

Chin Education Services (Amazon) Co., Ltd.
March, 2017

Payroll Policy

1. Teachers

a. Initial pay

- For pre-service training period ... two third of their full salary

b. Acting role allowance

- Acting role allowance: The general allowance of the position he/she is acting for less his/her general allowance shall be added to his/her normal pay. This is for taking the role of the position higher than one's own position.

c. Service allowance

- 1,000 x Year of Service. Ten year maximum.

2. Staff

a. Initial pay

- For pre-service training period ... 5,000 per day

b. Service allowance

- 500 x Year of Service. Ten year maximum.

Late and Early Leaving Procedures

1. All employees must be in the campus from 8:45AM-12:00Noon and from 1:00-4:30PM and fulfill their duty roster. Failure of one's duty roster shall be met with the same procedure of late and early leaving procedures.
2. Outgoing Register must be filled up for any leave of the campus during the office hour.
3. MMK50/- fine per minute for late coming and early leaving for teachers and office staff even when the event has been notified to the MD or the Principal unless the reason has duly been justified as being on the school's business. The fine shall be saved for general fund.
4. Warnings:
 - MMK1,000/- fine ... first warning
 - MMK2,000/- fine ... second warning
 - MMK3,000/- fine ... last warning
 - Last warning requires meeting with the MD and the minute counting shall be restarted and the second last warning shall result in loss of one month's pay. Second last warning requires meeting with the Chairperson of the Board of School and the minute counting shall be restarted again. The third last warning (after 90 minutes total) shall be final and result in termination of employment.
5. Attendance bonus will be given at the end of the AY as follows:

Teachers' bonus

- a. 100% attendance ... 150,000
- b. Over 96% attendance ... 75,000
- c. Over 90% attendance ... 30,000

Staff's bonus

- | | |
|------------------------|------------|
| a. 100% attendance | ... 50,000 |
| b. Over 96% attendance | ... 35,000 |
| c. Over 90% attendance | ... 20,000 |

- Any leave or fine shall be counted as absence.

General Provident Fund

Objective: The objective of this GP Fund program is to help protect both employees and their families from the possibility of severe economic hardships caused by illness, disability, loss of life, or unemployment. It is not optional, all employees must agree to this program.

Contribution: Each pay period, 2% of your salary will be deducted from your wages and deposited into the Company's GP Fund account and the school will also contribute the equivalent amount for academic staff and 1% for staff with the exception of pre-service training.

Contributions are made on a "pretax" and monthly basis.

Eligibility: An employee must enter into at least two years contract and/or must be a fulltime employee for eligibility to the company's contribution.

Withdrawal: The savings may not be withdrawn prior to termination of employment or retirement and/or without the approval of both the company and the individual concerned.

The employee shall forfeit the company's contribution in the case of termination of employment for reasons of crime or any serious case other than a formal termination.

Designating a beneficiary

- Every regular full-time employee must designate a Primary Beneficiary for their GP Fund by completing the applicable area on Designating a Beneficiary Section 1.
- There is also a space to designate a Contingent Beneficiary. This type of beneficiary is a back up to the Primary.
- If a minor child is designated as a beneficiary, you must specify in a separate sheet how you want to issue the fund in case you pass away.
- If employees need to make changes to their beneficiary after the initial enrollment, they must notify the company and make the change at any time.

Rules for Designation of Beneficiary:

- It is your responsibility to keep your Designation of Beneficiary current.
- You reserve the right to revoke or change your Designation of Beneficiary, subject to the other provisions of these Rules.
- If you are married, your surviving spouse/registered domestic partner must be your sole primary beneficiary, unless your spouse/registered domestic partner waives this right.
- You are considered married if you are under decree of separate maintenance or decree of legal separation.

Designating a Beneficiary

Participant's Signature: _____

Date: _____

Section 1: Designating a Beneficiary

Participant Name: **NRC No.:**

Participant Address:

City: **State:** **Zip:** **Phone #:**

Name of Beneficiary: **Relationship:**

NRC No.:

Beneficiary Address:

City: **State:** **Zip:** **Phone #:**

Name of Contingent Beneficiary:

Relationship: **NRC No.:**

Beneficiary Address:

City: **State:** **Zip:** **Phone #:**

I have read and understand these rules.

Participant's Signature: _____

Date: _____

MD's Signature: _____

Date: _____