

## **PART (I) GENERAL PROVISIONS**

### **CLAUSE 1 PARTIES TO AGREEMENT**

**THIS COLLECTIVE AGREEMENT** is made pursuant to the Industrial Relations Act this 4th day of July 2025 between the **ASTER CHEMICALS AND ENERGY UNION** of 460 Alexandra Road, #07-01, mTower, Singapore 119963, being a trade union of employees registered pursuant to the Trade Unions Act (hereinafter called the "**Union**") of the one part and **ASTER CHEMICALS AND ENERGY PTE. LTD.** all being companies incorporated with limited liability in the Republic of Singapore and having their registered address at 460 Alexandra Road, #07-01, mTower, Singapore 119963, (hereinafter collectively referred to as the "**Company**") of the other part.

If either party changes its name or merges with another company or organisation so that it is wholly or partly absorbed by the other, this Agreement shall continue to apply for its remaining duration to employees to which it was applicable at the time the change of name or merger took place.

### **CLAUSE 2 OBJECT OF AGREEMENT**

- (1) This Agreement sets out the terms and conditions of service mutually agreed upon between the Company and the Union for employees covered by this Agreement.
- (2) The Company shall consult the Union and take into consideration the inputs of the Union prior to any variation of the prevailing terms and conditions of service provided in this Agreement. Any variation of the terms and conditions of service provided in this Agreement by the Company shall not take effect unless approved by the order of the Industrial Arbitration Court in accordance with the Industrial Relations Act.
- (3) It is the desire of both parties to stabilise these conditions of employment during the currency of this Agreement, and to provide a basis for resolving any differences or grievances that may arise during its period of validity.
- (4) The Company and the Union acknowledge that the well-being of the Company and that of its employees depend upon a common intention to work together in a spirit of close co-operation and goodwill. To this end, the parties affirm their desire to create and maintain a sound working relationship based on mutual respect and confidence, guided by the principles of joint consultation and Labour-Management relations.

### **CLAUSE 3 TITLE TO AGREEMENT**

The title of this Agreement shall be the **“ASTER CHEMICALS AND ENERGY (BARGAINABLE STAFF) AGREEMENT 2025”**.

### **CLAUSE 4 DURATION OF AGREEMENT**

- (1) This Agreement shall be valid from 1 April 2025 to 31 December 2027, both dates inclusive.
- (2) Negotiations for a new collective agreement may commence six months before the expiry of this Agreement.

### **CLAUSE 5 DEFINITIONS**

In this Agreement, the words and expressions defined hereunder shall (unless the context otherwise requires) have the following meanings:

- (a) "Bargainable Position" means a position set out in Appendix II to this Agreement.
- (b) "Basic Salary" means that amount of money payable monthly to an Employee for his services to the Company, excluding annual wage supplement and/or ex-gratia payment, overtime payment, rotating shift, and other allowances and/or reimbursement payments and any other payments.
- (c) "Business Travel" means travel undertaken by an Employee on request of the Company for work purposes, to or from a location that is outside his normal Place of Work.
- (d) "Commuting" means travel between an Employee's home and his normal Place of Work, or to any destination undertaken as a personal activity.
- (e) "Critical illness" is defined as illness requiring the sick person to be listed in the "Dangerously Ill List" (as classified by a Singapore registered hospital) and/or warded in the Intensive Care Unit of a Singapore registered hospital.
- (f) "Day" means a period of 24 hours commencing at midnight.
- (g) "Employee" means a person employed by the Company on a regular basis in a Bargainable Position set out in Appendix II to this Agreement and includes any such person seconded for service to another company or organisation and a person re-employed by the Company in Bargainable Position pursuant to Clause 23 (Retirement and Re-employment).

- (h) Employee's "immediate family" refers to his spouse, children, parents, parents-in-law, grandparents, grandparents-in-law, grandchildren, brothers and sisters.
- (i) "Gross Salary" means that amount of money payable monthly to an Employee for his services to the Company including allowance to which an Employee is entitled under his contract of service either for working for a period of time or for each completed piece or task of work, in accordance with the definition of "gross rate of pay" in the Employment Act.
- (j) "Non-Shift Employee" means an Employee other than a Shift Employee.
- (k) "Off Day" means -
  - (i) for a Non-Shift Employee on a regular 5-day work week or a 2-cycle 8-hour shift, a Saturday or a day designated as such by each Work Site in accordance with the worksite shift schedule which is determined by the Company in consultation with the Union; or
  - (ii) for a Shift Employee, a day designated as such by each Work Site in accordance with the worksite shift schedule, which is determined by the Company in consultation with the Union.
- (l) "Place of Work" means any place of duty at a Work Site assigned by the Company from time to time where the work is performed by the Employee.
- (m) "Rest Day" means -
  - (i) for a Non-Shift Employee on a regular 5-day work week or a 2-cycle 8-hour shift, a Sunday or a day designated as such by each Work Site in accordance with the worksite shift schedule which is determined by the Company in consultation with the Union; or
  - (ii) for a Shift Employee, the first non-working day following a shift period or such other day in accordance with the worksite shift schedule, which is determined by the Company in consultation with the Union.
- (n) "Shift Employee" means an Employee working on a continuous 24-hour rotating shift system.
- (o) "AJI" means Aster Jurong Island.
- (p) "Substantial Duties" means duties that satisfy the essential or primary requirements of a role.
- (q) "Temporary Employee" means a person specifically employed directly by the Company on a temporary basis in a Bargainable Position.

- (r) "Week" means a continuous period of seven days commencing at midnight on Sunday.
- (s) "Work Site" means a location where the Company carries out its business.
- (t) "Work Team" means Employees in a team responsible for a specific set of duties and tasks. This includes teams in a shift.
- (u) Unless the context shall otherwise require:
  - (i) English shall be the official language for the purpose of this Agreement.
  - (ii) Words importing the singular shall include the plural and vice versa and words importing the masculine gender only shall include the feminine gender.
  - (iii) References to clauses and appendices shall be construed as references to clauses of and appendices to this Agreement (of which they form part) except where otherwise stated.
  - (iv) References to currency and "\$" in this Agreement shall be construed as references to Singapore dollars.

#### **CLAUSE 6 NON-UNION MEMBERS**

The Company shall not give more favourable terms to non-union members who fall within the scope of this Agreement than those that are provided in this Agreement.

#### **CLAUSE 7 EMPLOYEE INVOLVEMENT**

- (1) The Company recognises that all Employees are involved in the business and are interested in it being run successfully. It therefore believes strongly in employee communication and joint consultation and shall encourage and promote a climate of open and meaningful two-way communication with Employees.
- (2) As part of this communication process, representatives of the Company and the Union shall meet at various levels to discuss industrial and general matters. This includes briefing the Union on the Company's performance and business plans.
- (3) The Company shall continue to give the Union prior information of any changes that will affect Employees. Where significant changes are planned by the Company, the Company shall continue to consult the Union before implementing the changes.
- (4) To enable Employees to contribute to the best of their ability and to achieve the most effective overall results, the Company shall provide appropriate training and development for Employees.

**CLAUSE 8      TEMPORARY EMPLOYEES**

The provisions relating to salaries, annual wage supplement, hours of work, overtime, call-out pay, meal reimbursement and local transport reimbursement in this Agreement shall apply to Temporary Employees. All other terms and conditions of service shall be as set out in their respective letters of employment except where at the discretion of the Company certain other benefits of this Agreement may be extended to them.

**CLAUSE 9      UNION RECOGNITION**

The Company recognises the Union as the sole collective negotiating body relating to salaries, hours of work and other terms and conditions of employment for Employees.

**CLAUSE 10     MANAGEMENT FUNCTION**

- (1) It is the responsibility of the Company management to ensure that the Company is organised and managed efficiently and profitably. It is therefore recognised that the planning, direction and control of the business are functions of the Company management.
- (2) These functions include the determination of manpower requirements and job contents, the efficient and productive utilisation of the Company's work force, tools and equipment, the establishment of rules and regulations on operations and safety, the determination of the means, methods, processes, materials, procedures and schedules of production.
- (3) The Company's exercise of its right in the management of the business shall be in harmony with the expressed provisions of this Agreement, and shall not violate any of these provisions, nor shall it be used to victimise any member of the Union.

**CLAUSE 11     UNION FUNCTION**

The Company recognises the Union's right as the bargaining body to make representations with respect to any Company plans or actions which are contrary to or tend to diminish the value of this Agreement and to negotiate collectively on behalf of the Employees.

## CLAUSE 12 THE CONDUCT OF INDUSTRIAL RELATIONS

- (1) The Company and the Union affirm their desire to conduct industrial relations matters in a professional, pragmatic, consistent, consultative and enlightened manner with mutual respect, trust and openness at all levels.
- (2) The Company and Union representatives shall meet regularly at various levels to discuss industrial matters, work matters, individual grievances and general matters affecting Employees including the business performance of the Company, productivity and safety.
- (3) The Company shall provide the Union with relevant information concerning the workplace and Employees, for the Union to effectively represent the interest of their members.
- (4) Such meetings shall be held at four levels as shown in Appendix III, with the aim of discussing and resolving issues at the lowest possible level to promote a healthy working relationship.
  - (a) *The Work Team level*
    - (i) This applies to all Work Sites and covers work issues within each Work Team. The Production Team Leader/ Supervisor in each respective Work Team shall inform and discuss with the Union Delegate any work issue as and when the need arises. Similarly, the Union Delegate in the Work Team can approach the Production Team Leader/ Supervisor if there is an industrial relations issue.
    - (ii) The relationship shall be fairly informal, and the emphasis is to resolve any work issue speedily within the confines of the Work Team.
    - (iii) Any Work Team issue which cannot be resolved, or which affects the whole Department/ Production Unit, shall be referred to the Department/ Production Unit level.
  - (b) *The Department/ Production Unit level*
    - (i) This applies to all Department/ Production Units ("PU") and covers issues or referred issues.
    - (ii) The Department/ PU Manager will meet with the Union Coordinator as and when necessary, but at least once every quarter. The Department/ PU Manager may bring his nominated representative to the meeting, and the Union Coordinator may bring the appropriate Union Delegate to the meeting.

