

CCL Design (Singapore) Pte Ltd

LABOR & ETHICS

Objectives & Metrics 2022

L&E Objective & Targets 2022

Last update: 11th Jan 2023

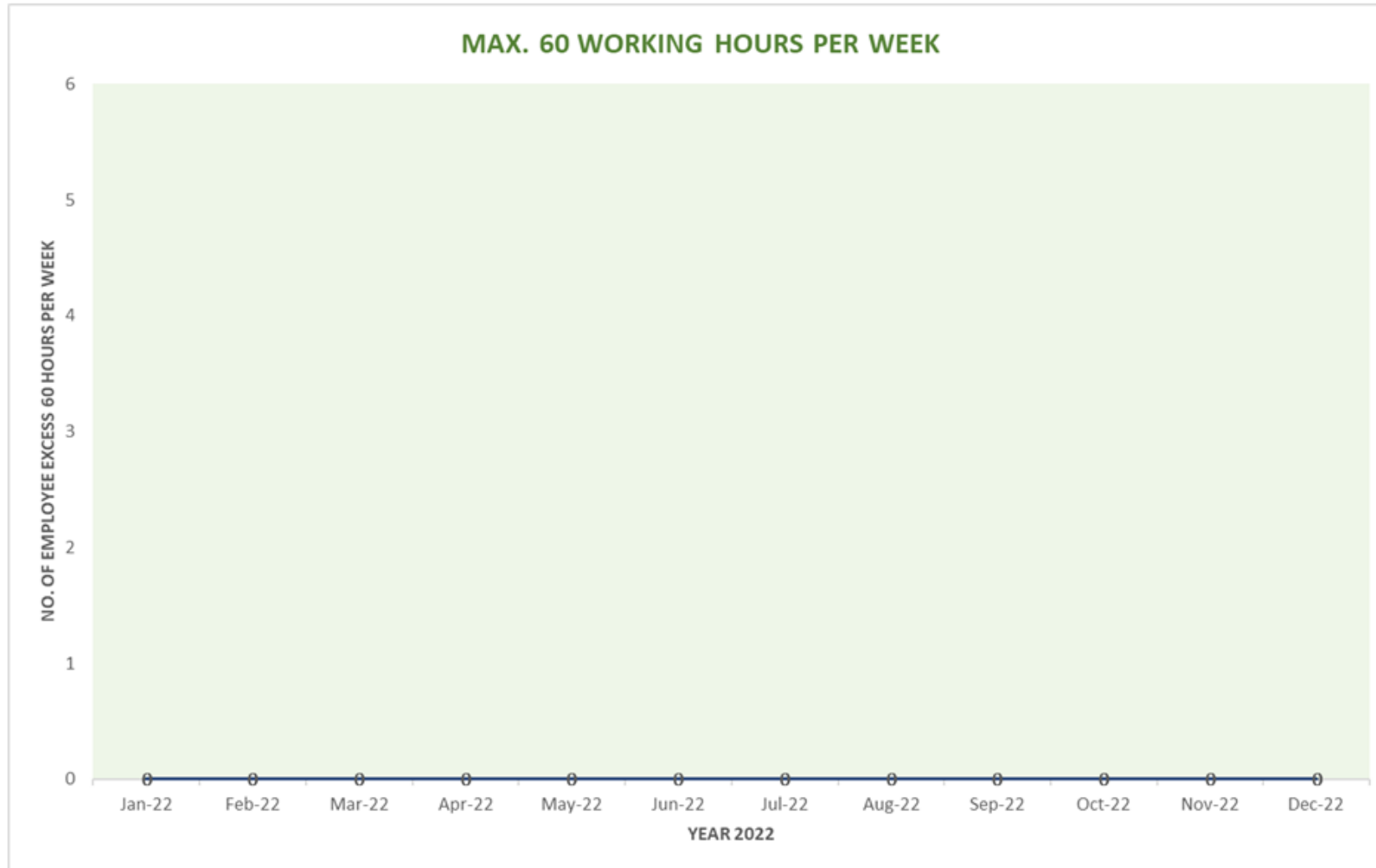
Objective	Target	Progress
1) Working hours	Official working hours + overtime hours cannot exceed 12 hours per day and 60 hours per week. Overtime hours cannot exceed 72 hours per calendar month.	On going. <ul style="list-style-type: none"> - Schedule monthly OT hours within the target hours. - OT Authorization Form to be filled up and approved by HODs/GM. - Monitor clocking data weekly and monthly, no excess hours found.
2) Rest day	One (01) rest day per every 7 days week.	On going. <ul style="list-style-type: none"> - Work schedule to exclude working on Sunday. - Monitor clocking data and no work done on Sunday.
3) Ethics	To maintain zero case of business ethics problem.	On going. <ul style="list-style-type: none"> - On-job-training for new staff. (Quality, Environment, Employee Handbook, Corporate Business Ethics Guide) - Annual RBA -L&E Refresher Training for all staff - Monitoring of ethics cases

