalui musyawarah antar pihak.
Any dispute arising between the Employer and the Indonesian Migrant Worker shall be resolved amicably through negotiation between parties.
- b. Dalam hal tidak terdapat penyelesaian atas perselisihan tersebut, maka salah satu atau kedua pihak yang berperkara dapat membawa perselisihan hubungan kerja mereka tersebut kepada otoritas Malaysia yang terkait dan Perwakilan Republik Indonesia di Malaysia untuk dilakukan mediasi, konsiliasi, dan/atau resolusi sesuai dengan hukum yang berlaku di Malaysia.
In the event there is no settlement on such dispute, one or both of the aggrieved parties may

refer their dispute related to their relation of employment to the appropriate Malaysian authorities and Indonesian Mission in Malaysia for mediation, conciliation, and/or resolution in accordance with the applicable laws in Malaysia.

Semua isi perjanjian kerja ini telah dibaca oleh kedua pihak dan ditandatangani dengan persaksian di antara PEKERJA dengan PEMBERI KERJA/MAJIKAN.

The entire contents of this Employment Contract have been read and signed by both parties, the WORKER and the EMPLOYER.

PEMBERI KERJA/MAJIKAN.



Nama : Hamidi Bin Ismail

Kontak No : 0122239167

PEKERJA



Nama : ELLI SUSIYANI

Tarikh : 15/05/2024 .

SAKSI



Nama : NURANI BT RUSLIH

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