- (iii) For issues which are either operations or engineering specific, the respective Company or Union focal points may convene a meeting. Both focal points may bring their nominated representative or appropriate Union Delegate respectively to the meeting.
  - (iv) Notes of meetings are to be written up by the Company representative. The Company and Union representatives will finalise and distribute the minutes of meeting within 6 weeks, to each of the following –
    - (A) the Human Resources Lead, Industrial Relations;
    - (B) the Union General Secretary/ Executive Secretary;
    - (C) the respective Union Coordinator; and
    - (D) the Union Department/ Shift Delegates.
  - (v) Unresolved issues or issues and matters affecting the Department/ PU are to be handled at Work Site level.
- (c) *At Work Site level*
- (i) This applies to Work Sites and covers Work Site issues or referred Department/ PU issues.
  - (ii) Meetings at the Work Site level are to be held as and when necessary, but at least once every quarter, between –
    - (A) the relevant Human Resources General Manager;
    - (B) the relevant Business Unit Head; and
    - (C) the relevant Union Coordinator(s) / Branch Committee Members.
  - (iii) For Work Site issues, all relevant Union Coordinators / Branch Committee Members and the Industrial Relations Officer shall be involved.
  - (iv) The Business Unit or Department Head may bring his nominated representative to the meeting.
  - (v) For referred Department/PU issues, the Union Coordinator / Branch Committee Member may bring the appropriate Union Delegate to the meeting.
  - (vi) Notes of meetings are to be written up by the Company representative and copies distributed to parties concerned including the Union General Secretary / Executive Secretary.

(d) *At Company level*

- (i) This applies to the Company and covers general issues or referred Work Site or Department/ PU issues.
- (ii) The Employee/ Industrial Relations Manager together with the relevant Business Unit or Department Heads as required shall meet the Union President, General Secretary / Executive Secretary or the relevant Union Coordinator to discuss issues and matters. Meetings are to be held as and when necessary but at least once every quarter.
- (iii) Notes of each meeting are to be taken, and copies distributed to parties concerned.

**CLAUSE 13 GRIEVANCE PROCEDURE**

- (1) Recognising the value and importance of mutual discussion in resolving any grievance that may arise between the Employee and the Company, every effort shall be made by both parties to resolve and/or dispose of such grievance as equitably and as quickly as possible.
- (2) For the purposes of this Clause 13, "grievance" means a formal complaint lodged in the manner hereinafter provided in respect of industrial matters (as defined in section 2 of the Industrial Relations Act), including any alleged breaches of any terms of this Agreement by either the Company or the Union, save that a complaint does not become a grievance under this Clause until such complaint has, where applicable, been brought to the notice of the appropriate representative of the Company who has either failed to act upon such complaint or remedy it to the satisfaction of the Employee lodging the complaint.
- (3) The grievance procedure shall be in two parts:
  - (a) *Grievance involving individual Employees*
    - (i) The procedure for processing grievances of Employees shall be in accordance with Appendix IV to this Agreement.
    - (ii) The above procedure may, with the consent of the Union Delegate and the Department/PU Manager, be varied in order to suit the organisational needs of Departments and Work Sites provided that the principles governing the procedure are adhered to.
    - (iii) At every stage of the procedure where a time-limit is prescribed, such time-limit may be extended only by mutual consent of the Employee or his Union Delegate and the Company.

(iv) Any grievance whatsoever shall not be considered as a grievance under this clause after seven calendar days has elapsed from the date on which the alleged grievance occurred should no action be taken by the aggrieved party to present the grievance.

(b) *Grievances involving the Company and the Union*

(i) *Step 1*

The Union may, within seven calendar days from the date a grievance arose, inform the Human Resources Lead, Industrial Relations in writing of the nature of such grievance, in which event, the matter shall be discussed between both parties as quickly as possible, or the Company may, within 7 calendar days from the date a grievance arose, notify the Union General Secretary in writing of the nature of such grievance, in which event, the matter shall be discussed between both parties as quickly as possible.

*Step 2*

If the grievance cannot be settled between the Company and Union in Step 1, both parties shall refer the dispute for conciliation by the Ministry of Manpower.

*Step 3*

If the dispute remains unresolved after conciliation by the Ministry of Manpower in Step 2, the matter shall be dealt with by a referee in accordance with clause 15 of this Agreement.

*Step 4*

If the decision of the referee given in Step 3 is unacceptable to either party, the party aggrieved may appeal against such decision to the Industrial Arbitration Court.

(ii) Any grievance whatsoever arising under paragraph (b)(i) above shall not be considered a grievance for the purpose of this clause if such grievance is not lodged within the time-limit set out in that paragraph.

(iii) Where a grievance arising in paragraph (b)(i) above results in any change of conditions of service, any resultant benefit shall take effect only from the date such grievance was first raised by either party.

**CLAUSE 14 REFEREE**

Any dispute between the Company and the Union, while this Agreement is in force and arising out of its implementation, shall be referred by party to the President of the Industrial Arbitration Court who may select a referee appointed under section 43 of the Industrial Relations Act to determine the dispute.

**PART (II) GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

**CLAUSE 15 PROBATION AND CONFIRMATION**

- (1) Every new Employee shall be on probation for up to six months. However, the probationary period may be extended up to a further period of three months if necessary. The Employee shall be informed of such extension in writing at least one week before the end of the initial probation period.
- (2) During the probationary period, either the Company or the Employee may terminate the employment by giving to the other party one week's notice in writing or one week's Gross Salary in lieu of such notice.
- (3) The Company shall inform the Employee in writing at least one week before completion of the probationary period, stated in sub-clause (1) above, whether or not he is to be confirmed in his employment.
- (4) With reference to sub-clause (3) above, if the Company fails to serve notice by the expiry date of the probationary period, the Employee concerned shall be deemed to have been confirmed in his employment.
- (5) The Employee's period of probation shall form part of his total length of service.

**CLAUSE 16 PROMOTION**

- (1) The Company may promote an Employee after assessing his suitability for such promotion.
- (2) An Employee who is promoted shall be given a promotional increment or shall have his salary increased to the minimum Basic Salary of the higher scale, whichever provides the greater increment.

(3) The promotional increments shall be:

<i>Promotion to</i>	<i>Promotional Increment</i>
L6	\$240.00
L7	\$270.00
L8	\$300.00
L9	\$345.00

**CLAUSE 17 ACTING APPOINTMENT AND ALLOWANCE**

(1) An Employee shall be paid an acting allowance for each working day that, when requested by the Company, he carries out the duties and responsibilities of a job of a higher salary grade than his current job during the absence of the substantive job holder.

(2) Prior authorisation to act shall always be given by the Company's authorised representative.

(3) Acting allowance payable to such Employee for each working day shall be calculated as follows:

(a) Where an Employee acts in a Bargainable Position:

(i) **For Employees other than those who work on a 12-hour rotating shift:**

$24\%$  of the minimum Basic Salary of the job grade acted in x 12

$52 \times 5$

or

$24\%$  of the Employee's Basic Salary x 12

$52 \times 5$

whichever is the higher.

(ii) **For Employees who work on a 12-hour rotating shift:**

$24\%$  of the minimum Basic Salary of the job grade acted in x 12

$52 \times 3.5$

or

$24\%$  of the Employee's Basic Salary x 12

$52 \times 3.5$

whichever is the higher.

- (b) Where an Employee acts in a senior staff position other than the Management Secretary positions - \$105  
Provided that no Employee shall be eligible to act in a senior staff position unless his Salary Grade is that of L8 or L9.
- (c) Where an Employee whose Salary Grade is L7 or higher acts for a Management Secretary position - \$85.
- (4) No Employee shall act in any job for a continuous period exceeding six months.
- (5) No acting allowance shall be paid where the Employee is assigned only part and not the substantial duties and responsibilities.

**CLAUSE 18 HOURS OF WORK**

- (1) Working hours shall be 42 hours per week.
- (2) Working hours shall commence when the Employee reports to his Place of Work and terminate when he leaves such Place of Work in accordance with the working times of the Work Site.
- (3) Working times at each Work Site shall be determined by the Company in consultation with the Union.
- (4) For Non-Shift Employee, working hours shall be in accordance with the employee's work schedule. Meal breaks are not counted as working hours.
- (5) For Shift Employee, working hours shall be in accordance with the employee's shift schedule. His working hours shall be inclusive of the meal break.
- (6) For operational reasons, a Shift Employee shall remain on duty until he has satisfactorily completed his handover to the succeeding shift or is otherwise permitted to leave by his supervisor. The Employee shall be paid a minimum of one hour's overtime if he is required to remain at his post for a shift change beyond fifteen minutes.

**CLAUSE 19 PUBLIC HOLIDAYS**

- (1) An Employee shall be entitled to all gazetted public holidays in accordance with the Employment Act.
- (2) Where such a gazetted public holiday falls on a Saturday, all Non-Shift Employees shall be given a day off in lieu, or have a day credited to annual leave.

- (3) A Shift Employee shall elect from one of the following options:
- (a) To be paid for all eleven gazetted public holidays at the additional rate of 1.7 times such Shift Employee's basic rate of pay for one day's work for each gazetted public holiday;
  - (b) To have all eleven gazetted public holidays credited to such Shift Employee's leave allowance as annual leave; or
  - (c) To have five gazetted public holidays credited to such Shift Employee's leave allowance as annual leave and to be paid the remaining six gazetted public holidays at the rate of 1.7 times such Shift Employee's basic rate of pay for one day's work for each gazetted public holiday, which shall be paid according to alternate gazetted public holidays in a year.
  - (d) Provided that the Shift Employee shall make his election by 31 December of a calendar year with respect to the eleven gazetted public holidays of the following year, otherwise sub-clause (3)(c) shall be deemed to have been elected by such Shift Employee to apply for the following calendar year. Any additional gazetted public holiday awarded in excess of the initial eleven gazetted public holidays in a calendar year shall be converted in accordance with the option elected by the Shift Employee for that calendar year except where a Shift Employee has elected sub-clause (3)(c), such Shift Employee shall be deemed to have elected to be paid at the rate of 1.7 times such Shift Employee's basic rate of pay for one day's work for each additional gazetted public holiday.
- (4) For Non-Shift Employees, in the event that a gazetted public holiday falls during the annual leave of an Employee, the Employee shall be entitled to a day's leave for each such gazetted public holiday that occurs during his leave.

#### **CLAUSE 20 OVERTIME**

- (1) Overtime payment shall be paid to an Employee when he is required by the Company to work overtime.
- (2) Overtime shall be defined as work authorised in advance by the Employee's supervisor prior to the work performed by the Employee in excess of his scheduled working hours on workdays, or work performed on Rest Days, Off Days and gazetted public holidays.

