

Lam Construction Group

HR & Admin. Manual (HK)	Document No. : HRM 0500
Benefit & Administration	

Revision Record

Revision No.	Date	Description of Changes	Prepared (W. Leung)	Reviewed (Peter Lee)	Approved (Peter Lam)
--	1-6-99	New Issue	W. Leung	Peter Lee	Peter Lam
A	21-6-99	HRM0520 - Delete "Business Claim Form" Form No.	W. Leung	Peter Lee	Peter Lam
B	01-2-00	HRM0590 – Amend clause 6.1 – monthly allowance	W. Leung	Peter Lee	Peter Lam
C	01-4-02	HRM0520 – Hardship Allow. Amend 2.1 – Eligibility Amend clause 3.1&3.2	W. Leung	Peter Lee	Peter Lam
D	20-9-02	- Submission Form revised to LAM/HRM/0500/F4a - ThankQ' Coupon revised to LAM/HRM/0500F5a			

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HR & Admin. Manual (HK)	Document No. : POM 0510
Medical Benefit	

1.0 Objective and Scope

- 1.1 It covers the benefit and the claim procedure of the Scheme provided by the Company. The Scheme is designed to ease the financial burden normally accompanying illnesses.

2.0 Eligibility

- 2.1 All monthly pay full-time employees who have passed the probation period are covered under the Scheme.

3.0 Policy Administrative Period

- 3.1 The Policy administrative period covers from April 1st of the current year to March 31st of the following year.

4.0 Scheme Benefits

- 4.1 Members of the Scheme are entitled to clinical benefits as shown in the attached Schedule of Benefits.

- 4.2 The level of benefits to which you are entitled will be determined according to internal staff grade, which is as follows:

Grade AI-AII Plan
Grade BI-BII Plan
Grade CI-CII Plan
Grade E Plan

5.0 Procedure

- 5.1 Always obtain an official receipt from your doctor.

- 5.2 The receipt must include the following information :
Date of the visit
Full name of the patient
Charges for consultation and medicine
Diagnosis

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Medical Benefit	

- 5.3 Obtain and complete a claim form from the HR & Admin. Department. It should then be returned together with the official receipt to the HR & Admin. Department for processing.
- 5.4 Claims for X-ray and laboratory test fees must be supported by a referral letter from a Hong Kong registered doctor (general practitioner).
- 5.5 Claims will normally be handled once a month. Your approved medical claim(s) will be paid directly into your bank account together with your monthly auto-payroll.
- 5.6 You are reminded to read the Scheme carefully, in particular, the employee's liability and limitation & exclusions.

6.0 Standard Form

LAM/HRM/0500/F1 - Medical Claim Form

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HR & Admin. Manual (HK)	Document No. : HRM 0520
Hardship Allowance	

1.0 Objective and Scope

- 1.1 This is a kind of appreciation offer to employees who require to travel to PRC for business purpose. The allowance is given in addition to accommodation, and transportation.

2.0 Eligibility

- 2.1 All Hong Kong based employees with internal grade at AI-CII, who **requires traveling to PRC overnight** in business purposes are eligible to a per diem hardship allowance.

3.0 Amount of Allowance

3.1 Eligible employees will be entitled to a flat rate of HK\$150 per day.

- 3.2 Meal expenses will no longer be allowed for reimbursement, except that such meal is required for entertaining customers. (Note: all entertainment expenses are subject to the approval of the management.)

4.0 Claim Procedure

- 4.1 Fill out the Business Trip Claim Form, which must include the following information:
Date of the trip
Project Involved
Nature of the trip
Number of days involved
- 4.2 Obtain approval from your supervisor. It should then pass to Accounts Department for processing.

5.0 Standard Form

Accounts Department - Business Trip Claim Form

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HR & Admin. Manual (HK)	Document No. : HRM 0530
Long Services Award	

1.0 Objective and Scope

- 1.1 This is a kind of appreciation offer to employees who have been loyally working with the Company for a long time.

2.0 Eligibility

- 2.1 Employee member who has been working with the Company for intervals of every 10, 15, 20 and 25 years will be entitled to a long service award.
- 2.2 On the presentation date, the employee should still be employed by the company.

3.0 Administration

- 3.1 The award will be presented by the President during the Company's Annual Dinner, it will be around December of each year.
- 3.2 Value of the award varies according to service years of the eligible employee with the Company. Below is the guideline :

<u>Service Years</u>	<u>Gold or Gift of similar value</u>
10	1/2 taels
15	3/4 taels
20	1 tael
25 and up	1-1/4 taels

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HR & Admin. Manual (HK)	Document No. : HRM 0540
Souvenir for Retiring Employee	

1.0 Objective and Scope

1.1 This is a kind of souvenir offered to employees on their retirement.

2.0 Eligibility

2.1 Employee member who has reached the retirement age of 65, and has been continuously working with the Company for more than 10 years, will be entitled to a retirement souvenir.

