

**CCL Design (Singapore) Pte Ltd**

# **LABOR & ETHICS**

**Objectives & Metrics 2023**

## L&E Objective & Targets 2023

Last update: 02 Jan 2024

| Objective        | Target   | Progress   |
|------------------|--|--|
| 1) Working hours | Official working hours + overtime hours cannot exceed 12 hours per day and 60 hours per week.<br>Overtime hours cannot exceed 72 hours per calendar month. | On going.<br><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.<br><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.<br><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> |

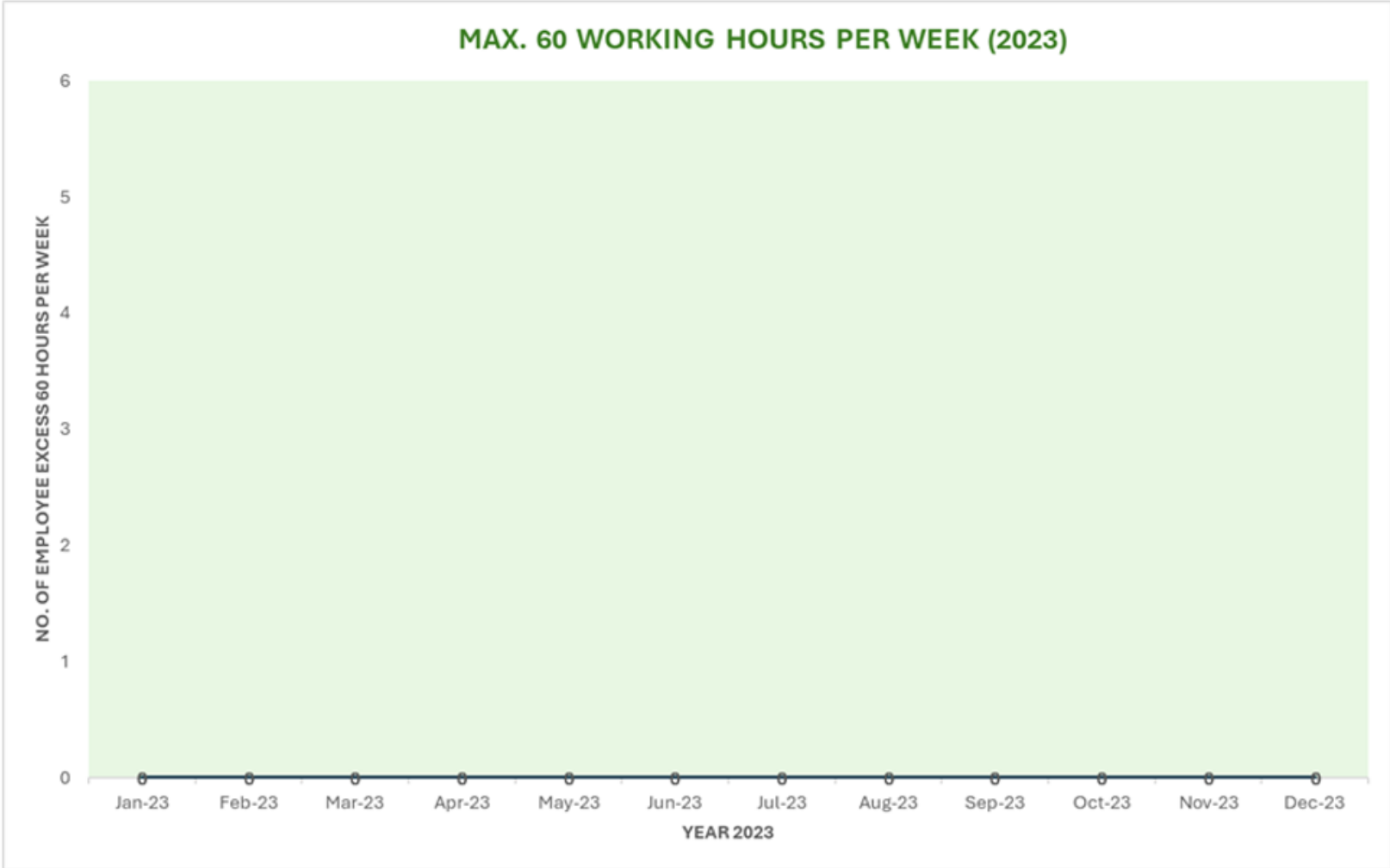
Prepared by: Feiling  
Assistant Manager – HR/Admin