- (3) The formula for calculation of the hourly basic rate of pay for the purpose of computing overtime pay for any Employee shall be -

$$\frac{12 \times \text{Basic Salary}}{44 \times 52}$$

$$44 \times 52$$

- (4) For the purpose of overtime payment under this clause, overtime work shall be rounded off to one-quarter hour intervals.
- (5) For a Non-Shift Employee, computation of overtime work, shall commence immediately after the expiry of the scheduled number of hours of work for weekdays as outlined in Clause 18(4).
- (6) For 3-cycle 8-hour Shift Employees, a Shift Employee may, by informing his supervisor at the beginning of any overtime period, elect to limit the period of such overtime work to not more than 4 hours.
- (7) For a Shift-Employee, computation of overtime work, shall commence immediately after the expiry of the scheduled number of hours of work as outlined in Clause 18(5) and Clause 18(6).
- (8) Employees located at AJI only may be required to attend drills, (e.g. firefighting, first aid, or similar job-related activities on their Off Days or Rest Days). In such an event, such Employees shall be compensated in accordance with the overtime rate as agreed in this clause.
- (9) The rates of overtime payment for Employees shall be as follows:

(a) For all Employees			
(i)	On gazetted public holidays	-	For a Shift Employee who is given a substituted public holiday, he shall be paid twice his hourly basic rate of pay for any hours worked in excess of the normal working hours for that Day, in addition to his pay for that Day.
		-	For a Non-Shift Employee, he shall be paid his basic daily rate of pay for that Day in addition to his pay for that Day, and twice his hourly basic rate of pay for any hours worked in excess of the normal working hours for that Day.
(ii)	On rest days	-	If the period of work does not exceed half his normal hours of work, he shall be paid a sum at his basic rate of pay for one day's work; or

			<p>If the period of work is more than half but does not exceed his normal hours of work, he shall be paid a sum at his basic rate of pay for two days' work; or</p> <p>If the period of work exceeds his normal hours of work for one day, he shall be paid a sum at his basic rate of pay for two days' work; and twice his hourly basic rate of pay for each hour or part thereof of work exceeding his normal hours of work for one day.</p>
(b) For all Employees located at AJI and Shift Employees who work on a 12-hour rotating shift located at Bukom, the rates of overtime payment shall be as follows:			
(i)	On a scheduled working day	-	<p>He shall be paid one and a half times his hourly basic rate of pay for the 1st 4 continuous hours and thereafter twice his hourly basic rate of pay; or</p> <p>Twice his hourly basic rate of pay immediately before and after the scheduled 12-hour working day for Shift Employees.</p>
(ii)	On Off Days		He shall be paid one and a half times his hourly basic rate of pay for the 1st first four continuous hours of overtime and thereafter twice his hourly basic rate of pay.
(iii)	Between 0000hrs and official time of work commencement	-	He shall be paid twice his hourly basic rate of pay. However, if overtime work only commences on or after 0600 hours on a scheduled working day or Off Day, only one and a half times his hourly basic rate of pay will apply.
(c) For Employees other than those listed in Clause 20(9)(b) the rate of overtime payment shall be as follows:			
(i)	On working days and Off Days outside the hours of 12 midnight to the official work commencement time at the appropriate Work Site	-	He shall be paid one and a half times his hourly basic rate of pay.
(ii)	On working days and Off Days between the	-	He shall be paid twice his hourly basic rate of pay.

	hours of 12 midnight and the official work commencement time at the appropriate Work Site		
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Overtime before and after the scheduled working day shall not be aggregated to make up the 4 hours.

**CLAUSE 21      CALLOUT PAY**

- (1) This clause does not apply to overtime work immediately preceding or following the Employee’s official working hours in which case overtime shall be paid in accordance with Clause 20 (Overtime).
- (2) This clause does not apply to callouts for work in the circumstances described in Clause 30 (Bukom Standby Duty Allowance).
- (3) An Employee called out from his home to work outside normal working hours shall receive a minimum payment equivalent to four times his hourly basic rate of pay or the applicable overtime rate for the actual hours worked, whichever is greater. An Employee called out for such work but subsequently not required to perform it shall nevertheless receive four times his hourly basic rate of pay.
- (4) If an Employee is called out from his home on two or more occasions during the same four-hour period, each such callout shall qualify him for payment in accordance with sub-clause (3) of this clause.
- (5) For the purpose of computing overtime payment for such callouts, overtime shall be deemed to have commenced from the time the Employee reports for duty at his Place of Work.

**CLAUSE 22      PERFORMANCE MANAGEMENT FRAMEWORK**

- (1) An Employee, who has worked in the calendar year, shall have his performance determined in accordance with the principles set out in the 2025 version of Aster’s Performance Management Framework.

(2) Employees will be assigned a performance rating as follows:

- (a) Outstanding
- (b) Higher
- (c) Strong
- (d) Lower
- (e) Unacceptable

The Company shall apply the performance rating and distribution guidance criteria when determining a performance rating of an Employee. Further, Company and Union agree that all supervisors of Employees shall determine such performance rankings in good faith and on the basis of each Employee's performance over the course of the calendar year. Accordingly, there shall not be any mandatory allocation of Employees into "Lower" and "Unacceptable" bandings for benchmarking (within team or department) purposes.

(3) The Company will strive towards having regular performance-related discussions with Employees, such that Employees are kept apprised of their performance status throughout the calendar year.

(4) Where the performance rating of an individual employee, is in the opinion of the Company, appraised as "Lower" or "Unacceptable", the Company shall not accordingly trigger a Performance Improvement Plan for said individual. Any correction of work performance shall be administered as per the Company's prevailing performance management policy.

(5) In circumstances where there are changes to the 2025 version of the Aster's Performance Management Framework, the Company shall consult the Union before implementing any changes to the Collective Agreement. Unless both the Company and the Union agree otherwise, the 2025 version of the Aster's Performance Management Framework shall remain in effect.

### **PART (III) TERMS AND BENEFITS ON TERMINATION OF EMPLOYMENT**

#### **CLAUSE 23 RETIREMENT AND RE-EMPLOYMENT**

(1) The Retirement and Re-employment Act provides for the re-employment of employees who are Singapore Citizens and Permanent Residents who have reached the prevailing statutory retirement age. The retirement age for Employees shall be in accordance with the statutory minimum retirement age.

The grounds upon which this application is made are as follows:

- (a) All employees of the Company will follow the statutory retirement age and this includes employees who joined the Company before 1 January 1991. Therefore, such employees will no longer retire at their nominated retirement age.
- (2) Employees will be eligible for re-employment in accordance with prevailing Aster's policy if they are:
  - (a) assessed by the Company to have at least satisfactory work performance; and
  - (b) medically fit to continue working,subject to the provisions of the Retirement and Re-employment Act as and when revised and/or re-enacted.
- (3) Employees who meet the criteria set out in sub-clause (2) above, but who are not offered re-employment despite the Company having made reasonable attempts to do so, will be entitled to an Employee Assistance Payment ("EAP") in accordance with Tripartite Guideline recommendations of three and a half months' Gross Salary subject to a minimum of \$6,250 and a maximum of \$14,750, or prevailing Company's policy as agreed between the Company and the Union.
- (4) Employees who are re-employed for at least thirty months since age 63 and who meet the criteria set out in sub-clause (2) above, but who are not offered re-employment thereafter despite the Company having made reasonable attempts to do so, will be entitled to an EAP in accordance with the prevailing Company's policy as agreed between the Company and the Union, or Tripartite Guidelines recommendations as follows :

*At Age 65.5 to 68*

Two months last drawn gross salary, subject to a minimum of \$4,000 and a maximum of \$8,500, or in accordance with the prevailing Company's Policy as agreed between the Company and the Union.

#### **CLAUSE 24 RETRENCHMENT BENEFITS**

- (1) An Employee will be eligible for retrenchment benefits if he has served not less than two continuous years of service with the Company, subject to the provisions of the Employment Act as and when revised and/or re-enacted.
- (2) In the event of a retrenchment, the Company shall pay retrenchment benefits to eligible affected Employees as follows:

- (a) 1.5 times of the Employee's Basic Salary for each completed year of service and part thereof;
  - (b) 0.5 times of the Employee's Basic Salary for each remaining month to the Employee's minimum retirement age; or
  - (c) 36 times of the Employee's Basic Salary, whichever is lower.
- (3) The Company shall give one month's notice to the Employee of its intention to retrench him or pay one month's gross salary in lieu of such notice.
- (4) For the avoidance of doubt, the retrenchment benefits in this Clause 24 do not apply to Employees re-employed pursuant to Clause 23 (Retirement and Re-employment) above.
- (5) An employee whose services is no longer required by reason of the Company undergoing restructuring and/or insolvency proceedings (including but not limited to situations where the Company is being placed under receivership, judicial management or liquidation), shall be eligible for retrenchment benefits as per sub-clause (2).

#### **CLAUSE 25 SYMPATHETIC PAYMENT**

In the event that an Employee dies while in the employment of the Company, the Company shall contribute a sympathetic bereavement payment as provided through the insurance policy to the next-of-kin of the deceased to help defray funeral and other immediate expenses.

#### **PART (IV) SALARY AND OTHER MONETARY ITEMS**

##### **CLAUSE 26 JOB CLASSIFICATION AND SALARY GRADES**

- (1) The positions that fall within each Salary Grade are set out in Appendix II to this Agreement. Each Employee shall be paid in accordance with the salary ranges set out in Appendix I to this Agreement.
- (2) The Union recognises that the positions in Appendix II to this Agreement are listed for the purpose of determining the salary for Employees assigned to those positions and shall not be deemed to constitute any restriction upon the Company's rights to create additional jobs, modify or to abolish existing jobs and job titles as listed in the said Appendix II.

- (3) If the Company creates a new position for an Employee, which the position is intended to fall within one of the Salary Grades listed in Appendix II but the title of which is not listed therein, the Company shall evaluate the position and inform the Union of the Salary Grade under which the position has been classified. In such an event, the affected Employee shall not be classified to a Salary Grade less favourable than the Salary Grade he is currently in.
- (4) The Union may make representation on behalf of an Employee if the Employee is dissatisfied with the Company's decision made under sub-clause (3).
- (5) In the event an Employee who is assigned to a position in a lower Salary Grade (the "Assigned Salary Grade") than the Salary Grade he is currently in (the "Current Salary Grade"), such Employee shall continue to be paid his existing salary until such Employee reaches the maximum of the Assigned Salary Grade.

