



Procter & Gamble International  
Operations SA Singapore Branch  
11 North Buona Vista Drive  
#21-07, The Metropolis Tower 2  
Singapore 138589  
(65) 6712-5000 (Phone)  
(65) 6712-6200 (Fax)  
Registration No: T10FCO158J  
www.pg.com

March 11, 2019

Chang Chia Jone  
Singapore

Dear Chia Jone

It is a pleasure to confirm our offer of employment of **Financial Analyst** to you. 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 ~~XXXXXXX~~ 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 terminated before the end of the calendar year). 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. 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. During a period of six (6) months from start of your employment, your employment will be on a probationary basis and the Company reserves the right to terminate your employment at any time during this period if you should fail to qualify as a regular employee.



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## Termination of Contract

4. Your employment may be terminated by either the Company or yourself (the employee) by giving **one-week notice** or payment in lieu of notice during the probation period (as stated above). Thereafter, from the date of your confirmation, your employment may be terminated by either the Company or yourself (the employee) by giving **one-month's notice** or payment in lieu of notice.
5. Your employment may be terminated by the Company without notice or payment in lieu of notice for the following reasons:
  - a. you commit any breach of P&G's Worldwide Business Conduct Manual, 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; or
  - g. it becomes illegal for the Company to employ you in Singapore.



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## Non-Competition

6. You agree and undertake that during the period of employment with P&G and for a period of 6 months after the cessation of employment, the employee will not, without the employer's prior written consent (such consent not to be unreasonably withheld), directly or indirectly, whether for the employee's own account or for the account of any other party and whether as director, manager, supervisor, employee, adviser or consultant, be employed or engaged in any capacity or otherwise be interested in or involved with, whether for reward or not, any company or business which competes with P&G and/or any of P&G's affiliates in respect of Restricted Goods or Restricted Services within the Restricted Area as provided below.

For the purposes of this clause:

- (a) **"Restricted Area"** means any territory where P&G and/or any of P&G's affiliates has a presence in respect of the Restricted Goods and Restricted Services;
- (b) **"Restricted Goods"** and **"Restricted Services"** means any product or service that competes with any product or service sold or supplied by P&G and/or any of P&G's affiliates with which the employee was concerned with pursuant to his/her scope of employment (including both existing products or services as well as products or services known to the employee as a direct consequence of the employee's employment with P&G to be in development) during the period of 12 months immediately preceding the date of the employee's cessation of employment.

## Benefits Schedule

7. 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

8. 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.



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## Miscellaneous

9. No amendment or variation of this letter shall be effective unless in writing and signed by or on behalf of each of the parties.
10. The 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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 agree to be subject to the exclusive jurisdiction of the courts of Singapore.



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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  
Manager,  
Human Resources

Shirley Zhai  
Associate Director,  
Human Resources

Accepted By

13 Nov 2019  
Chang Chia Jone /Date

Effective Date of Employment : 22 April 2019



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## Job Description

Financial analysts drive the company/category/market top line and bottom line growth with strong business insight and stewardship. We grow our F&A talent with diverse experiences through different assignments across categories and countries to develop skill sets of a holistic finance manager.

Job entails responsibility for strategy development and financial analysis for a regional portfolio. You will demonstrate insights from trade, competitions to strengthen the commercial strategy. Integrate the brand strategy, pricing, consumer positioning and profitability to recommend solutions to identify and deliver business growth opportunities.

You will be working with multiple functional team (Product Supply, Sales, Marketing etc), to evaluate business issues, anticipate questions and demonstrate excellent analytical skills to optimize investment or handle risk.

Your career will begin as a Financial Analyst in Singapore, our APAC headquarters. You will likely start in one of the following assignment and rotate within Finance & Accounting to learn and grow in your career:

1. **Category-Brand Finance:** Lead long range business planning with multi-functional team to set up business goals and strategy, evaluate product initiative financials and optimize budget spending.
2. **Sales Finance:** Partner closely with sales team and customers to drive consistent growth via framing the right business model or Go-To-Market Strategy, engage in customer joint business planning, and develop customer capabilities.
3. **Profit Forecasting:** Own the overall forecast process with deep understanding of a categories financial position. You will be expected to demonstrate this knowledge to provide investment choices to the category head and finance head via monthly business reviews.
4. **Supply Chain Finance:** Lead cost planning for the supply chain network design. The day to day work involves cash management, cost saving projects, sourcing studies etc.

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