Prepared by: Feiling
 Assistant Manager – HR/Admin
 Reviewed by: May Poh
 Financial Controller

Achievement of L&E objectives 2022 - Working Hours

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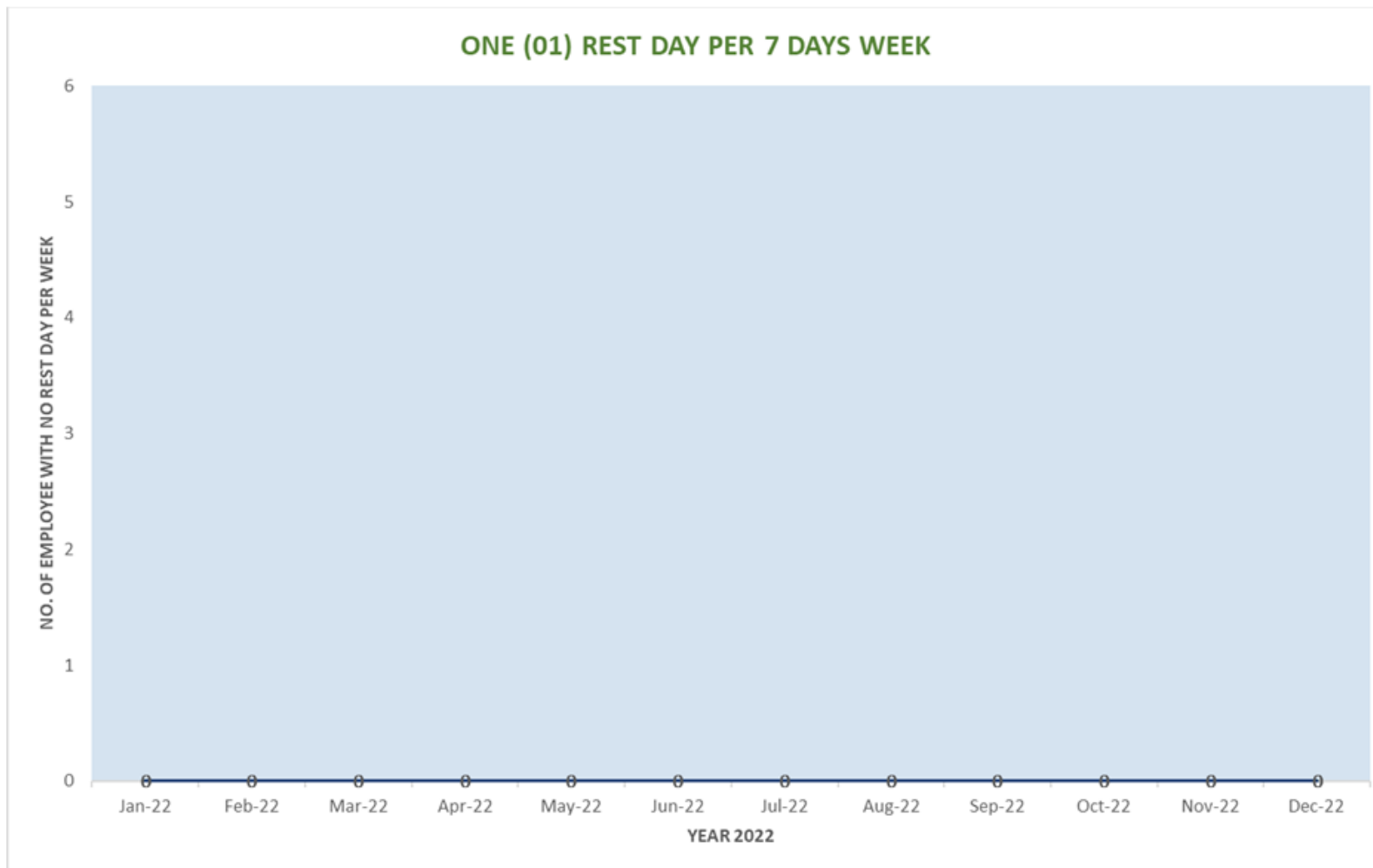


Remarks: Zero case for year 2021.