#### **CLAUSE 27 WAGE STRUCTURE**

##### ***Annual Increment***

- (1) An Employee's Basic Salary shall, subject to sub-clauses (16), (18), and (19) of this clause, progress in his Salary Grade by annual increments which shall be granted on 1 January each year, until such Employee reaches the basic maximum of his Salary Grade.
- (2) Where the Employee's Basic Salary is less than one full increment from the basic maximum of his salary range, he shall be granted only a portion of such increment in order to bring his Basic salary to such maximum of his Salary Grade. The balance of the increment (if any) shall be paid in accordance with sub-clause (3) below.
- (3) Where the Employee's Basic Salary has reached the maximum of his salary range, he shall be granted a non-cumulative lump sum ("NCLS") in respect of that portion of such Employee's annual increment above the maximum of his salary range. The NCLS is computed as follows:

$$NCLS = (\text{Portion of Annual increment above maximum of salary range}) \times 15 \times 2/3$$

- (4) The NCLS as computed in sub-clause (3) shall be paid to the eligible Employee in one lump sum. However, should the Employee leave the service of the Company for whatever reason without completing twelve months' of service following the date of increment, an amount equivalent to the period that he has not served shall be recovered from the Employee as follows:

$$\frac{NCLS \times \text{No. of months not served for the year}}{12}$$

12

- (5) Notwithstanding sub-clause (4) of this clause, this sum shall not be recovered from Employees who leave the service of the Company without completing twelve months of service following the date of increment due to retrenchment or a Medical Board Out.
- (6) A new Employee who has been confirmed in the Company's service shall be eligible for his first annual increment on the first anniversary date of such Employee joining the Company. On the 1 January of the following year, he shall then be eligible for a further annual increment, which shall be pro-rated for the period from the date of the previous annual increment to 31 December of such following year. Thereafter, he shall be eligible for annual increments in accordance with sub-clause (1) of this clause.

***Annual Lump Sum***

- (7) An Employee who has been confirmed in the Company's service and who has completed one year's service with the Company shall receive an annual lump sum each year, subject to sub-clauses (16), (17), (18), and (19) of this clause.
- (8) An Employee (other than a new Employee who is eligible for the first lump sum payment) shall receive the annual lump sum applicable to him in January of each year in advance for that year.
- (9) A new Employee who is eligible for his first lump sum payment shall be paid such a sum on the first anniversary date of such Employee joining the Company, which shall be pro-rated for the period from the Employee's first anniversary date of joining the Company to the 31 December of the same year and paid in advance for that period. On the 1 January, the following year and thereafter, such Employee shall then be eligible for the annual lump sum in accordance with sub-clause (8) of this clause.

- (10) An Employee's eligibility for an annual lump sum each year shall be based on his individual performance for the previous year and shall be subject to sub-clause (11) below. Upon resignation or termination of service, that portion of any advance payment taken in respect of the period not served may be refunded to the Company. However, this sum shall not be recovered from Employees who leave the service of the Company due to retrenchment or a Medical Board Out.
- (11) The Company and the Union shall negotiate and agree annually on the allocation and distribution of the annual lump sum.
- (12) An Employee eligible for an annual lump sum in accordance with sub-clause (11) above shall receive such annual lump sum after completion of one year's service with the Company, subject to sub-clauses (17), (18) and (19) of this clause.
- (13) An Employee eligible for an annual lump sum in accordance with sub-clause (11) above, other than a new Employee, shall be paid the annual lump sum applicable to him in accordance with the agreement between the Company and the Union, provided that if such payment is made by way of an advance then a proportionate amount paid shall be refundable to the Company in respect of the period that such Employee does not complete his service. However, this sum shall not be recovered from Employees who leave the service of the Company due to retrenchment or a Medical Board Out.

***Annual Wage Determination***

- (14) The annual increment and annual lump sum for 2025 to 2027 shall be determined by annual wage negotiations between the Company and the Union. The negotiations shall primarily take into account competitive wage practices and the Company's performance, trends and prospects. In addition, the relevant national economic indicators and National Wage Council guidelines, if such recommendations are made during the year, shall also be taken into account.

***Withholding of Individual Wage Increases***

- (15) The Company may withhold the annual increment and annual lump sum of any Employee whose work is, in the opinion of the Company, not up to the standard expected of him.

- (a) Where the Company proposes to withhold the annual increment, annual lump sum of any Employee, it shall inform such Employee in writing three months in advance of his faults and shortcomings in work performance and how he may correct them. A copy of the letter shall be forwarded to the Union.
  - (b) If the Employee fails to improve in his work in the next three months, the Company shall proceed to withhold his annual increment and annual lump sum with immediate effect. His performance shall continue to be monitored for six months thereafter. If during this period his performance improves to the standard expected of him, the annual increment and annual lump sum payment so withheld may be restored with effect from 1 June but shall not under any circumstances be made retroactive.
  - (c) In the event that the Employee fails to improve in his work, he shall be subjected to the prevailing performance management policy.
- (16) The Company may withhold the annual increment and annual lump sum of any Employee for an appropriate period if during the calendar year he had been given a letter of warning. The Union shall be given prior information. The annual increment, and annual lump sum so withheld may be restored later but will not under any circumstances be made retroactive.

***Annual Wage Supplement***

- (17) An Employee, other than those located at AJI, who has completed a full calendar year's service shall be entitled to an annual wage supplement of 2 ¼ months' last drawn basic salary, one month of which shall be payable with his July salary and the balance on or about 15th December in each year.
- (18) An Employee located at AJI who has completed a full calendar year's service shall be entitled to an annual wage supplement of one month's last drawn basic salary, which shall be payable on or about 15th December in each year.
- (19) An Employee who has completed less than a full calendar year's service shall be entitled to an annual wage supplement on a pro-rated basis. However, no annual wage supplement shall be paid to an Employee who is dismissed for misconduct, or who resigns to avoid dismissal or resigns without giving due notice or salary in lieu thereof.
- (20) An Employee who is granted unpaid leave of absence shall have his annual wage supplement deducted on a pro-rated basis.

***Annual Supplementary Payment***

- (21) For Employees located at AJI only, the Company shall pay an annual supplementary payment of two months' last drawn basic salary, one month of which shall be payable with his July salary and the balance on or about 15 December in each year. He must have completed a full calendar year's service to be entitled for this payment.
- (22) If he has completed less than a full calendar year's service, he shall be entitled to an annual supplementary payment on a pro-rated basis. However, no annual supplementary payment shall be paid to an Employee who is dismissed for misconduct, or who resigns to avoid dismissal or resigns without giving due notice or salary in lieu thereof.
- (23) An Employee who is granted unpaid leave of absence shall have his annual supplementary payment deducted on a pro-rated basis.
- (24) The Company and Union may work towards identifying performance indicators upon which the annual supplementary payment shall be adjusted.

**CLAUSE 28 SHIFT ALLOWANCE**

- (1) A Shift Employee who works on a rotating shift cycle covering 24 hours round the clock shall be paid a monthly shift allowance as follows:
  - (a) 3-cycle 8-hour shift - \$970.00
  - (b) 12-hour rotating shift - \$925.00

A Shift Employee who performs the full night shift duty with reference to the shifts set out in sub-clauses 1(a) and 1(b) above shall be paid an additional variable incentive payment as follows:

- (a) 3-cycle 8-hour shift - \$14.00 per night
- (b) 12-hour rotating shift - \$20.00 per night

Subject to sub-clause (6) of this clause, a Shift Employee shall be paid the variable incentive payment on the days where he would otherwise be on night shift in the following circumstances:

- (a) on annual leave as recorded in AsterConnect;
  - (b) on National Service leave; or
  - (c) on Company training leave; or
  - (d) on sick leave.
- (2) An Employee who works on a 2-cycle (8-hour) shift shall be paid a monthly shift allowance of \$550.00.
- (3) If an Employee works on shift for less than a continuous period of one calendar month, he shall be paid an amount pro-rated for the number of days he actually works on shift in that month.
- (4) A Shift Employee who is transferred to a non-shift job for a minimum of two months shall cease to enjoy shift allowance as from the first day of the month following such transfer.
- (5) A Non-Shift Employee who is required to relieve a Shift Employee shall be paid 1.5 times his daily shift allowance subject to the maximum of his monthly shift allowance, as follows:

*Total number of days worked on shift x relevant fixed shift allowance x 1.5*

*Total number of workdays in the calendar month*

- (6) Notwithstanding the foregoing provisions of this clause, a Shift Employee shall continue to be paid shift allowance for a maximum period of two months or sixty days, whichever is greater, per occurrence while he is on -
- (a) annual leave;
  - (b) sick leave;
  - (c) paid leave of absence;
  - (d) training;
  - (e) leave arising out of any industrial injury deemed not to be of the Employee's own doing;
  - (f) relieving another Employee on day work;
  - (g) light duty recommended by Company Doctors; and assigned day work.

The entitlements above shall not be less than that provided for by the Employment Act or the Work Injury Compensation Act.

- (7) Any Employee who is on long leave of absence without pay shall not be entitled to any shift allowance during such period of leave.
- (8) Notwithstanding the foregoing provisions of this clause, a Shift Employee who is pregnant, and unable to work during the night as provided by the Employment Act, will continue to be paid shift allowance for the duration of the pregnancy.

**CLAUSE 29 COVERAGE FOR ABSENCES OF SHIFT EMPLOYEES**

**For 3-Cycle 8-Hour Shift**

- (1) Departments having 3-cycle 8-hour shifts shall operate a scheme to provide full shift coverage arising from unplanned absence of Shift Employees. Unplanned absence includes medical absence, compassionate leave, mobilisation and personal exigencies.
- (2) An Employee who works the second half of the shift to cover such unplanned absence shall be paid an allowance ("SCOA payment") as follows:

<i>To work on</i>	<i>SCOA payment</i>
Day Shift	\$35.00
Afternoon Shift	\$63.00
Night Shift	\$91.00

- (3) An Employee who is rostered under the SCOA scheme shall telephone the shift supervisor within a prearranged time. This is to ascertain whether he is required to report in ahead of his shift starting time. He shall be paid \$8.00 for the assigned phone-in.
- (4) An Employee who works the first and second half of the shift to cover such unplanned absence shall be paid an allowance ("SCUPA payment") as follows:

<i>To work on</i>	<i>SCUPA payment</i>
Day Shift )	\$62.00 per coverage.
) )	
Afternoon Shift )	
) )	
Night Shift )	

- (5) An Employee who has completed his Night Shift and continues to work overtime for the first half of the Day Shift shall be paid an allowance of \$35.

**For 12-hour shift (Bukom)**

Employees on the 12-hour rotating shift in Bukom shall operate a Voluntary Overtime (VOT) Scheme as agreed between the Company and the Union on 1 April 2025.

