

**CCL Design (Singapore) Pte Ltd**

# **Labour & Ethics**

**Objectives & Metrics 2024**

L&E Objective & Targets 2024

Last update: 31 Dec 2024

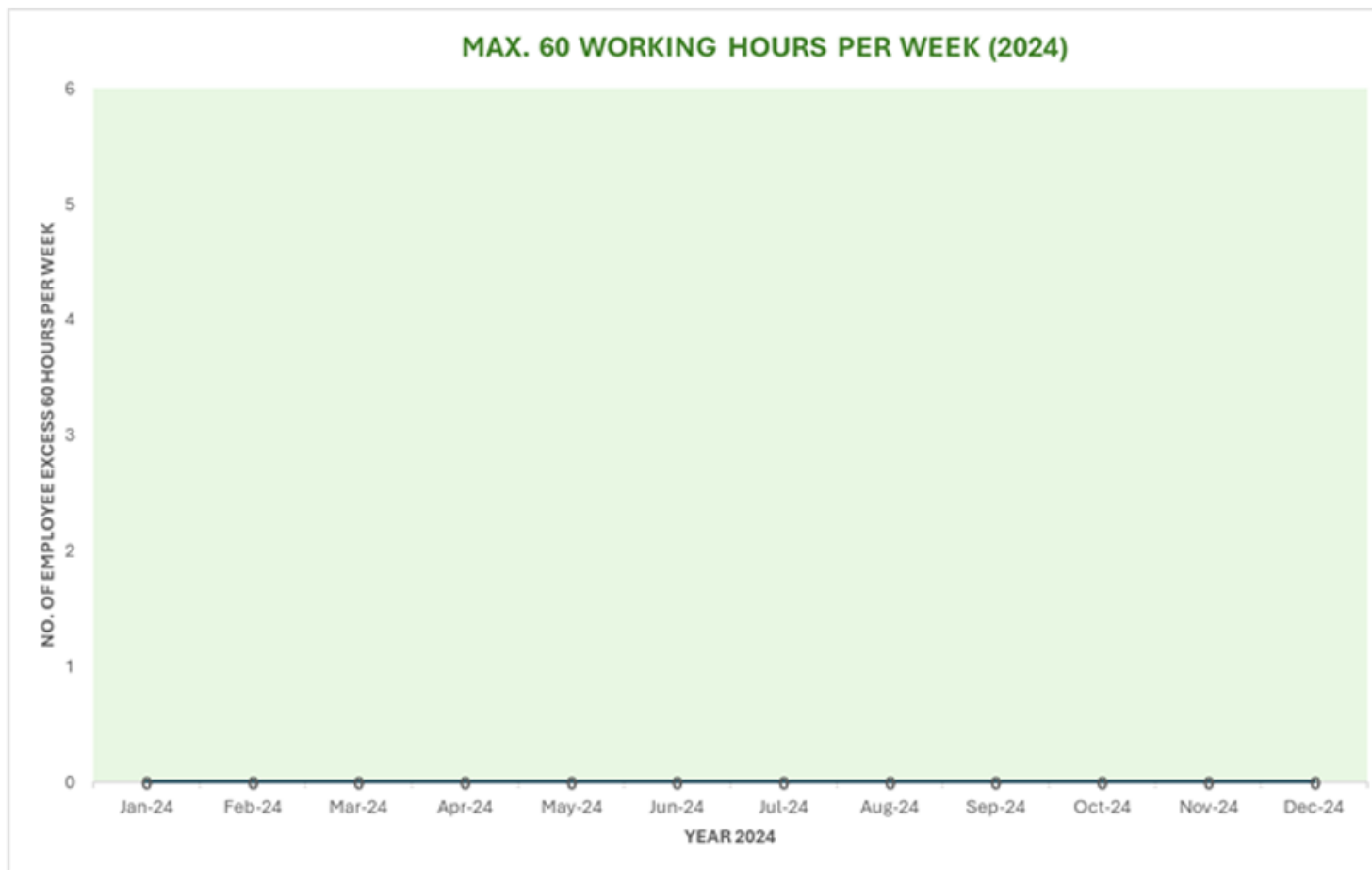
Objective	Target	Progress
1) Working hours	Official working hours + overtime hours cannot exceed 12 hours per day and 60 hours per week. Overtime hours cannot exceed 72 hours per calendar month.	On going. <ul style="list-style-type: none"> <li>- Schedule monthly OT hours within the target hours.</li> <li>- OT Authorization Form to be filled up and approved by HODs/GM.</li> <li>- Monitor clocking data weekly and monthly, no excess hours found.</li> </ul>
2) Rest day	One (01) rest day per every 7 days week.	On going. <ul style="list-style-type: none"> <li>- Work schedule to exclude working on Sunday.</li> <li>- Monitor clocking data and no work done on Sunday.</li> </ul>
3) Ethics	To maintain zero case of business ethics problem.	On going. <ul style="list-style-type: none"> <li>- On-job-training for new staff. (Quality, Environment, Employee Handbook, Corporate Business Ethics Guide)</li> <li>- Annual RBA -L&amp;E Refresher Training for all staff</li> <li>- Monitoring of ethics cases</li> </ul>
4) Training Hours	1.5 hours per employee per quarter	On going. <ul style="list-style-type: none"> <li>- HODs to submit training needs R010A-00 for the year. *If ad-hoc training is required, fill up form R010B-00.</li> <li>- Analysis on staff's training needs</li> <li>- Sourcing of training program and implementation</li> <li>- Training hours monitoring &amp; reporting.</li> </ul>