3.0 Administration

3.1 The presentation of the souvenir will be on his/her last working day or during the Company's annual dinner party.

3.2 The souvenir will be based on the service years of the eligible employee. Below is the guideline :

<u>Service Years</u>	<u>Gold</u>
10	1 tael
20 or up	2 taels

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HR & Admin. Manual (HK)	Document No. : HRM 0550
Social Club	

1.0 Objective and Scope

- 1.1 The Social Club established in 1994, aims to provides social and recreational activities for staff members.

2.0 Eligibility

- 2.1 All staff in the Lam Construction Group are eligible to join the club for a membership fee payable bi-annually.

3.0 Membership Enrollment

- 3.1 Enrollment for both new members and renewal membership will normally done twice a year, i.e. January and July. Staff member can join the club by completing the membership form and returning the form to any member of the Social Club Committee.

4.0 Membership Benefits

- 4.1 The Social Club Committee organizes a wide range of recreational and social activities for staff members each year.

5.0 Social Committee

- 5.1 The Social Club Committee is composed of 5 members who are being nominated from different functions. Their service period is one year, commencing from April 1st to March 31st of next year.
- 5.2 Through internal memo, the Committee will keep members updated with the latest activities and events.

6.0 Standard Form

LAM/HRM/0500/F3 - Social Club Membership Form

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HR & Admin. Manual (HK)	Document No. : HRM 0560
Suggestion Scheme	

1.0 Objective and Scope

- 1.1 To encourage employee participation in quality improvement.
- 1.2 The scheme seeks to encourage “bottom-up” improvement initiated by staff. Purpose of the Scheme is to enable staff to look for ways of improving their work, while at the same time being recognized and rewarded for doing so. Both employee and the company would benefit from these improvements.

2.0 Eligibility

- 2.1 Employees of the Lam groups of companies are eligible to participate.

3.0 Suggestion Procedure

- 3.1 Employees may find improvement opportunities in the following areas:-
 - (a) own work area, such as process efficiency leading to savings in manpower, time, energy, materials and other resources;
 - (b) own working environment;
 - (c) quality of services delivered;
 - (d) quality of products delivered;
 - (e) relationship with customers, both external and internal; and
 - (f) any observation that is beneficial to both the Company and the employee.
- 3.2 The employee can fill in the “Suggestion Submission Form”. Submit a copy to Suggestion Scheme Coordinator or placing in Suggestion Box.
- 3.3 A “Thank Q” Coupon will be sent to the Suggestor after a preliminary checking within 7 working days upon receipt of the suggestion.
- 3.4 The Scheme Coordinator will go through the suggestion with the Suggestor to determine its feasibility.
- 3.5 The Scheme Coordinator will prepare action report informing him/her about the progress to the Suggestor. Simple suggestion can be implemented as trial after gaining the consent from the relevant parties.
- 3.6 The Suggestion Scheme Committee will meet quarterly to evaluate, decide and rate all the suggestions received.
- 3.7 Complicated suggestion will be considered seriously by setting up a team to study its feasibility.

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Suggestion Scheme	

3.8 Follow-up and review of the implementation of the suggestions will be made accordingly.

4.0 Suggestion Scheme Committee

4.1 The committee is composed of 6 members who are being nominated from different level. One representative from board member, three representative from head of the Business Unit and one staff representative which is appointed by President.

5.0 Standard Form

- LAM/HRM/0500/F4 - Suggestion Submission Form
- LAM/HRM/0500/F5 - “Thank Q” Coupon
- LAM/HRM/0500/F6 - Suggestion Scheme Action Report
- LAM/HRM/0500/F7 - Suggestion Scheme Evaluation Report (Committee Rating)
- LAM/HRM/0500/F8 - Suggestion Scheme Evaluation Report (Feedback to Suggestor)

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HR & Admin. Manual (HK)	Document No. : HRM 0570
Professional Qualification	

1.0 Objective and Scope

- 1.1 The Company encourages managerial staff with professional qualifications to upkeep with their professionalism and expertise by sponsoring their annual subscription fee to anyone of the professional body in which they are a full member.
- 1.2 The professional body must be recognized by the Government of the Hong Kong Special Administrative Region (GHKSAR). Where there are no explicit recognition made by GHKSAR for such professional body, it will be at the discretion of the Board members to decide on the eligibility.
- 1.3 The professional membership must be job related.