**CLAUSE 30 BUKOM STANDBY DUTY ALLOWANCE**

- (1) Employees may be required to perform standby duties on Pulau Bukom in order to respond promptly to callouts.
- (2) An Employee who performs standby duty on Pulau Bukom shall receive a Bukom Standby Duty Allowance. This allowance includes reimbursement for meals, and the relevant Employee shall not be eligible to receive any additional meal reimbursement during the period of standby duty.
- (3) Bukom Standby Duty Allowance shall be paid as follows:
  - \$170.00 per duty - on weekdays;
  - \$270.00 per duty - on Saturdays, Sundays and public holidays.
- (4) An Employee who is on standby at Pulau Bukom and called out from the Pulau Bukom standby quarters to work outside his normal working hours shall receive a minimum payment for overtime of two hours, or the applicable overtime for the actual hours worked, whichever is greater. Where two or more calls fall within the same two-hour period, the period of overlap shall be compensated once only.
- (5) For the purpose of computing overtime payment for such callouts, overtime shall be deemed to have commenced from the time the Employee reports for duty at his Place of Work.

**CLAUSE 31 MEAL REIMBURSEMENT**

- (1) The Company shall reimburse an Employee the cost of meals incurred by him up to \$15.00 per meal in any one of the following circumstances:
  - (a) He works overtime of not less than two hours immediately preceding his scheduled working hours;
  - (b) He works overtime of not less than two hours immediately following his scheduled working hours; or

- (c) He is called out to work not less than four hours' overtime outside his scheduled working hours.

An Employee who is in receipt of Bukom Standby Duty Allowance shall not be entitled to claim reimbursement for the cost of meal.

- (2) Where an Employee works overtime in excess of the hours mentioned in paragraph (b) or (c) of sub-clause (1) above, he shall be given a further meal reimbursement of up to \$15.00 per meal for every four consecutive hours of overtime in excess thereof.
- (3) A Shift Employee who works on a gazetted public holiday in accordance with his shift roster shall be reimbursed for the cost of one meal.

#### **CLAUSE 32 LOCAL TRANSPORT REIMBURSEMENT**

- (1) An Employee shall meet his own transport expenses when travelling to and from his home and Place of Work.
- (2) The Company shall, however, reimburse an Employee for transport expenses incurred by him in any one of the following circumstances:
  - (a) Where an Employee is called out to work overtime at his Place of Work on his Rest Day, Off Day or a gazetted public holiday, he shall be reimbursed the actual cost for the journeys involved in Commuting between his Place of Work and his home of up to \$20.00 per trip. Provided that where a journey is made outside the operating hours of buses, the Employee may claim reimbursement on the actual taxi fare or car/ motorcycle/ scooter rates in accordance with sub-clause (f) below, whichever is greater.
  - (b) Where an Employee is called out to work overtime at a location that is not his normal Place of Work on his Rest Day, Off Day or a gazetted public holiday, he shall be reimbursed the actual cost for the journeys that involved Business Travel between the said location and his home of up to \$20.00 per trip. Provided that where a journey is made outside the operating hours of buses, the Employee may claim reimbursement on the actual taxi fare or car rates in accordance with sub-clause (f) below, whichever is greater. He may not use a motorcycle/ scooter for Business Travel, nor claim reimbursement for motorcycle/ scooter usage.

- (c) Where an Employee works overtime on any working day at his Place of Work, he shall be reimbursed the actual cost for the journey involved in Commuting from his Place of Work to his home up to \$20.00 per trip. Provided that where a journey is made outside the operating hours of buses, he shall be reimbursed the actual taxi fare or car/ motorcycle/ scooter rates in accordance with sub-clause (f) below, whichever is greater.
- (d) Where an Employee works overtime on any working day at a location that is not his normal Place of Work, he shall be reimbursed the actual cost for the journey involved in Business Travel from the said location to his home of up to \$20.00 per trip. Provided that where a journey is made outside the operating hours of buses, he shall be reimbursed the actual taxi fare or car rates in accordance with sub-clause (e) below, whichever is greater. He may not use a motorcycle/ scooter for Business Travel, nor claim reimbursement for motorcycle/ scooter usage.
- (e) In the case of Shift Employees only, where a Shift Employee who in accordance with the shift roster works on a gazetted public holiday, he shall be reimbursed for Commuting up to \$20.00 per trip.
- (f) Where an Employee performs standby duty on Pulau Bukom, he shall receive the local transport reimbursement of up to \$20.00 per trip.

Day	Local Transport Reimbursement
Friday	1x trip (duty starts on Fri and ends on Sat)
Saturday	2x trip (duty starts on Sat and ends on Sun)
Sunday	1x trip (duty starts on Sun and ends on Mon)
PH	1x trip (duty start on PH and end on weekday) 1x trip (duty starts on weekday and ends on PH) 2x trip (duty starts on PH/ weekend and ends on PH/ weekend)

- (g) Where an Employee uses his own car or motorcycle/ scooter in the above circumstances outside the operating hours of buses or for official Company business, the reimbursement rate shall be as follows:

**Cars**

- For the first 1000 km in the calendar month - 95cts per km.
- Beyond 1000 km in the calendar month - 55cts per km.
- For travel within Malaysia - 55cts per km (subject to a cap of \$420 per round trip per car, inclusive of receipt-supported toll charges)

- Motorcycles / Scooters* - 40cts per km.

(only applicable for Commuting)

**CLAUSE 33 INTER-WORKSITE TRANSFER ALLOWANCE**

- (1) Permanent Transfer Allowance

An Employee on permanent transfer from one Work Site to another, except for transfers between Work Site that are less than 3km apart in distance, shall receive a one-time permanent transfer allowance of \$1,000.00.

- (2) Temporary Transfer Allowance

"Temporary transfer" shall mean a transfer not exceeding a period of six months.

An Employee on temporary transfer from one Work Site to another, except for transfers between Work Sites that are less than 3km apart in distance, shall receive a temporary transfer allowance of \$18.00 per working day.

**CLAUSE 34 HOLIDAY SUBSIDY**

- (1) A confirmed Employee who has completed at least one year of service shall receive an annual Holiday Subsidy.
- (2) The amount of the annual Holiday Subsidy payable to an Employee shall be one week's Basic Salary (as at 1 January of that year) plus a fixed amount based on the number of years of completed service. The fixed amount payable shall be as follows:

<i>Completed years of service as at 1st January</i>	<i>Fixed amount p.a.</i>
1 - 5 years	\$550.00
Over 5 years to 10 years	\$600.00
Over 10 years to 15 years	\$650.00
Over 15 years to 20 years	\$700.00
Over 20 years	\$750.00

- (3) The subsidy shall be paid as an advance at the beginning of each year in respect of which it is earned.
- (4) Upon resignation or termination of service, that portion of any advance payment taken in respect of the period not served shall be refunded to the Company. However, this sum shall not be recovered from Employees who leave the service of the Company due to retrenchment or a Medical Board Out.

**PART (V) LEAVE ITEMS**

**CLAUSE 35 ANNUAL LEAVE**

- (1) An Employee shall be eligible to take annual leave up to his earned entitlement pro-rated to the time such leave is to be taken.
- (2) An Employee shall be paid his Gross Salary for every day of such leave. If the Employee leaves the service of the Company, he shall be paid for any earned leave not taken. However, if he has taken more than his earned leave, the Company shall recover whatever excess leave that the Employee has taken in accordance with the Employment Act. An Employee with less than three months' continuous service with the Company shall not be entitled to any annual leave upon termination of service.

- (3) The number of days of annual leave an Employee is entitled to depends on the length of the Employee's service and shall be as follows –

- (a) For Employees other than those who work in a 12-hour rotating shift

<i>Company Service</i>	<i>Annual Leave (Working Days)</i>
Years 1 - 5	15
Years 6 - 10	18
Years 11 - 15	21
Years 16 - 20	23
Years 21 and above	25

- (b) For Employees who work in a 12-hour rotating shift

<i>Company Service</i>	<i>Annual Leave (Working Days)</i>
Years 1 - 4	10
Year 5	11
Year 6	12
Year 7	13
Years 8 - 15	14
Years 16 - 20	16
Years 21 and above	17

- (4) Annual leave shall be taken in accordance with the leave roster to be established by each Department/ Production Unit.
- (5) For personal exigencies, an Employee may apply for leave, the granting of which shall be at the discretion of the Department Head/PU Manager. The Employee should give as much advance notice as possible.
- (6) Annual leave shall normally be taken on a one working day basis. However, an Employee, other than a Shift Employee, may apply for half a working day's leave if required.
- (7) An Employee may carry over his annual leave entitlement to the next year, provided that the carry forward balance does not exceed 15 working days.

- (8) An Employee who falls ill or is injured while on annual leave may either –
- (i) credit one day to his annual leave; or
  - (ii) have his leave extended by one day,
- for each day he is granted medical absence subject to the conditions stated in Clause 36 (2).
- (9) An Employee wishing to extend his annual leave should inform his supervisor before the day he was originally due to return to work. There may be occasions when, because of prior leave and operational planning, the Employee is required to return to work on the date originally arranged.
- (10) In the event that he is travelling outside Singapore, certification by a doctor outside of Singapore shall be subjected to endorsement by the Company Doctors.
- (11) Notwithstanding sub-clause (7) of this clause, the Company shall give consideration to a Muslim Employee to accumulate his annual leave up to a period not exceeding five years' entitlement, provided that the Employee satisfies the Company that this accumulation of leave is for the purpose of making a pilgrimage to Mecca, and that such leave shall be taken at a time which will not affect the Company's operations.

#### **CLAUSE 36 PAID MEDICAL ABSENCE**

- (1) The Company offers its Employees adequate protection against illness, particularly of the more serious nature.
- (2) The Company will only grant paid medical absence for medical certificates issued by the Company Doctors, the Company's Panel of Doctors and other Ministry of Health-registered medical practitioners in Singapore. Medical certificates issued by doctors outside of Singapore shall be endorsed by the Company Doctors prior to the Company granting paid medical absence based on such medical certificates. For the purpose of this sub-clause (2), "Company's Panel of Doctors" means registered medical practitioners whose names are included in the Company's panel of medical practitioners updated from time to time and made available to Employees and the Union.
- (3) Paid medical absence is expressed in working days.

