

## 2024 MALAYSIA BENEFITS SUMMARY

**Holidays:** 18 paid holidays.

**Vacation:** Employees shall be granted 13 vacation days on a prorated basis for less than 2 years of service. Max 22 vacation days for year of service 15+.

**Retirement:** Employees Provident Fund (EPF) in excess of the statutory EPF contribution is:

- 2% for more than 1 year of service and below 4 years of service
- 3.5% for more than 4 years of service.

### Healthcare:

- **Generalist Outpatient** – An employee, one legal spouse and their dependent children are eligible to receive medical attention and treatment from company panel doctors. If employee chooses to obtain necessary care and treatment from a non-panel doctor, pay first and claim in accordance with the Health Plan Policy.
- **Specialist Consultation** – For Specialist Consultation, a referral letter from company panel doctor or In-Plant visiting doctor to a specialist is required. The Company will cover the Specialist Consultation in accordance with the Health Plan Policy.
- **Dental / Optical Subsidy** – Employees are entitled for the dental/optical care and treatment in accordance with the Health Plan Policy.
- **Maternity benefit** – Employees/spouse are entitled for Maternity (pre/post-natal visits and delivery cost) in accordance with the Health Plan Policy.
- **Hospitalization & Surgical benefit** – Employees, one legal spouse and their dependent children are eligible for Hospitalization & Surgical benefits in accordance with the Health Plan Policy.

### Disability/Life Insurance (Core Plan):

- **Total & Permanent disability:** 36 x monthly basic salary.
- **Death:** 36 x monthly basic salary
- **Accidental Death and Disablement:** 36 x monthly basic salary

Employee can option voluntary plan for additional 12 months Life Insurance coverage with minimal rate of premium borne by employee

### Leaves:

- **Sick Leave:** 14 days per year for the first 2 years of service.
- **Hospital Leave:** 76 calendar days per year for the first 2 years of service
- **Maternity Leave:** 98 consecutive days for birth up to 5 surviving child.
- **Paternity Leave:** Male employees are eligible to 7 consecutive calendar days leave for the birth of their own child up to 5 confinements upon complete twelve months' employment
- **Marriage Leave:** 5 days leave for first legal marriage per employment.
- **Compassionate Leave:** 3 consecutive working days on the death of their immediate family member.
- **Child marriage Leave:** 1 day marriage of legal child.

- **Volunteer Leave:** 1 day paid leave per year for volunteer at a charity.
- **Prolong Illness Paid Leave:** 90 days paid leave upon the prognosis of the Panel doctor/specialist physician and exhausted of hospitalization leave
- **Prolong Illness Unpaid Leave:** 90 days unpaid leave upon exhausted of prolong illness paid leave

**Employee Stock Purchase Plan:** Employees are eligible to participate in the Stock Purchase Plan after 90 days of employment.

**Other Benefits:**

- **Monthly bonus-** The Company grants monthly bonus to eligible employee on prorated basis upon joining.
- **Car Allowance-** The company provides monthly car allowance to employee based on job grade
- **Vehicle Purchase Interest Subsidy –** The Company subsidize employees seventy percent (70%) of the interest incurred per annum. The minimum repayment period for each loan shall be 12 months and the maximum repayment period shall be 60 months.
- **Company mobile phone & phone allowance-** The company provides mobile phone/ phone allowance depending on job nature
- **Education Assistance –** The Company encourages the employee to further study by providing the education assistance. Employee can opt for a diploma, degree or master or PhD program as approved by the company. Maximum allowable reimbursement from RM20,000- RM40,000 subject to eligibility condition as stated out in GEO Program Policy.
- **Gift for Retirees –** Employee will receive appreciation retirement gift from the Company when attaining the age of 60 or optional retirement age of 55 or 56 or 57 or 58 or 59.
- **Child Birth Gift –** The Company will provide maternity hamper for female employees and registered spouse who are hospitalized.
- **Birthday Gift –** All employees will receive birthday gift from the Company.
- **Professional Membership –** IDL employee is entitled to reimburse 100% of one professional membership per year according to his/her profession/job needs.
- **Long Service Award-** Employee will receive service award if has been service with company for 5 years, 10 years, 15 years, 20 years, 25 years and 30 years
- **Academic Excellent Award (For Children)-** Employee will receive award if children achieve excellent result in SPM
- **Meal Subsidy-** Company offer Cafeteria food at a subsidized price
- **Special Discounted rate -** Employee will enjoy special discount rate when purchase goods/ service from the selected retail outlets that engaged with OUR Privilege Program
- **Bereavement:** Beneficiary/ family member will receive condolence money from company for death of employee