

PRIVATE & CONFIDENTIAL

16 March 2023

Tan Lian Soon
PRESENT

Dear Lian Soon

LETTER OF EMPLOYMENT

On behalf of C&W Services (S) Pte Ltd (the "Company"), I have the pleasure to offer you employment with the company.

This offer is subject to the Company's receipt of satisfactory employment references and results of background checks (where applicable), satisfactory medical examination (where applicable) by the Company appointed doctors and a valid work pass (where applicable). Otherwise, the Company may rescind the offer or terminate your employment pursuant to the Clause on "Termination" of this letter.

The terms and conditions of your employment will be as follows:-

1. EMPLOYMENT DETAILS

Designation	: Goods Receiving Assistant Officer
Job Grade	: N4
Department	: Government & Institution (G&I) – Group 2 (FM – A*Star Fusionopolis 2)
Place of Work	: 4 Fusionopolis Way, Kinesis Tower B, Singapore 138635

You shall be reporting to **Sonaimuthu Prabakaran, Deputy Building Manager, Government & Institution (G&I) – Group 2 (FM – A*Star Fusionopolis 2)** or any other persons as assigned.

The Company may appoint you work in another position, change the scope of your duties or your place of work within Singapore from time to time and if so, the terms of this agreement will continue to apply.

2. DURATION OF CONTRACT

The duration of your contract of your employment shall be from **10 April 2023** to **31 March 2025** subject to the approval of your Work Pass (if applicable).

3. SALARY

Your basic salary shall be **Singapore Dollars Two Thousand Three Hundred and Fifty only (S\$2,350)** per calendar month, which shall be payable monthly in arrears.

4. ANNUAL WAGE SUPPLEMENT

All confirmed staff shall be eligible to Annual Wage Supplement (13th month salary) payable in December. This shall be pro-rated for your period served up to 31 December each year. You shall not be eligible for this payment if you are terminated or you leave the company before 31 December.

5. PAYMENT OF SALARY AND OTHER REMUNERATION

Salary and any other amounts due to you shall be credited into your bank account on the **25th** of each month, unless otherwise stated in this agreement. In the event the **25th** falls on a weekend or a public holiday, the crediting will be done on the preceding business day.

New hires will be paid on **7th** of the following month for the first pay month.

The Company shall deduct from your salary, bonus and other remuneration all such sums it is authorized to deduct under the laws of Singapore, whether for your share of Central Provident Fund Contributions withholding tax or otherwise.

Where the Company is entitled under this agreement to recover any amount from you on termination of employment, including but not limited to bonuses, allowances and commissions, you hereby consent to the Company deducting all such sums from your salary or other amounts due to you by the Company. Nothing in this provision prevents the Company from separately bringing action to recover amounts owed.

6. MERIT INCREASE

Your salary shall be reviewed annually and any salary increments/ adjustments will be subjected to the Company and individual performances as well as market and internal relativity.

7. ROLE AND RESPONSIBILITIES

As defined in **Attachment A**.

8. WORK HOURS

Your working hours are as follows:-

Monday to Friday : 08:30 to 18:00 hrs with 1 hour meal break

Whilst your Working Hours are defined above, you may be required to work beyond these hours depending on the exigencies of your service.

The Company reserves the right to amend your work schedule when required based on operational needs. You will be informed in advance of the change.

9. OVERTIME

If you are required to work additional hours, you will be entitled to overtime in accordance with the Employment Act and Company policy. All overtime must be approved in advance.

10. PERSONAL INCOME TAX

You shall be responsible for filing your personal income tax returns and settlement of related tax liabilities in Singapore and other jurisdictions (if applicable). The Company may withhold part or whole of your salary for tax payments, if required by laws.

11. ANNUAL AND OTHER LEAVE

You shall be entitled to 14 working days' paid annual leave for each leave year and pro-rated for any period of employment of less than 12 months.

You will not be eligible for paid annual leave during the first **three (3)** months of employment.

You may be entitled to other forms of paid or unpaid leave under applicable laws and regulations.

12. TRANSFER OF EMPLOYMENT

During your employment, the Company reserves the right to transfer or place you on secondment with an organization related to or in which the Company has an interest. You will be notified in advance.