- (4) Under any circumstances in which the Company does not grant paid medical absence to an Employee, the Company will offset such Employee's medical absence against the Employee's annual leave entitlement or grant unpaid medical leave should such Employee have insufficient annual leave entitlement.
- (5) All Employees are encouraged to utilise the periodic medical examinations provided by the Company through external providers. Employees up to the age of 40 shall be eligible for such examinations once every three years. Employees over the age of forty shall be eligible for such examinations once every two years. Special medical examinations at more frequent intervals shall be required for Employees when their work environment is such that this is deemed necessary to maintain good occupational health or if it is legislated.
- (6) The benefits stated in this Clause 36, as well as those under Clause 37 (Prolonged Illness) and Clause 43 (Clinical Treatment and Hospitalisation), shall be accorded only to those Employees who comply with the conditions stated in sub-clause (2) above.
- (7) The three categories of full-pay medical absence are:
- |            |   |   |
|------------|---|---|
| CATEGORY A | : | Absence of one or two working days.   |
| CATEGORY B | : | Absence of three or more consecutive working days.<br>Additionally, the Company Doctors may recommend that specific Category A absence be grouped under Category B. |
| CATEGORY C | : | Hospitalisation.  |

(a) The ceilings for each calendar year for each category and for half-pay medical absence are as follows:

(i) For Employees other than those who work on a 12-hour shift:

Number of years of Company Service	Full Pay Medical Absence (in days)			Half-Pay Medical Absence (in days)
	Cat. A	Cat. B	Cat. C	
Up to 5 years	14	21	30	30
Over 5 years to 10 years	15	22	35	45
Over 10 years to 15 years	16	23	40	60
Over 15 years to 20 years	17	24	50	90
Over 20 years	18	25	60	120

(ii) For Employees who work on a 12-hour shift:

Number of years of Company Service	Full Pay Medical Absence (in days)			Half-Pay Medical Absence (in days)
	Cat. A	Cat. B	Cat. C	
Up to 5 years	14	14	35	20
Over 5 years to 10 years	15	15	38	30
Over 10 years to 15 years	16	16	41	40
Over 15 years to 20 years	17	16	48	60
Over 20 years	18	17	54	80

(b) For the purposes of this Clause 36, any absence from work due to any industrial accidents or prolonged illness subject to Clause 37 (Prolonged Illness) shall be excluded from the above ceilings.

- (c) Category C absence may be deducted against the Category B and Category A ceilings; likewise, Category B absence may be deducted against the Category A ceiling. However, the reverse shall not apply. Half-pay medical absence shall be granted after the Category A ceiling is reached. The ceilings are for each calendar year and shall not be carried over to the following year.

**CLAUSE 37      PROLONGED ILLNESS**

(1) An Employee who is certified by the Company Doctors to have contracted an illness, which requires prolonged treatment, shall be granted prolonged paid medical absence (“Prolonged Medical Absence”) not exceeding the following scales:

- (a) When the Employee has been confirmed by the Company but has completed less than one year's service - One month of Prolonged Medical Absence on Gross Salary.
- (b) Where the Employee has completed one year's service - Two months of Prolonged Medical Absence on Gross Salary.
- (c) Where the Employee has two completed years' of service - Two months of Prolonged Medical Absence on Gross Salary and two months of Prolonged Medical Absence on half Gross Salary.
- (d) Where the Employee has completed two years' of service, for each additional year's service - One additional month of Prolonged Medical Absence on Gross Salary and one additional month of Prolonged Medical Absence on half Gross Salary up to a maximum of twelve months of Prolonged Medical Absence on Gross Salary and 12 months of Prolonged Medical Absence on half Gross Salary.

(2) Where in sub-clause (1)(d) of this clause, if an Employee does not recover well enough to be able to return to work after the above period, he will be placed on no-pay leave for up to twelve months. If after this period he is still not fully recovered to return to work, the Company will have the option to cease his employment as at the last day of the no-pay leave period. In such situations, the Employee is not eligible for any medical board-out payment.

- (3) Where early prognosis by the Company Doctors indicates that a treatment may take at least six months, the Employee may elect to resign from Company's service; in that event, he shall in addition to other benefits that may be due to him, be paid a lump-sum equivalent to the balance of the Prolonged Medical Absence which he would have been granted under this Clause 37 or the period of recovery set by the Company Doctors, whichever is less.

#### **CLAUSE 38 MATERNITY LEAVE**

- (1) A female Employee who has completed ninety days of continuous service in the Company shall be entitled to sixteen calendar weeks maternity leave on full pay subject to the provisions of the Child Development Co-Savings Act or Employment Act, as applicable.
- (2) Subject to business needs and with mutual agreement with the Employee's supervisor prior to the start of maternity leave, the last eight weeks of maternity leave may be taken flexibly over a twelve-month period from the birth of the child, or in accordance with the laws of Singapore as amended or re-enacted from time to time.
- (3) Unconsumed maternity leave will lapse at the earlier of the following:
  - (a) after the twelve-month period from the birth of the child; or
  - (b) upon cessation of employment.
- (4) Unconsumed maternity leave shall not be used for the purpose of giving notice for resignation or encashment.
- (5) Any absence from work due to a miscarriage or abortion shall not be considered as maternity leave, but as paid medical absence pursuant to Clause 36.

#### **CLAUSE 39 PAID AND SHARED PARENTAL LEAVE**

- (1) Employees who have completed three months' continuous service in the Company shall be entitled to eight work weeks equivalent of Paid Parental Leave on the birth of his legal child or.  

For a Shift Employee, the eight-work week (i.e. equivalent to 32 and 48 working days for an employee on 12-hour shift and 8-hour shift respectively) shall be calculated in line with the prevailing Company policy.
- (2) Paid Parental Leave includes the statutory position for Government Paid Paternity Leave (GPPL). Male employees eligible for 4 weeks GPPL will be offered an additional 4 weeks Paid Parental Leave. Birth mother who are eligible to the 16 weeks Maternity Leave will not be eligible for Paid Parental Leave.

- (3) Subject to business needs and with mutual agreement with the Employee's supervisor, Paid Parental Leave may be taken in a continuous block or flexibly within twelve months from the birth of the child, or in accordance with the laws of Singapore as amended or re-enacted from time to time.
- (4) A male Employee will also be entitled to share six weeks of Shared Parental Leave under the sixteen weeks of maternity leave, subject to the agreement of the mother, if the mother qualifies for Government-paid maternity leave, the Employee is lawfully married to the child's mother, and the child is a Singapore citizen.
- (5) A male Employee will be entitled to share ten weeks (from 1 Apr 2026) of the Shared Parental Leave under the sixteen weeks of maternity leave, subject to the agreement of the mother, if the mother qualifies for Government-paid maternity leave, the Employee is lawfully married to the child's mother, and the child is a Singapore citizen.
- (6) Subject to business needs and with mutual agreement with the Employee's supervisor, this shared parental leave may be taken in a continuous block or flexibly, within twelve months from the birth of the child, or in accordance with the laws of Singapore as amended or re-enacted from time to time.
- (7) Unconsumed parental leave will lapse at the earlier of the following:
  - (a) after the 12-month period from the birth of the child;
  - (b) upon cessation of employment.
- (8) Unconsumed paternity leave shall not be used for the purpose of giving notice for resignation or encashment.

**CLAUSE 40 CHILD CARE LEAVE AND UNPAID INFANT CARE LEAVE**

- (1) An Employee whose youngest child is below the age of seven and who has completed three months' continuous service with the Company, shall be entitled to six days of childcare leave per calendar year regardless of the number of qualifying children and subject to the provisions of the Child Development Co-Savings Act. This leave shall be taken at a time mutually agreed by both the Company and the Employee.
- (2) An Employee with a child below the age of two and who has completed three months' continuous service with the Company, shall be entitled to six days of unpaid leave per year regardless of the number of qualifying children and subject to the provisions of the Child Development Co-Savings Act. This leave shall be taken at a time mutually agreed by both the Company and the Employee.

- (3) An Employee whose youngest child is aged between seven to twelve years and who has completed three months' continuous service with the Company will be entitled to two days of childcare leave per calendar year regardless of the number of qualifying children and subject to the provisions of the Child Development Co-Savings Act. This leave shall be taken at a time mutually agreed by both the Company and the Employee.
- (4) Childcare leave is not transferable between spouses if both husband-and-wife work for the Company.

**CLAUSE 41 SPECIAL LEAVE**

- (1) An Employee who has been confirmed in the Company's service may be permitted to take special leave, which is unpaid leave of absence, for the following purposes:
  - (a) Travel to any country outside Singapore; or
  - (b) Care for his immediate family members, includes but is not limited to looking after his children, medical emergencies and critical illness cases.
- (2) The total amount of special leave taken by an Employee in his career shall not exceed six months, except that for special leave taken under sub-clause (1)(b) above, the total amount of special leave taken shall not exceed twelve months.
- (3) Special leave shall be granted subject to the following conditions:
  - (a) Such leave shall be taken at a time suitable to the Company which would least interfere with its operations;
  - (b) The Employee undertakes to resume work with the Company upon his return from such leave;
  - (c) The date of the Employee's return to work is confirmed prior to his departure, and if he decides to return to work earlier than the due date, he shall advise the Company accordingly;
  - (d) The Company shall under no circumstances be called upon to underwrite or guarantee any expenses that may be incurred by the Employee in connection with such leave; and
  - (e) Failure of an Employee to report for duty upon the expiration of his leave for more than two days without any just cause or excuse shall be deemed to be a breach of such Employee's contract of service.
- (4) Special leave for travel shall be granted subject to the following additional conditions:

- (a) The Employee must have completed five years' of continuous service with the Company, except that in the case of a Muslim Employee wishing to make a pilgrimage to Mecca, the qualifying period shall be reduced to one year;
  - (b) Special leave for the purpose set out in sub-clause (4)(a) above shall be limited to one occasion in the Employee's career;
  - (c) The Employee taking special leave for travel shall produce travel documents for inspection by the Company; and
  - (d) The Company assumes no responsibility for the return of the Employee to Singapore should any immigration regulations, Government actions, transport difficulties or any other causes prevent his doing so; nor shall the Company assume any financial or service obligations if the Employee is unable to resume work with the Company on the agreed date for such Employee to return to work.
- (5) Special leave for an Employee to look after his immediate family shall be granted subject to the following additional conditions:
- (a) The Employee must have completed one year's continuous service with the Company; and
  - (b) Each occasion of such leave shall be for a minimum period of two months.
- (6) An Employee may, on written application, be granted unpaid study leave not exceeding twelve months provided the Company is satisfied that the granting of such leave will be beneficial to the Company and the Employee and has direct bearing to his present or future assignments. The conditions stipulated in sub-clauses (3) and (4) of this clause shall apply to him.
- (7) An Employee, who is on special leave, will have his annual increment and other relevant allowances and benefits pro-rated in accordance with the duration within the year at which he is not away on special leave.

**CLAUSE 42 PAID LEAVE OF ABSENCE**

(1) The Company shall grant an Employee paid leave of absence in any one of the following circumstances:

(a)	Death of a member of the Employee's immediate family	-	Five working days
(b)	Marriage of the Employee	-	Five working days to be given once only during his career with the Company
(c)	Marriage of the Employee's legal child	-	Two working days
(d)	Critical Illness of the Employee's legal parents, parents-in-law, spouse, children and siblings	-	Two working days per admission

The above leave shall be taken within 1 month from the event.

