



Co. Reg. No: 198801700E

CHYE THIAM MAINTENANCE PTE LTD

● ENVIRONMENTAL & BUILDING MAINTENANCE CONTRACTORS ●

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Human Resource Circular No: One dated 12th May 2008

To All Staff

Subject: Announcement of New Re-employment Policy

Purpose: This circular is to inform all staff of the following Re-employment Policy.

Policy: Currently, the statutory retirement as per the Retirement Age Act of Singapore is 62 years.

As a mature employees' friendly organisation, Chye Thiam Maintenance Pte Ltd shall provide pre-retirement planning for our retiring staff at least one year in advance.

Staff reaching the age of 62 shall be offered re-employment with the company in the same job, or with modifications to the existing job, or through re-deployment to a different job, under full-time or flexible work arrangements (such as part-time or job-sharing). The tenure of re-employment can take a few forms:

- (a) Extension year-by-year, for three years up to the point when the worker reaches the age of 65; or
- (b) Extension by three years, but subject to a review of the worker's performance and fitness for the job at the end of every year.

The re-employment shall be subject to the following:

- (a) Staff must be medically fit for the job in which he/she will be offered re-employment; and
- (b) Staff must have satisfactory work performance.

We will offer opportunity for staff to reach a mutual agreement on the revised terms and conditions of their re-employment contract. The revised re-employment terms and conditions offered to staff shall take into consideration terms equitable to the staff but also cost competitiveness for the company.

In the event that a suitable job is not available, we will provide outplacement assistance to staff.

Effective Date: This Circular is with immediate effect.