13. MEDICAL BENEFITS

You shall be eligible for the following benefits subject to underwriting and approval by insurer where applicable and which the Company in its absolute discretion may determine,

- (a) Outpatient medical subsidy
- (b) Inpatient Hospitalization & Surgical insurance
- (c) Life and personal accident insurance

14. CONFIDENTIALITY, NON-COMPETITION AND INTELLECTUAL PROPERTY

- (a) All terms and conditions of your employment including your salary must be treated as confidential at all times and shall not be disclosed by you to any person without the Company's prior written approval, failure to comply may subject one to disciplinary action.
- (b) Without limiting your duties at law, you must not during the term of this employment agreement or at any time thereafter (otherwise than in the proper performance of any duties) without the consent in writing of the Company first being obtained, use for your own account or divulge to any person, firm or company (and must at all times use your best endeavours to prevent the disclosure of):-
 - (i) any information concerning the business, products, know-how, technology, accounts, finances, clients or customers of the Company or any Related Companies or any of their respective shareholder; or
 - (ii) any of the secrets, dealings, transactions or affairs of the Company, or any of its Related Companies or any of their respective shareholders and upon termination of this employment agreement you must immediately surrender to the Company all original and copy documents, samples or other items relating to any matter aforesaid.
- (c) You must not during the term of your employment and for a period of **three (3)** months after termination of this employment agreement compete directly or indirectly with the Company or any of its Related Companies. For the purpose of this clause, competing with the company or any of its Related Companies includes:-
 - (i) carrying on a competing business alone or in a partnership or a joint venture with anyone else or by whatever means, mode or structure: or
 - (ii) being directly or indirectly concerned with or interested in a competing business in any capacity including as trustee, principal, agent, shareholder or unit holder.

- (d) You must not during the term of this employment agreement and for a period of **six (6)** months after termination of this employment agreement: -
- (i) solicit or attempt to solicit any employee of the Company or any of its Related Companies away from the Company or any of its Related Companies;
 - (ii) solicit or attempt to solicit the business of any person, firm or company which is or at any time has been a client or customer of the Company or any of its Related Companies away from the Company or any of its Related Companies; or
 - (iii) induce, entice, or attempt to induce or entice any person, firm or company whom is or at any time has been a client or customer of the Company or any of its Related Companies, to stop or reduce its business with the Company or any of its Related Companies.
- (e) Whilst the restrictions contained at (a) – (d) above are considered by the parties to be reasonable in all the circumstances, it is agreed that if such restrictions are together adjudged to go beyond what is reasonable for the protection of the confidential information and other legitimate interests of the Company but would be adjudged reasonable if part or parts of the wording were deleted or amended, the said restrictions will apply with such words deleted or amended.
- (f) All intellectual property rights (including copyrights, patents, trademarks, designs and similar industrial, commercial and intellectual property) which you create during the period his employment with the Company are the property of the company and vest in the Company immediately upon their creation. Accordingly you hereby assign to the Company (without the need for further assurance):-
- (i) all rights, title and interest in all intellectual property rights (other than copyright); and
 - (ii) all copyright (including future copyright), in all materials created by you during the period of your employment with the Company.

You must, if requested by the Company, do all things and execute all documents necessary to give effect to (f) (i) and (ii) above.

- (g) No employee who is assigned to a Property is permitted to apply to Client for an external posted job for a period of **ninety (90)** days after leaving a full or part-time job at a Property.

- (h) The Company specifically requests that you do not use, upload, copy or bring with you to the Company any information from any other company or entity, including any prior employer. Any violations of this request may result in discipline, up to and including, termination.

15. OUTSIDE OCCUPATIONS

You must not without the prior written consent of the Company during the continuance of this agreement: -

- (a) be directly or indirectly engaged or concerned in any trade of business except as a representative of the Company or any of its Related Companies;
- (b) collect any consideration for any real estate related business undertaken or services rendered other than in the name, on behalf and as an employee of the company;
- (c) buy, sell, lease, invest, take an option or otherwise directly or indirectly participate or deal in real property for your own account, except with respect to your personal residence and/or vacation home or publicly traded real estate securities (subject to law) nor will you act as a principal, whether disclosed or undisclosed in connection with any transaction involving real property or in any other transaction which may, in either case, mean you have an actual or potential conflict of interest with any Cushman & Wakefield Group company or any client of any Cushman & Wakefield Group Company.