(e)	Representing Singapore in a sport sanctioned by the Singapore Sports Council (for confirmed Employees with official documents)	-	Maximum of seven working days per annum
(f)	Elder Care Leave to care for parents, parents-in-law, grandparents, grandparents-in-law		Two working days per calendar year

(2) The Company shall grant a female employee Working Mother's Child Sick Leave, subject to the following sub clauses:

- (a) Female Employees shall be granted up to five working days paid leave of absence per calendar year per child to allow them to attend to their young children aged six or below who fall ill.
- (b) To be eligible for this paid leave of absence pursuant to sub-clause (2)(a) above, a female Employee shall tender her child's medical certificate issued by a registered medical practitioner in Singapore. Subject to operational requirements, every effort shall be made to release the female Employee seeking such paid leave of absence.

- (c) Where more time away from work becomes necessary, the female Employee shall apply for leave in accordance with Clause 35 (Annual Leave) and Clause 41 (Special Leave).
- (3) An Employee shall normally obtain the prior permission of the Company before taking any such leave but, where this is not possible in the circumstances, the Employee shall inform his supervisor at the earliest available opportunity of the reasons for such absence. Subject to operational requirements, every effort shall be made to release the Employee seeking such leave.

## **PART (VI) MEDICAL AND DENTAL BENEFITS AND INSURANCE**

### **CLAUSE 43 CLINICAL TREATMENT AND HOSPITALISATION**

- (1) The Company shall bear the cost of any medicine, injection, x-ray or pathological examination for an Employee in accordance with the prevailing Company medical insurance plan.
- (2) An Employee and his spouse who is covered under the Aster medical insurance plan shall have their premiums paid by the Company.
- (3) Membership of the plan is also open to children of Employees, but the premium incurred by them shall be borne by the Employees.
- (4) The medical insurance plan for the Employee and spouse provides for outpatient, hospitalisation and surgical benefits, the details of which are set out in the Company's medical benefits website.
- (5) The Company shall bear the cost of dental treatment excluding cosmetic treatment up to a maximum of \$450 per year per Employee, inclusive of coverage for such Employee's spouse and children, for the currency of this Agreement.
- (6) Except where authorised by his Department/PU Manager, an Employee shall seek dental treatment outside his normal working hours.
- (7) Medical leave granted by a registered dental surgeon in Singapore shall be regarded as paid medical absence in accordance with Clause 36 (Paid Medical Absence).
- (8) In the event of the Government introducing a new form of national health service or other state sponsored scheme, the benefits granted under this clause shall be reviewed.

#### **CLAUSE 44      WORK INJURY COMPENSATION**

If any Employee not covered by the provisions of the Work Injury Compensation Act suffers personal injury or sickness arising out of and in the course of his employment, the Company shall pay compensation as if the Employee was a workman covered by the Work Injury Compensation Act.

#### **PART (VII)      MISCELLANEOUS ITEMS**

##### **CLAUSE 45      UNIFORMS AND OTHER ISSUES**

- (1) An Employee who is required by the Company to wear uniform whilst on duty shall be supplied uniforms and footwear per year, the design and type of which shall be determined by the Company.
- (2) All uniformed Employees shall be provided laundry service free of charge on the basis of two suits of uniform per week, or more if operationally necessary.

##### **CLAUSE 46      INDUSTRIAL HEALTH AND SAFETY**

- (1) The Company has in place a Health, Safety, Security and Environment Policy. Safety and health of its Employees are given priority by the Company and protective devices/ equipment are provided.
- (2) All Employees are also required to adhere closely to all industrial health and safety regulations laid down from time to time by the Company and/or any laws of Singapore,
- (3) The Company shall establish a Workplace, Safety, Security and Health & Environment Committee in accordance with the Workplace Safety and Health Act and its regulations.
- (4) The Company and the Union are committed to Health, and Safety as a priority and to encourage the availability of staff for active participation by Employees to ensure the effective functioning of the safety committees.

##### **CLAUSE 47      PRODUCTIVITY**

- (1) The Company and the Union recognise the need for productivity improvement to enhance the well-being of the Company and for the benefit of its Employees.

- (2) Productivity improvement is an attitude of mind that seeks to continually improve what already exists. It is based on the conviction that one can do things better today than yesterday and better tomorrow than today.
- (3) Both parties affirm their commitment to productivity improvement and to provide meaningful work and job satisfaction.
- (4) Productivity improvement shall be achieved through better skills, better work systems and better work practices. These include office automation, computerisation, advanced technology, efficient work methods, flexible work practices and motivated employees.
- (5) Employees shall be provided with opportunities for continual learning through appropriate training to acquire the necessary skills to develop their capability and potential. Where appropriate, progression schemes shall be introduced for Employees to contribute and to achieve their potential without constraints of artificial barriers.
- (6) The Company shall continue to consult the Union before implementing significant changes. Changes shall be made in a socially responsible manner.

#### **CLAUSE 48 EDUCATION AND TRAINING**

- (1) It is recognised that it is the Employee's responsibility to improve his own education qualifications to enable him to advance in the Company, as well as to ensure general long-term employability. To assist Employees, the Company operates an education assistance scheme. Details of this scheme are available from the HR Department.
- (2) The Company shall continue to provide appropriate developmental and functional training, in recognition of its responsibility to continuously train and develop Employees with a goal to enable them to progress to their best of their abilities and realise their potential. The Company shall also identify areas of development and growth and discuss this with the Employee during the Employee's performance appraisal review or as required.

#### **CLAUSE 49 TERM LIFE INSURANCE**

Every Employee shall be insured for Term Life Insurance Policy coverage in accordance with the applicable prevailing Company Term Life Insurance plan.

**CLAUSE 50 PERSONAL ACCIDENT INSURANCE**

Every Employee shall be insured for Personal Accident Insurance coverage in accordance with the applicable prevailing Personal Accident Insurance plan.

**CLAUSE 51 EQUAL REMUNERATION FOR WORK OF EQUAL VALUE**

- (1) Both parties accept that the principle of equal remuneration for men and women for work of equal value shall apply.
- (2) For the purpose of this clause, "remuneration" means salary and any other consideration, whether in cash or in kind, which the Employee receives directly or indirectly, in respect of employment.
- (3) The Company shall, by means appropriate to the methods in operation for determining rates of remuneration, promote and, in so far as consistent with such methods, ensure the application to all Employees of the principles of equal remuneration for male and female Employees for work of equal value.
- (4) The Company shall ensure that Employees in similar pay grades and/or similar job value receive equal remuneration regardless of whether the work is performed by a male or female Employee.
- (5) The Company shall ensure that objective appraisals of jobs and of incumbents are carried out. Differential rates between Employees which correspond, without regard to gender, to differences, as determined by such objective appraisal, shall not be considered as being contrary to the principle enunciated in this clause.

**CLAUSE 52 TEMPORARY ASSIGNMENT ALLOWANCE**

- (1) The Company may require an Employee to take on a Temporary Assignment from time to time.
- (2) For the duration of the Temporary Assignment Term, an Employee on Temporary Assignment shall receive a monthly assignment allowance (prorated for any part thereof) as per their previous shift schedule:
  - (a) 12-hour rotating shift - \$1,075
  - (b) 3-cycle 8-hour shift - \$1,075
  - (c) 2-cycle 8-hour shift - \$550

- (3) For the purposes of this Clause 52:
- (a) "Temporary Assignment" means an assignment that is:
    - (i) authorised by the Employee's Department/ PU Manager;
    - (ii) temporary, non-shift and ad hoc in nature (including but not limited to ad hoc projects and turnaround preparation), which is different from such Employee's usual shift job; and
    - (iii) for a period of up to two years, upon completion of which the Employee shall return to their previously assigned shift schedule.
  - (b) "Temporary Assignment Term" means the period commencing from the date the Employee commences work on the Temporary Assignment until the Employee's last date on assignment.

**CLAUSE 53 AUXILIARY FIRE FIGHTER SCHEME (AFF)**

The Company and the Union will together strive to ensure the execution and continued operation of the AFF Scheme as agreed between the Company and the Union.

- (1) Shift Employees who have volunteered or are nominated, and subsequently served as AFF shall be paid a fixed allowance upon completion of attendance of each quarterly training.
- (2) The payment for the respective sites shall be as follows:
  - (i) Bukom - \$525 per quarter (i.e., \$2,100 per annum)
  - (ii) AII - \$420 per quarter (i.e., \$1,680 per annum)
- (3) Shift Employees on the AFF scheme shall be paid \$5 per day when they are rostered for AFF duty.
- (4) Where required, AFFs on Bukom are eligible for a one-time monetary incentive of \$200 at the time they first gain an LTA Class 4 driving licence while being enrolled into the AFF scheme.
- (5) Shift Employees aged 50 years old and above may opt-out of the AFF Scheme.

**CLAUSE 54 TURNAROUND AND EVENTS**

- (1) The Turnaround and Events ("TA") clause shall operate as agreed between the Company and Union.

- (2) The Company and Union are committed to working together through a safe and healthy working environment to ensure both the competitive execution of Turnarounds and planned events whilst ensuring the continued operation of the site and adhering to Aster's fatigue management standards.
- (3) The Union will be engaged on such planned events 12 months prior to the start of these events.
- (4) For Pitstops and Non-routine maintenance events in Maintenance and Turnaround ("M&TA") Department, the Company will engage the Union at least 2 months prior to the start of these events.
- (5) During such events, the Company may require Non-Shift and Shift Employees to be directly involved in these planned events. For the duration of such planned event, both Shift and Non-Shift employees may be required to work on an event related work schedule, known as the Event Manning Schedule ("EMS"). Such schedule will be agreed with Employees prior to the start of event.
- (6) The EMS will provide the manning required to plan and execute the event safely and competitively, including continuity during the event and adhering to fatigue management standards.
- (7) The EMS, together with the event's HSSE plans, will be shared with the Employees involved in such events at least 2 months prior to the start of the event, including those involved in pre-TA activities where relevant.
- (8) The EMS will adhere to the following:
  - (a) Employees shall work not more than 6 continuous mornings or 5 continuous nights, inclusive of overtime as part of fatigue management standards.
  - (b) In exceptional cases as depicted in sub-clause (9), where an Employee volunteers to work:
    - (i) an additional 7th morning, the next day will be a non-working day, or
    - (ii) an additional 6th night, the next two days will be non-working days. The Employee will also be granted an additional Off-in-Lieu to be taken in mutual agreement with their Line Manager.

