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12 August 2020

Tan Chen Hui
Blk 162 Yung Ping Road
#13-21
Singapore 610162

Dear Chen Hui,

It is a pleasure to confirm our offer of employment of the following position to you:

Position: **Manager, Product Supply**
(Main Duties and Responsibilities set out in Annexure A)

Commencement Date: ~~14 September 2020~~ 7 September 2020

This offer is CONTINGENT UPON your agreement to permit P&G and its affiliated companies to collect and use your personal data in accordance with P&G's Global Policy on Employee Data Privacy as necessary to conduct the Company business and provide employee services to you (e.g. compensation, benefits programs, communications, etc.).

The following terms and conditions as currently in force or varied from time to time, will also apply:

Remuneration Package

1. Your monthly base salary will be **S\$5,000.00** and you shall receive a bonus equivalent to 2 months of base salary at the end of the calendar year (or pro-rated accordingly if your employment is less than a calendar year). If entitled to overtime under applicable law, you will be paid overtime pay at the rate of 1.5 times your hourly basic rate of pay, and all overtime claims will be subject to your Line Manager's approval. If you are entitled to overtime, your overtime payments will be made monthly. If you are or become a Singapore citizen or permanent resident, your total salary will be subject to applicable CPF contributions and other statutory deductions as may be required in accordance with applicable law. You are also personally responsible for taxation declarations and payments as may be required in accordance with applicable law. The timing and amount of your next salary review will be based upon performance and will be in accordance with our compensation principles.

**Working Hours**

2. The normal working week is Monday through Friday, with Saturday as a non-working day and the designated rest day on Sunday. Start of a working day in the office shall be between 7:00 a.m. and 10:00 a.m. Each employee is required to work a minimum of eight (8) hours per working day excluding breaks, subject to applicable laws. Unless otherwise required in accordance with applicable law, you will not be entitled to additional remuneration for work performed outside of your normal working hours. Your work schedule shall be subject to alignment with your immediate manager and in accordance with the Company's Flexible Work Arrangement Policy and Procedure.

Probation Period

3. The period of your probation shall be six (6) months which the Company may extend, if necessary, for a further period. During the period of probation, your employment can be terminated at any time by either party on the giving of one (1) weeks' notice without specific reason being assigned for the termination.

Annual Leave / Other Leave Entitlements

4. You are entitled to an annual leave of 15 days for each calendar year (prorated for service of less than a calendar year). One additional leave day will be added for each calendar year completed up to a maximum of 20 days. Experienced hires joining the company at Band 2 level and above, will be granted 20 working days of annual leave from the first calendar year of service. The Company may grant additional leave according to the prevailing Company policy. These leave entitlements are inclusive of your statutory leave entitlements. Your annual leave balance will be computed on the basis that statutory annual leave days are deemed to have been used / exhausted (as the case may be) first. In line with the Company's annual leave policy, you may carry forward annual leave into the next calendar year; such leave must be used by the end of that next calendar year and will otherwise be forfeited if it remains unused. You will also be entitled to parental leave, childcare leave and other leave entitlements in accordance with the Company's prevailing policies and applicable law.

Medical and Hospitalization Leave

5. You will be entitled to 14 days' paid outpatient sick leave and 60 days' hospitalization sick leave (inclusive of the outpatient sick leave taken) in each calendar year.



Leave of Absence

6. The Company may, for any reason during your employment, ask you not to attend work for any duration, including but not limited to instances where you have been asked to assist in any internal investigations. During such period, the Company shall continue to pay you your basic salary and provide your contractual benefits, but shall have no obligation to provide you with any work or opportunities to earn/accrue incentives/commission over and above your basic salary.

Termination of Contract

7. Your employment may be terminated by either the Company or yourself (the employee) by giving one (1) week notice or payment of base salary in lieu of notice during the probation period (as stated above). For permanent employees, termination of employment by either side requires 1 full month's notice or payment of base salary in lieu of notice. Your accumulated leave is not accepted as part of your notice and the Company has the right to claim for any short notice. You will receive payment in lieu for any accumulated annual leave.
8. Your employment may be terminated by the Company without notice/payment in lieu of notice for the following reasons:
 - a. you commit any breach of P&G's Worldwide Business Conduct Manual ("WBCM"), serious breach or repeat or continue (after warning) any material breach of your obligations hereunder;
 - b. you commit any act or engage in any conduct which would bring yourself or the Company into disrepute;
 - c. you commit or engage in any serious misconduct, unreasonable absenteeism, willful disobedience of the Company's lawful orders, willful refusal to perform all or any of your duties, insubordination, breach of Company secrecy, or violation of the laws and regulations of Singapore;
 - d. you have been convicted of any criminal offence other than an offence which in the reasonable opinion of the Company does not affect your position as an employee or director of the Company;
 - e. you become of unsound mind;
 - f. you make or have a bankruptcy application or petition served on you or make any arrangement or composition with your creditors generally;
 - g. it becomes illegal for the Company to employ you in Singapore



Benefits Schedule

9. In addition, you will participate in the benefit plans developed for our employees in Singapore as currently in force or varied from time to time, if such benefits are applicable to you.