16. COMPLIANCE WITH OFFICIAL SECRETS ACT

You acknowledge that in your course of duty, you may acquire information or be in possession of information, documents, uniforms etc which fall under the purview of the Official Secrets Act. You shall undertake to comply with the regulations, directives and requirements (as modified or supplemented from time to time) of the Official Secrets Act. Failure to do so or unauthorized use of such information, documents, uniforms etc will render you liable for criminal prosecution under the Act.

17. COMPLIANCE WITH PERSONAL DATA PROTECTION ACT

You acknowledge that in your course of duty, you may be managing personal data of employees, clients, customers, tenants etc which fall under the purview of the Personal Data Protection Act. You shall undertake to comply with the regulations, directives and requirements (as modified or

supplemented from time to time) of the Personal Data Protection Act. Failure to do so or unauthorized use of such personal data will render you liable for criminal prosecution under the Act.

The Company collects and maintains your personal data for the purposes of personnel management, administration of service benefits, training applications and other employment related activities only. The Company may from time to time transfer your personal data to third parties within or outside Singapore for the above stated purpose. Such third parties include the Company's affiliated companies, clients, insurers, training service providers, institutions of higher learning and government and law enforcement agencies. Where you provide to us information about other individuals such as family members, you confirm that you have their consent to provide such information and that we may collect and process their personal data for lawful purposes related to the processing of your personal data for example, in an emergency situation, insurance claims or benefits due under your employment agreement. The Company will keep your personal data and that of other individuals that you provide to us for a reasonable period in accordance with legal requirements if you cease to be employed by us.

The Company may conduct computer surveillance pursuant to Company Policy. Any information (including personal data) transmitted, received or accessed using the Company's electronic systems may be monitored and in appropriate circumstances, blocked. By agreeing to the terms of this agreement and continuing to use the Company's systems, you consent to the Company conducting computer surveillance in accordance with Company policy.

18. COMPLIANCE WITH COMPANY'S BUSINESS ETHICS POLICIES

The Company expects the highest standards of integrity in relation to employees' dealings with the Company's clients, vendors/suppliers, agents, consultants, subcontractors and with any government official.

Adherence to the Company's Global Anti-Bribery and Corruption Policy, Global Code of Business Conduct and the company's other policies and standards referenced therein (collectively referred to as the "Company's Business Ethics Policies") is a condition of your employment. Any breach of the Company's Business Ethics Policies will be regarded as a serious matter and may be dealt with in accordance with the Company's disciplinary procedures. Serious cases may be treated as gross misconduct leading to summary dismissal which could result in termination of this agreement.

You represent that you are not and, during your employment with the Company, will not become a person or entity with whom a party is restricted from doing business under U.S. sanctions administered by the Office of Foreign Assets Control of the U.S. Department of the Treasury ("OFAC") or under any statute, executive order (including, but not limited to, the September 24, 2001, Executive Order 13224 Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism) or other governmental action and applicable international laws and regulations pertaining to the detection, prevention and reporting of potential money laundering and terrorist financing activities.

19. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of Singapore and the parties hereto submit to the exclusive jurisdiction of the Courts of Singapore.

20. EMPLOYEE BENEFITS SUMMARY AND HANDBOOK

The attached Employee Benefits Summary and Employee Handbook shall form part of our offer of employment. The Employee Handbook and the benefits policies are also available on the employee portal "HelpHub". Changes to the Employee Benefits Summary and/or benefits policies, when applicable, shall be updated in HelpHub. Should the HelpHub versions of the Employee Handbook and benefits policies differ from the attached hard copy version, the HelpHub version shall prevail.

21. PROBATION PERIOD

You are required to serve a minimum probation period of **three (3)** months. During the probation period, either party may terminate this employment agreement by giving to the other party **two (2)** weeks' notice in writing or the equivalent of **two (2)** weeks' salary in lieu of notice.

Your probation period may be extended for a period of not more than **three (3)** months.