Reviewed by: May Poh  
Financial Controller

# Achievement of L&E objectives 2023 - Working Hours

## L&E Objective & Targets 2023

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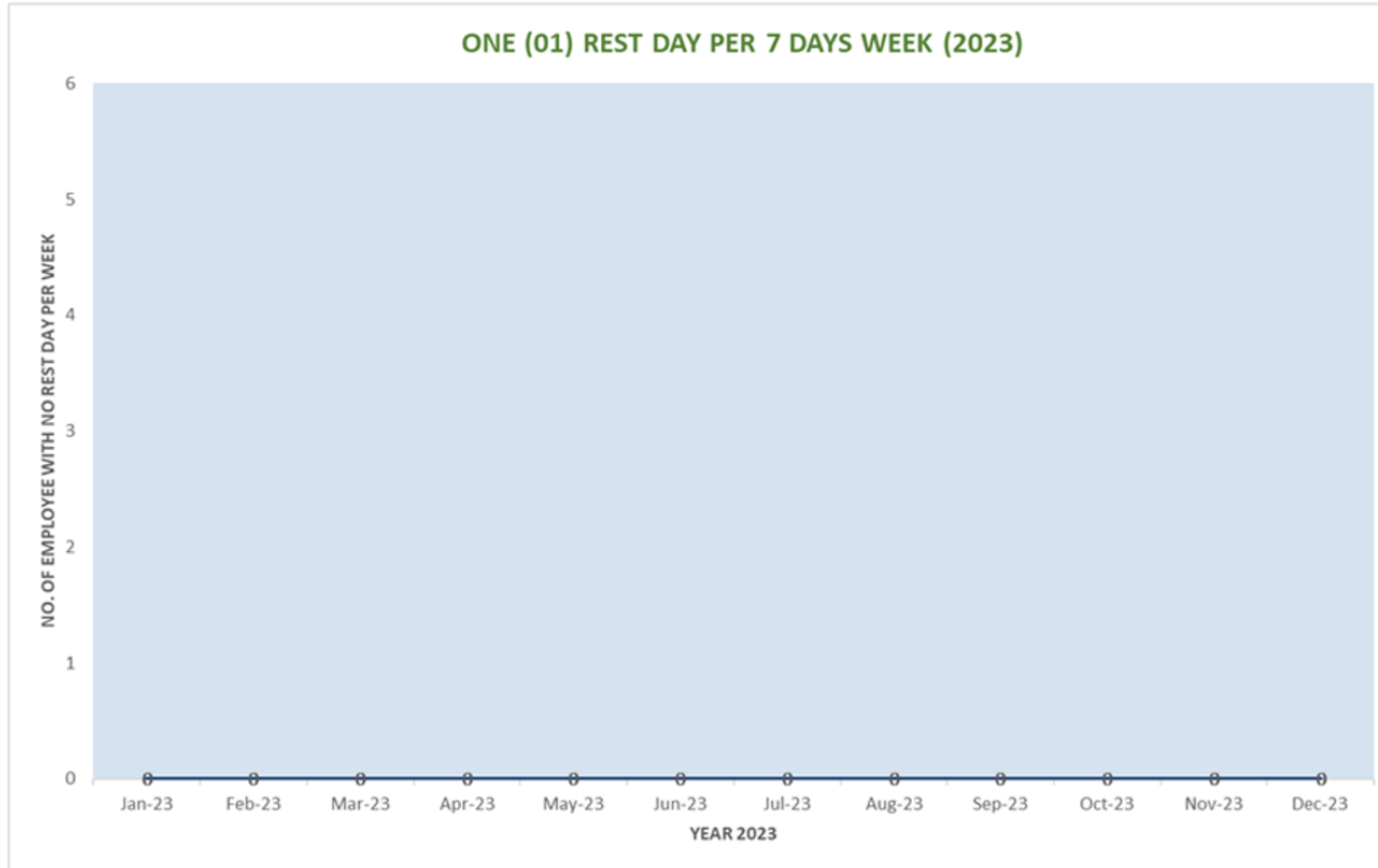


Remarks: Zero case for year 2022.