Right to Set Off

10. To extent permissible under law, the Company shall be entitled at any time to deduct any monies due from you to the Company including, but not limited to, any outstanding loans, advances, the cost of repairing any damage to or loss of the Company's property caused by you (and of recovering the same) and any other monies owed by you to the Company from your remuneration and benefits hereunder.

Miscellaneous

11. No amendment or variation of this letter shall be effective unless in writing and signed by or on behalf of each of the parties.
12. The terms and conditions that can be found in the Company's prevailing or future policies as may be laid down by the Company from time to time shall, together with this letter, form your employment contract. For the avoidance of doubt, the Company reserves the right to amend and/or revoke its policies from time to time, at its sole discretion.
13. The various provisions in this letter are severable and if any provision or identifiable part is held or found to be invalid or otherwise unenforceable, it shall be deemed to be severed from the provision, but the remainder of the provision shall remain in full force and effect.
14. A person who is not a party to this letter has no right under the Contracts (Rights of Third Parties) Act (Chapter 53B) of Singapore to enforce any term of this letter.
15. This letter may be entered into in any number of counterparts, all of which taken together shall constitute one and the same instrument. Either party may enter into this letter by signing any such counterpart.
16. No failure on the part of any party to exercise and no delay on the part of any party in exercising any right hereunder will operate as a release or waiver thereof, nor will any single or partial exercise of any right under this letter preclude any other or further exercise of it.
17. The termination of your employment howsoever arising shall not affect such of the terms hereof as are expressed to operate or have effect thereafter and shall be without prejudice to any right of action already accrued to the Company in respect of any breach or default by you.
18. The terms and conditions set out in this letter shall be governed by and construed in accordance with the laws of Singapore and the parties agrees to be subject to the exclusive jurisdiction of the courts of Singapore.



If you wish to accept our offer outlined above, please signify your acceptance of this appointment by signing the duplicate copy of this letter and returning it to the Human Resources Department within 3 days of the above date. Otherwise, this offer will be deemed to have lapsed.

Congratulations, and wishing you a rewarding career in P&G!

Yours sincerely,

Chen Xingyan
Senior Manager,
Human Resources

Katherine Son
Director,
Human Resources

Accepted By

:  17 August 2020

Tan Chen Hui / Date



ANNEXURE A – MAIN DUTIES AND RESPONSIBILITIES

Position: **Manager, Product Supply**

A career in P&G Product Supply exposes you to different parts of the P&G supply chain, as well as the rest of the company, giving you a tremendous opportunity to develop a broad and deep skill set. The kinds of assignments you will be rotated through range from planning across different parts of the supply chain, initiative design and delivery, manufacturing, engineering design and delivery, procurement, etc. Through these diverse experiences, you will get a comprehensive understanding of the various dimensions of P&G's business operations. P&G Supply Chain also provides global career path opportunities, where you will work in various parts of the world and on businesses that span multiple countries.

Here are some typical roles and responsibilities:

- Deliver successful innovation programs which drive total brand penetration / category growth.
- Lead innovation programs based on commercial/technical learning plan and success criteria.
- Contribute to and provide leadership for inventory reduction strategies
- Relentlessly drive operational excellence within the standard work processes.
- Identify, prioritize and eliminate process losses across the supply network
- Build process capability & control and define equipment standards
- Work with internal P&G partners and manage supplier companies to develop and execute commercial and technical agreements that will best meet our business needs
- Identify and interpret new and emerging requirements that will affect future sourcing strategies
- Work hand in hand with Engineering to source equipment and build new sites, to support P&G's productivity improvements and business expansion.
- Partner with Physical Distribution to manage the Transportation & Warehousing of our products with a cost effective and agile supply network

For more details regarding your duties and responsibilities, please refer to the annual 5 Rocks document as aligned between you and your manager.

The Company may vary your job responsibilities and reporting line as necessary, to meet business requirements.