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Financial Controller

## 2.2.5 Achievement of L&E objectives

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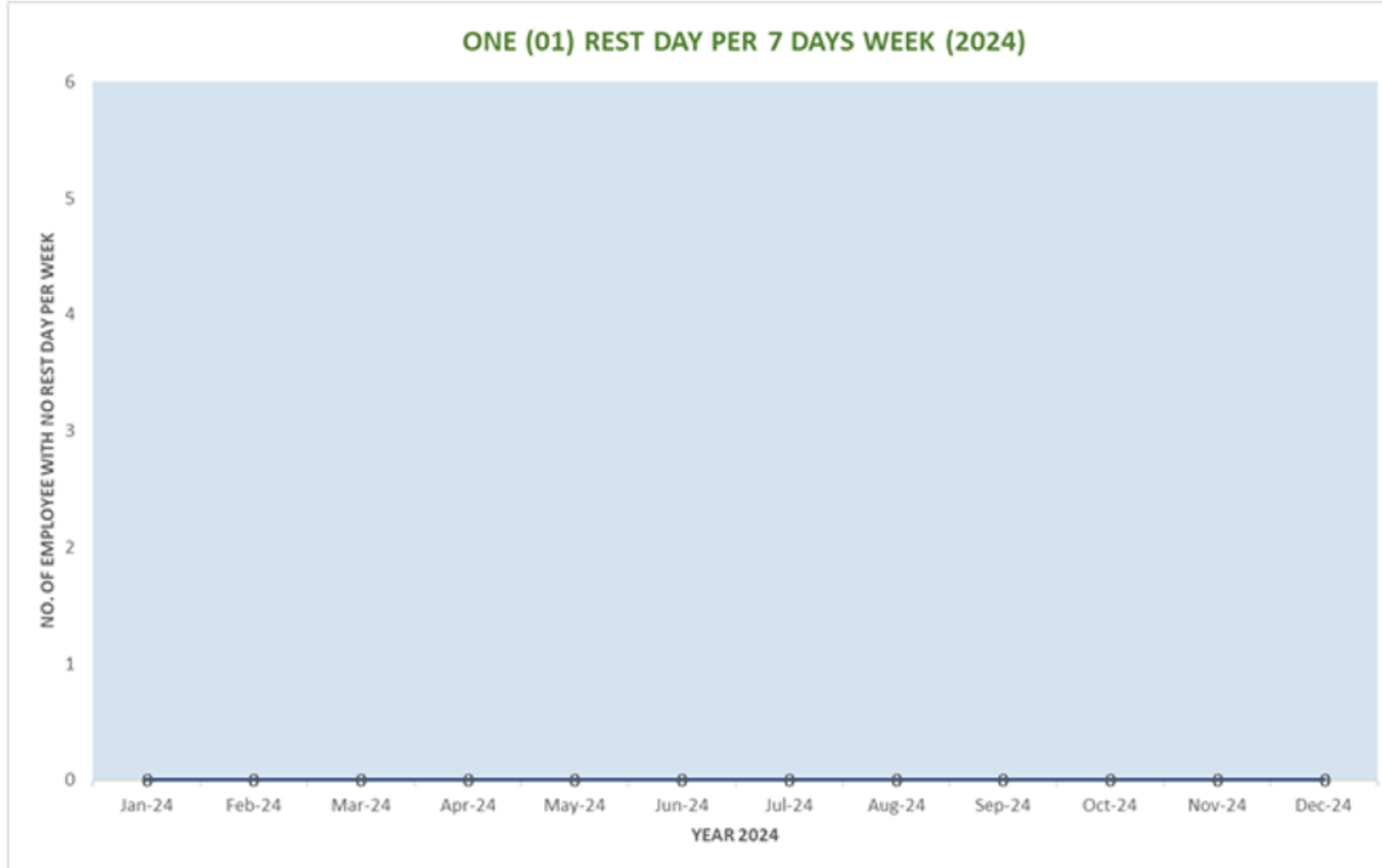


Remarks: Zero case for year 2023.

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## 2.2.5 Achievement of L&E objectives

### Achievement of Training Hours 2024

Target: 1.5 hours/staff/quarter

#### TRAINING HOUR PER STAFF - 2024

	Q1 (JAN - MAR)	Q2 (APR - JUN)	Q3 (JUL - SEPT)	Q4 (OCT - DEC)
AVERAGE TRAINING HOURS	1.69	1.95	4.56	3.02
HEADCOUNT	108	118	127	132



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Thank You