Achievement of L&E objectives 2022 - Rest Day

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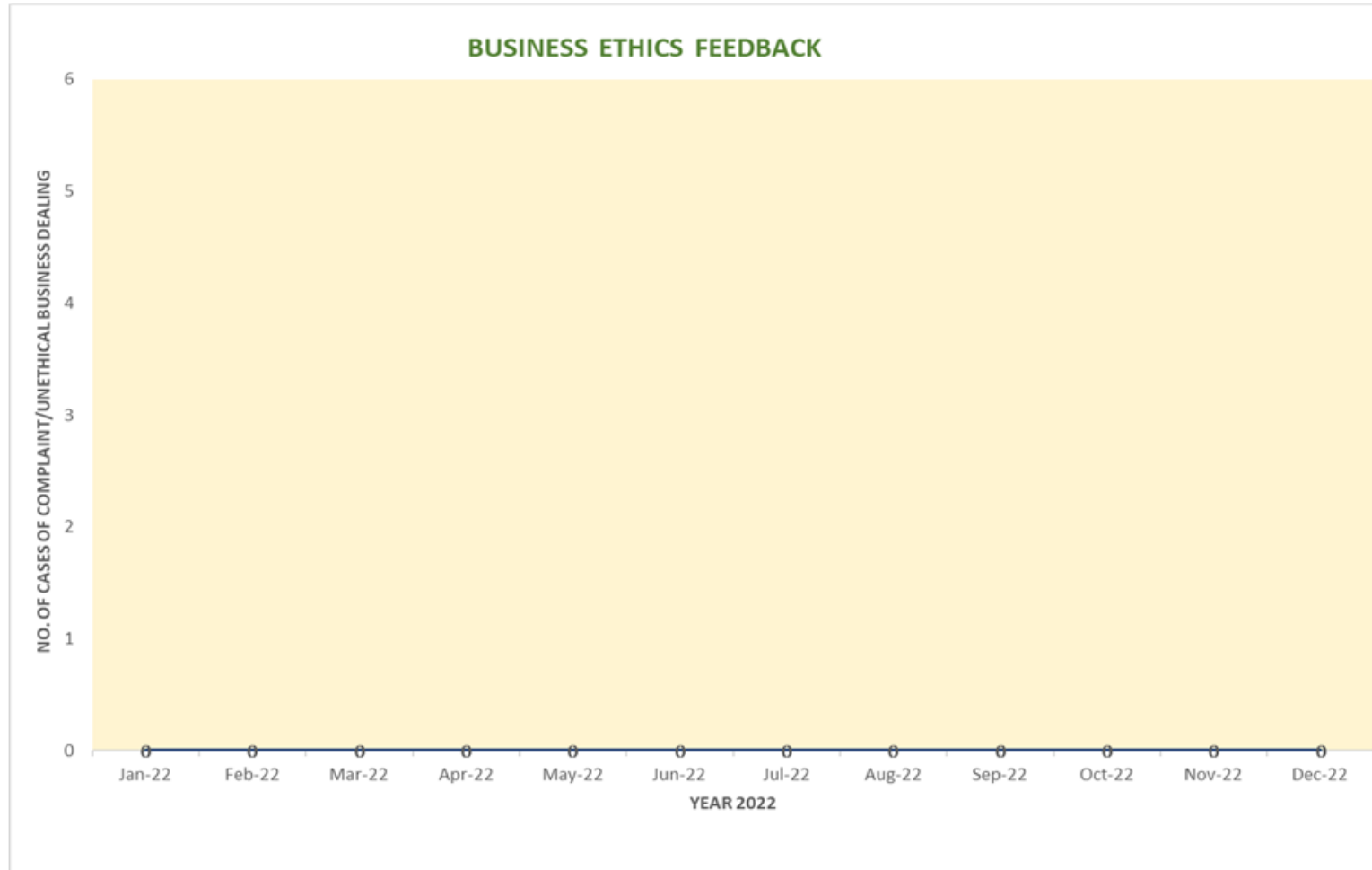


Remarks: Zero case for year 2021.

Achievement of L&E objectives – Ethics

L&E Objective & Targets 2022

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Remarks: 1 case for year 2021.

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