

CapitaLand Investment Limited (CLI) Human Resource (HR) Management Related Policies

At CLI, staff are empowered to put their best work every day, working alongside talented co-workers in a vibrant work environment. This is a place where everyone can grow, a great place to work, recognised for nurturing talents. CLI celebrates diversity and is committed to creating an inclusive environment for all employees.

The HR policies are prepared to provide staff with a general understanding of the Company's key personnel policies, work ethics, benefits and practices.

With CLI's international footprints, certain employment practices that are regulated remain fundamentally local and comply with local employment legislations. The HR policies may change from time to time to reflect regulatory updates, and staff are to comply with the most current versions. All members of CLI assume ownership and responsibility for executing this Global HR Management Policy Framework.

Extract of non-exhaustive HR related policies in the subsequent pages.

[FOR DETAILS FOR HR POLICIES, PLEASE REFER TO CAPITALAND INTRANET](#)

List of HR policies (non-exhaustive)

G.3. Our Work Environment

- G.3.1 Equal Opportunity Employer
- G.3.2 Diversity, Equity and Inclusion (DEI)
- G.3.3 Social Charter

G.7. Compensation

- G.7.1 Compensation Philosophy and Process
- G.7.2 Annual Salary Review
- G.7.3 Variable Bonus

S.1. Resourcing and Employment

- S.1.1 Recruitment and Selection
- S.1.2 Employee Referral Program
- S.1.3 Re-Hiring
- S.1.4 Probation & Confirmation
- S.1.5 Termination of Employment (Resignation, Termination, Retirement & Death)
- S.1.6 Changes In Personal Information
- S.1.7 Working Hours
- S.1.8 Staff Identification Card
- S.1.9 Corporate Credit Card
- S.1.10 Flexible Work Arrangements
- S.1.11 Volunteer Part Time Work Arrangement

S.2. Compensation

- S.2.1 Payment Of Salary
- S.2.2 Festive Salary Advance
- S.2.3 Entertainment Expense Reimbursement
- S.2.4 Overtime
- S.2.5 Transport Subsidy / Reimbursement

S.5. Leave

- S.5.1 Annual Leave
- S.5.2 Family Event Leave / Childcare Leave / Extended Childcare Leave
- S.5.3 Unpaid Infant Care Leave
- S.5.4 Compassionate Leave
- S.5.5 Examination Leave
- S.5.6 Marriage Leave
- S.5.7 Maternity Leave
- S.5.8 Shared Parental Leave
- S.5.9 National Service Leave
- S.5.10 No-Pay Leave
- S.5.11 Paternity Leave

Screenshot extract from CLI Intranet

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