# Achievement of L&E objectives 2023 - Rest Day

## L&E Objective & Targets 2023

Last update: 02 Jan 2024

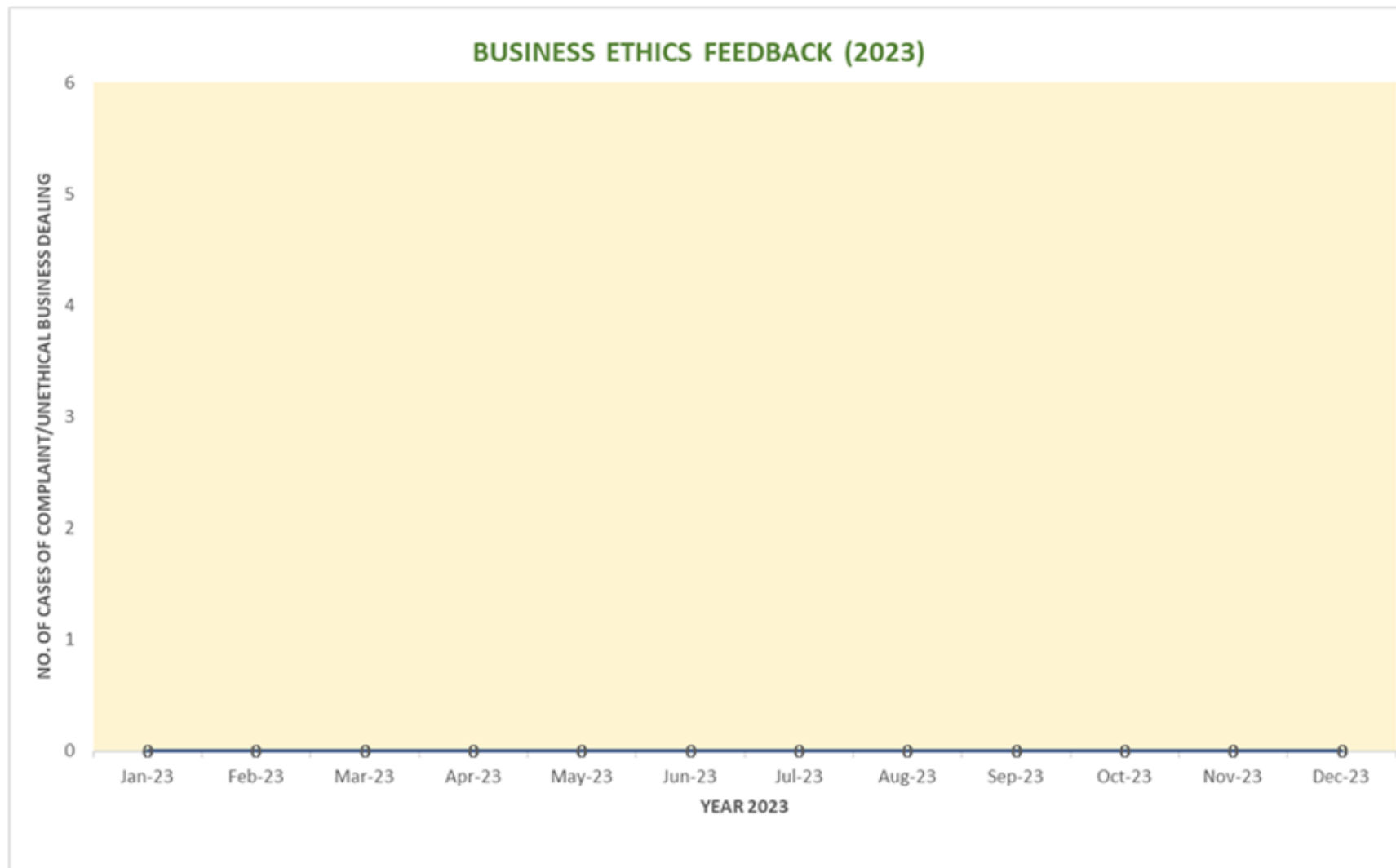


Remarks: Zero case for year 2022.

# Achievement of L&E objectives 2023 – Ethics Cases

## L&E Objective & Targets 2023

Last update: 02 Jan 2024



Remarks: Zero case for year 2022.

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