22. TERMINATION

After probation, your employment hereunder shall continue indefinitely until terminated by either party on **one (1)** month's written notice, provided that your employment with the Company may be terminated forthwith by the Company without prior notice if you shall at any time:-

- (a) commit any serious breach or repeated or continual breach of your obligations hereunder;
- (b) be guilty of any serious misconduct or serious neglect in the discharge of your duties hereunder;

- (c) become bankrupt or make any arrangement or composition with your creditors;
- (d) willfully disobey a lawful and reasonable directions of the Company or any person authorized by the Company to issue such directions;
- (e) conduct yourself in a manner inconsistent with the due and faithful performance of your duties;
- (f) have been habitually neglectful of your duties;
- (g) be convicted of any criminal offence;
- (h) be guilty of insobriety or dishonesty;
- (i) by your actions or omissions bring the name or reputation of the Company or its Related Companies into serious disrepute or prejudice the interests of the business of the Company or its Related Companies;
- (j) be or become of unsound mind or become a patient for the purposes of any statute relating to mental health, or
- (k) Commit any other breach entitling the Company to terminate this employment agreement without notice at common law.

If you are dismissed on grounds of misconduct, any outstanding annual leave shall be forfeited.

23. GENERAL TERMS & CONDITIONS

In addition to the terms contained in this offer of appointment, you shall be, immediately, upon entering the service of the Company, be subject to such other existing general terms and conditions of service as may be laid down by the Company to govern all members of its staff and any rules or regulations that may be introduced by the Company from time to time thereafter.

The Company reserves the right to amend the terms and conditions of employment in accordance with the governing laws of the Republic of Singapore and/ or changes in the business needs and requirements of the Company. You will be notified one month in advance for any amendment to be made.

It is expected that as a member of the Company, you will conduct yourself in a manner which does credit not only to yourself but also to the Company at all times.

24. SURVIVAL

The provisions and obligations of entire Clauses of “Confidentiality, Non-Competition and Intellectual Property”, “Compliance with Official Secrets Act”, “Compliance with Personal Data Protection Act” and any other provision which expressly or by implication from its nature is intended to survive termination, survives termination of this Agreement.

25. RELATED COMPANIES

“Related Companies” in this agreement means related as defined in Section 6 of the Companies Act (Singapore) including:-

- a) C&W Services (S) Pte Ltd
- b) C&W Services Operations Pte Ltd
- c) C&W Services Township Pte Ltd
- d) Esmaco Valuers & Property Agent Pte Ltd
- e) Cushman & Wakefield (S) Pte Ltd
- f) Cushman & Wakefield VHS Pte Ltd
- g) Premas Valuers & Property Consultants Pte Ltd
- h) Cushman & Wakefield Malaysia Sdn Bhd



This agreement contains the sole and entire understanding between the parties with respect to your employment with the Company and supersedes any other agreements between the parties with respect to your employment.

We look forward to welcoming you to Cushman & Wakefield.

Yours sincerely

C&W SERVICES (S) PTE LTD

Thinesh John

Thinesh John
HR Executive
Human Resources

ACKNOWLEDGEMENT

I hereby accept the terms and conditions set out in this letter.

Tan Lian Soon
S2502584I

A handwritten signature in blue ink, appearing to read "tan lian soon", enclosed within a blue oval scribble.

17th March 2023

Name of Employee
NRIC/ Fin No:

Signature

Date

Attachment A

POSITION : Goods Receiving Assistant Officer

Responsibilities:

The duty personnel shall station in the store for the following tasks:

- Perform physical goods receiving of goods delivered by suppliers/contractors
- Check that physical quantity delivered tally with quantity in Delivery Order (D/O)
- Transfer goods from receiving area to respective storage shelves
- For items not able to be stored in the receiving store: Facilitate immediate goods delivery directly to the end-users/other appropriate storage locations.
- Record goods received in log book and issue goods to end-user/collector.
- Photocopy and filing of documents related to Goods Receiving.
- Inform end-users of arrival of goods.
- Assist to perform Goods Receipt posting in SAP.
- Correspond with end-users on Goods Receipt matters
- Daily housekeeping of store to ensure it is neat and tidy
- Collecting of soiled cleanroom apparels from various locations for laundry service and returning them to the same location after washed
- Cover stock related duties when needed
- Provide adhoc logistics support
- Other store management activities as assigned

While your Job Description is defined in your Letter of Offer, you may be required to perform any related duties as required and directed.

You shall be required to take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture.