

**ALLOWANCES
COMPENSATION & BENEFITS SECTION**

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Process Owner		
NO	NAME	DESIGNATION
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1.) Objective

The objective of allowance policy is to establish clear, equitable, and transparent guidelines for the provision of allowances to employees.

2.) Introduction

The guideline contained in this policy is applicable to any personnel performing an Acting capacity. The Acting Allowance represents a monetary compensation provided to an employee who temporarily takes on higher duties and/or responsibilities within the company, which could be for a set period of time or until the higher level position is filled permanently.

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3.) Policy

3.1. Perfect Attendance Incentive

3.1.1. Eligibility

- i. This incentive of **RM100 per month** is only applicable to outlet based employees who are under the job category of Executive and Non-Executive only.
- ii. Employee must complete one (1) month of service
- iii. Proven record on clock-in and clock-out including during break time
- iv. No disciplinary record (Warning Letter, Verbal Warning, Counselling Form, Reminder Letter)
- v. Zero industrial accident case
- vi. Did record on Medical Leave, Hospitalization Leave, Unpaid Leave and Maternity Leave
- vii. Serving full resignation notice

3.1.2. The Full Attendance Incentive will be disbursed in the subsequent month upon approval by the Store Manager.

3.2. Cashier Allowance

3.2.1. The Cashier Allowance is provided to compensate cashiers for the responsibility, risk, and specific job demands associated with handling cash, managing transactions, and ensuring accuracy in a retail environment.

3.2.2. Eligibility:

- i. Allowance of **RM100 per month** is applicable to employees holding the positions of **Chief Cashier, Assistant Chief Cashier, and Cashier**, who are directly responsible for handling transactions at the cashier counter.

3.3. Full Shift Allowance

3.3.1. Outlet-based employees who are not entitled to overtime pay due to their salary exceeding the threshold but are required to work full shifts as scheduled by their Superior are eligible for a maximum allowance of **RM200 per month**.

3.3.2. Full shift hours and compensation eligibility:

- i. Employees working a **maximum of 12 hours per shift** will be entitled to the full **RM200 allowance**.
- ii. Employees working a **minimum of 10 hours per shift** will receive a **prorated allowance** based on the number of hours worked.

3.4. Internship Allowance

3.4.1. A student pursuing a Diploma or Degree and offered an internship placement with Jaya Grocer shall be entitled to a **monthly allowance of RM1,000**

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3.5. IT Support Allowance

3.5.1. The IT Support Allowances are given to the IT Support team who are required to provide critical technical support not only during regular business hours but also after hours, including weekends and public holidays, to ensure smooth operations across all locations (HQ, Distribution Centers, and Outlets).

3.5.2. Eligibility:

- i. Supervisors are required to submit a manual OT form to confirm employee eligibility based on actual work performed.

Weekdays (after normal working hours)	RM20/day
Rest day and Off Day	RM30/day
Public Holiday	RM40/day

- ii. Due to the job nature, IT Support team are eligible for phone allowance of RM50 per month

3.6. Key Holder Allowance

3.6.1. The Key Holder Allowance is provided to outlet-based employees who are appointed to be responsible for opening and closing the outlet. These employees are required to arrive earlier than the normal business hours and stay later than the regular closing hours.

3.6.2. Employees appointed as key holders shall receive an allowance of **RM100 per month**.

3.6.3. Key holders who are involved in disciplinary actions and found guilty, or who receive a Stern Warning, Warning, or Final Warning, will no longer be entitled to the Key Holder Allowance. Additionally, they will be removed from their role as Key Holder.

3.7. Skill Allowance

3.7.1. Outlet-based employees working in either the Halal or Non-Halal department are entitled to a monthly Skill Allowance. This allowance is provided to recognize and compensate for the specialized skills required to perform the duties within these departments.

3.7.2. Eligibility:

- i. **Supervisor category: RM200 per month**
- ii. **Non Executive category: RM100 per month**

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3.8. New Outlet Support Allowance

3.8.1. Employees that are assigned to support the new outlet opening outside the normal working hours i.e. after working hours, during rest day or Public Holiday), with a minimum of 8 days are entitled to claim for New Outlet Support Allowance.

3.8.2. Eligibility:

Description	Amount	Terms
New Outlet Support Allowance (≥ 8 days)	RM300 per project	Within Selangor and Kuala Lumpur
	RM500 per project	Outstation
New Outlet Support Allowance (< 8 days)	RM20 per day	Local
	RM30 per day	Outstation
Subsistence Allowance	RM50 per day	Outstation *Not entitled shall food is provided
Mileage	Employees with fixed transport allowance are only allowed to claim for outstation trips, with receipt. <i>(Refer Business Travel Policy)</i>	
Toll / Parking	Applicable as per Business Travel Policy	
Laundry Claims		
Flight	Economy class	

3.9. Event Pre-order Incentive Allowance

3.9.1. This incentive is provided as part of the festive event such as the Chinese New Year Pre-Order and Turkey Pre-Order campaign for Christmas. It is intended to reward employees who have supported the campaign physically.

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3.9.2. Eligibility:

Support	Allowance	Days	Job Scope
Kitchen Helper	RM300 per pax	> 7 days	Preparation, Cooking
Operation Helper	RM30 Per Pax Per Day	3 days	Sorting and loading
HQ Support	RM30 Per Pax Per Day	4 days	Manage Orders - Onsite Manage Website - Onsite Arrange Logistic Mid mile - Onsite Arrange Home Delivery - Onsite
Driver Support	RM50 per pax per slot	3 days	Delivery to outlet on time based on routing - 1 slots per day
Rider Support	RM10 per drop	If any	Based on emergency Cases

3.9.3.

Important Note

Notwithstanding with the above, the Management at its sole and absolute discretion, reserves the right to amend, and or delete the contents of this guideline or any part of it from time to time.