2.0 Eligibility

- 2.1 Employee members who are in grade C or above and have been working with the Company for more than six months are eligible to the said benefit.
- 2.2 Requirements mentioned in 1.2 and 1.3 above must be satisfied in order to make a claim.

3.0 Administration

- 3.1 Eligible employees must pay the subscription fee in the first place and seek for reimbursement from the company.
- 3.2 Claim for reimbursement should be made under normal expenditures reimbursement requisition procedures. Original receipt must be submitted to make the claim.
- 3.3 Employees not certain about their eligibility should obtain prior approval from EVP-Group Services before subscribing to the professional body in question.
- 3.4 The reimbursed annual subscription fee will be deducted from the individual employee's education allowance.

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HR & Admin. Manual (HK)	Document No. : HRM 0580
Travel to and from Airport	

1.0 Objective and Scope

- 1.1 This policy provides guidelines to employees on “what” and “how” to claim the local traveling expenses to and from the Chek Lap Kok international airport for business nature.

2.0 Eligibility

- 2.1 All employees of Lam

3.0 Guidelines

- 3.1 The traveling expenses will be allowed from the point of departure by using taxi to the nearest Airport Express station; and thereafter taking the Airport Express to the airport.
- 3.2 The above guideline (clause 3.1) will also apply when travelling from the airport to home after the business trip.

4.0 Claim Procedure

- 4.1 Fill out the Business Trip Claim Form, which must include the following information :
- Date of the trip
Project Involved
- 4.2 Obtain approval from your supervisor. It should then be passed to Accounts Department for payment.

5.0 Standard Form

LAM/HRM/0500/F2 - Business Trip Claim Form

HR & Admin. Manual (HK)	Document No. : HRM 0590
Mobile Phone Plan (H.K. Employees)	

(1) **Objective**

This Policy is written as a guideline to all Business and Support Units on how to compensate their site or site support or office staff who are required to communicate periodically by means of mobile telephones in the normal course of their work duties.

(2) **Scope of this Policy includes:-**

- Introduction of the Plan
- The scope of responsibility
- Who will be eligible
- The Cash Allowance and the Plan mechanism
- Effective date
- Frequency of review

(3) **Introduction of the Plan**

(3.1) All eligible employees will purchase their own mobile telephone set. The Company will not provide the mobile telephone set free of charge to any eligible employees on introduction of this Policy. The idea is to allow a free choice of mobile telephone model from the market.

(3.2) The Company will not bear any maintenance cost of the mobile telephone set belonging to the eligible employees.

(3.3) The Company will not pay for any kind of mobile telephone features, whether or not any such feature is work related.

(3.4) Eligible employees shall be responsible for the destruction or loss of their own mobile telephone sets, whether the cause(s) of such destruction or loss is/are related to work reason(s) or not.

(3.5) In compensation to the eligible employees under this Plan, all the eligible employees will be paid, at the end of each month together with their payroll, a non-taxable monthly cash allowance which is described in No. 6 below.

(4) **The scope of responsibility**

(4.1) The Business/Support Unit Operating Officer is responsible to identify if the employee concerned is eligible for this plan, and what plan is most suitable to his/her need;

(4.2) The HR&Admin. Manager is responsible to arrange the payment through monthly payroll;

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Mobile Phone Plan (H.K. Employees)	

(4.3) The HR&Admin. Manager will check randomly if the service provider used is in line with our requirement stated in clause (6.2) below;

(4.4) Eligible employee is required to provide his/her own mobile phone and keeps his/her mobile phone accessible by colleagues during working hours.

(5) **Eligible Employee**

All Hong Kong based employees (except BUOO & BUEO) will be eligible under this plan if and when they are being identified by their BUOO as eligible.

(6) **The Cash Allowance and the Plan Mechanism**

(6.1) There are 4 plans available to different employees depending on their business estimated work requirement as follows:

Plan	Description	Monthly Allowance
Plan 1	Casual user	HK\$250
Plan 2	Low volume user	HK\$400
Plan 3	Medium volume user	HK\$700
Plan 4	Heavy volume user	HK\$1000

(6.2) The service provider is confined to : either Smartone (GSM) or CSL

(6.3) The allowance is to cover the mobile phone's call charges, maintenance charge, etc.;

(6.4) Application for the allowance requires completion of "Company item(s) Requisition Form" and approval from EVP-GS. Approved form should then pass to HR&Admin. Department for processing.

(7) **Effective Date** : 01-Feb-2000

(8) **Review Date** : Twice a year.