- (c) For Shift Employees, their EMS may constitute a permanent day and permanent night work schedule which is applicable only for the following events:
    - (i) For Unit shut down till “Hot works” status is declared.
    - (ii) For Unit start up where event Turnaround status is lifted till Product-in-Tank (PIT).
    - (iii) Permanent day work schedule during the Engineering phase.
  - (d) For Non-Shift Employees from the M&TA Department, their EMS may constitute of a permanent day and/or a permanent night work pattern during such events from Shut down to PIT.
- (9) In the event of exigencies, that may include but not limited to new discoveries, delays in critical path activities, that can have a significant impact on the safe and on-time delivery of an event, thereby requiring a change to the event manning schedule, the management representative is responsible for seeking the appropriate approval from the business leaders and consulting with the respective Union representative before executing the changes.
- (10) The Turnaround Incentive consists of 2 components, namely
- (a) Event Eligibility Incentive.
  - (b) Employee Eligibility Incentive.
- (11) The Turnaround Incentive is applicable where such planned events and employees involved, must meet the event eligibility and employee eligibility criteria respectively, as per the table below.

**(a) For Production**

Event Eligibility	The event needs to be <b>either</b> : 1. Major pitstops that significantly follows the Turnaround process or, 2. Classified as a Turnaround.
Employee Eligibility	The employee must fulfil at least 90% of the Event Manning Schedule.

**ASTER CHEMICALS AND ENERGY (BARGAINABLE STAFF) AGREEMENT 2025**

**SALARY STRUCTURE**

<i>Salary Grade</i>	<i>Minimum</i>	<i>Maximum</i>
	\$	\$
L5	1,705	2,861
L6	1,978	3,324
L7	2,320	3,897
L8	2,691	4,511
L9	3,147	5,278

**ASTER CHEMICALS AND ENERGY (BARGAINABLE STAFF) AGREEMENT 2025**

**JOB TITLES AND JOB GRADES**

<i>Job Grade</i>	<i>Job Title</i>
<b>Job Grade L5</b>	Field Execution Technician 5 Fire & Security Technician 2 Laboratory Analyst 5 Plant Operator Process Technician 5 Fireman 2 Technician 5 Warehouse Operator 2 Workshop Technician 5
<b>Job Grade L6</b>	Accounting Assistant 2 Administrative Assistant 2 Field Execution Technician 4 Fire & Security Technician 1 Laboratory Analyst 4 Operations Assistant 2 Plant Operator Pricing Administrator 3 Process Technician 4 Fireman 1 Technician 4 Warehouse Operator 1 Workshop Technician 4

**Job Grade L7**

Accounting Assistant 1  
Administrative Assistant 1  
Associate Administrative  
Customer Service Representative 1  
Demurrage & Claims Analyst 3  
Field Execution Technician 3  
Laboratory Analyst 3  
Senior Fireman 2  
Operations Assistant 1  
Plant Operator  
Scheduler  
Senior Fire & Security Technician 2  
Senior Laboratory Analyst 3  
Senior Operator 2  
Senior Process Technician 3  
Team Leader 2  
Technician 3  
Warehouse Assistant 1  
Warehouse Team Leader 2  
Workshop Technician 3

**Job Grade L8**

Associate Administrative  
Capex Document Controller  
Demurrage & Claims Analyst 2  
Field Execution Technician 2  
Laboratory Materials & Services Assistant  
Senior Fireman 1  
Maintenance Technician  
Scheduler  
Senior Accounting Assistant 2  
Senior Administrative Assistant 2  
Senior Fire & Security Technician 1  
Senior Laboratory Analyst 2  
Senior Operations Assistant 2  
Senior Operator 1  
Senior Process Technician 2  
Senior Purchaser 2  
Stock Reconciler  
Team Leader 1  
Technician 2  
Warehouse Operator  
Warehouse Team Leader 1  
Workshop Technician 2

**Appendix II  
(Cont'd)**

**Job Grade L9**

Assistant Fire Officer  
Associate Administrative  
Demurrage & Claims Analyst 1  
Field Execution Technician  
Finance Product Analyst  
Head, Duty & Admin  
Head, Plant Yield  
Laboratory Technician  
Logistics Administrator  
Management Assistant  
Occupational Health Nurse  
Pricing Administrator 2  
Programmer 1  
Sales Support 2  
Scheduler  
Senior Accounting Assistant 1  
Senior Administrative Assistant 1  
Senior Customer Service Representative 1  
Senior Laboratory Analyst 1  
Senior Operations Assistant 1  
Senior Process Technician 1  
Stock Reconciler  
Supervisor 1  
Systems & Process Analyst  
Technician 1  
Trading Operator 1  
Workshop Technician

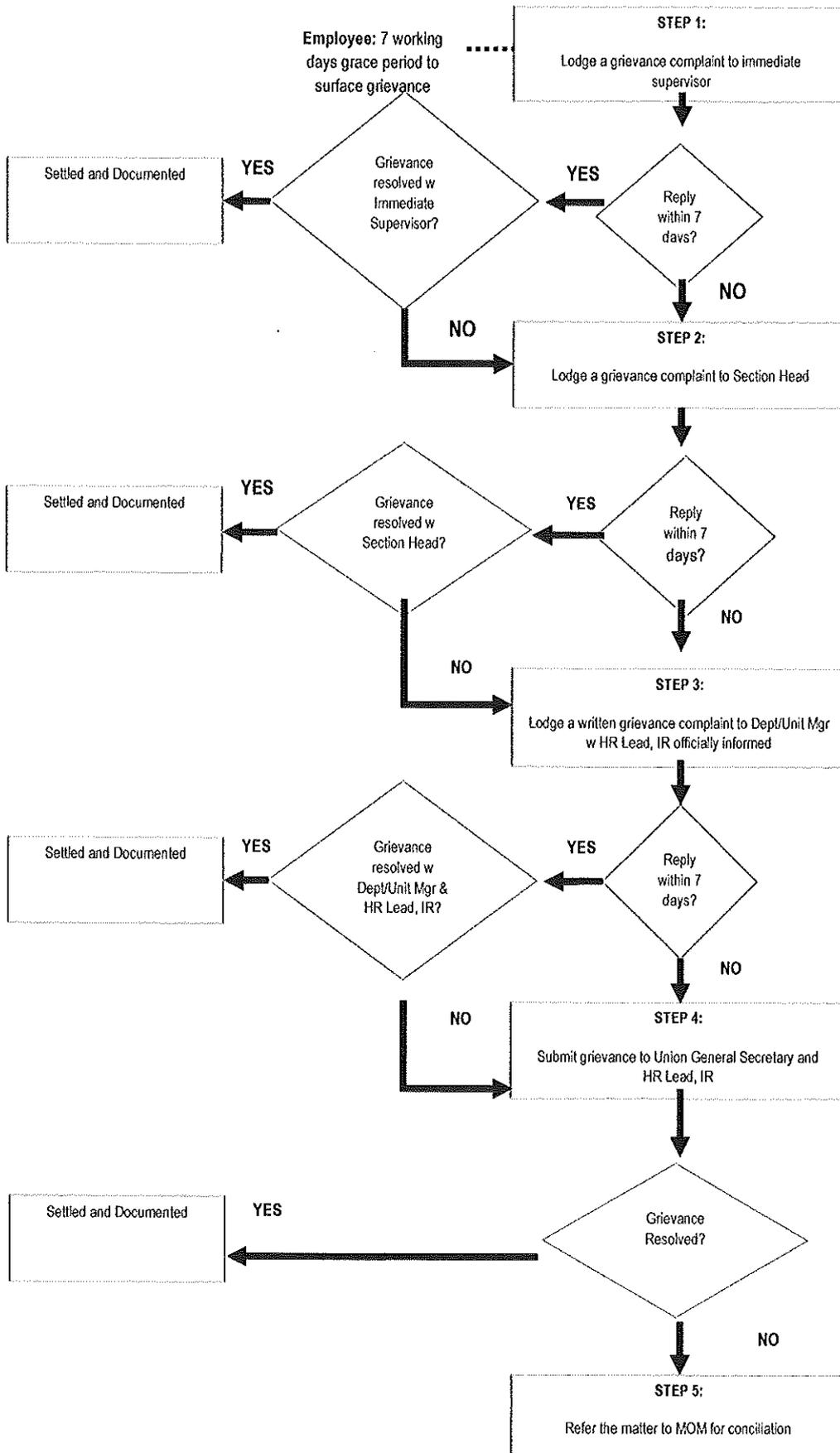
**Appendix III**  
(Clause 12)

**ASTER CHEMICALS AND ENERGY (BARGAINABLE STAFF) AGREEMENT 2025**  
**STRUCTURE FOR THE CONDUCT OF COMPANY-UNION RELATIONS**

Level	Union Rep.	Company Rep.	Purpose	Frequency	Work Team / Department / Worksite Affected
Shift	Delegate	Production Team Leader/ Supervisor	Shift Work Issues	As and when	All Work Teams
Department/ Production Unit	Coordinator and Delegate involved in the issues	Department / PU Managers and his nominated representative	Department / Production Unit issues	As and when but at least once in 3 months	All Departments / Production Units
Worksite	Co-ordinator and Department/ Shift Delegates and Industrial Relations Officer involved in the issues	Department / PU Manager HR GM HR Lead, IR  For Head Office Department Head HR Lead, IR	- Referred Department issues - Worksite issues	As and when but at least once in 3 months	All Singapore Worksites
Company	President, General Secretary, Executive Secretary, Co-ordinator(s) involved in the issues	For other worksites Worksite Manager HR Lead, IR  HR Sr GM Relevant Department / PU Manager as required	- Referred Department / Worksite issues - General issues	As and when but at least once in 3 months Ad-Hoc	Departments concerned

ASTER CHEMICALS AND ENERGY (BARGAINABLE STAFF) AGREEMENT 2025

GRIEVANCE PROCEDURE FOR EMPLOYEES



**STEP 1:**

Employee shall either by himself or accompanied by the Dept/Shift Union Delegate lodge the grievance with his immediate supervisor who shall give a reply within 7 calendar days.

**STEP 2:**

If no settlement is reached at STEP 1 within 7 calendar days after the complaint is made, a grievance by himself or with the Dept/Shift or Worksite Union Delegate shall be submitted to his Section Head who shall give a written reply within 7 calendar days.

**STEP 3:**

If no settlement is reached at STEP 2 within 7 days after the complaint is made, the written grievance by himself or with the Worksite Union Delegate shall be submitted to the Dept/Unit Mgr who shall give a written reply within 7 calendar days. The HR Lead, IR shall be officially informed at this stage.

**STEP 4:**

If no settlement is reached at Step 3, the grievance shall be raised to the Union General Secretary and the HR Lead, IR. A meeting shall be arranged between both parties to resolve the grievance.

**STEP 5:**

If the grievance remains unresolved after STEP 4, the grievance may be referred to the Ministry of Manpower for conciliation