



• Passion With Perfection • Engineers With Dreams •

GENERAL ORIENTATION 2026



• Passion With Perfection • Engineers With Dreams •



LUFTER SDN BHD (OFFICE)

C-5-05, Capital 3, Oasis Square,
No.2, Jalan PJU 1A/7A,
Ara Damansara, 47301 Petaling Jaya,
Selangor, Malaysia.

LUFTER SDN BHD (LUFTER 2)

No. 11A & 15,
Jalan PJU 1A/5A,
Ara Damansara, 47301 Petaling Jaya,
Selangor, Malaysia.



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LUFTER SDN. BHD.

- Design & Consultation
- Construction
- Project Management
- Commissioning & Qualification



BELUFTEN SDN. BHD.

- Small scale projects
- Planned Preventive Maintenance
- Commissioning & Qualification
- Temperature Mapping



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COMPANY OVERVIEW

Lufter Sdn. Bhd. was incorporated in 2007

Business:

- Heating Ventilation Air Conditioning (HVAC)
- Cleanroom
- Mechanical Electrical Plumbing (MEP)

Scope Of Work:

- Design & Consultation
- Building & Construction
- Commissioning & Qualification
- Quality Control & Risk Management

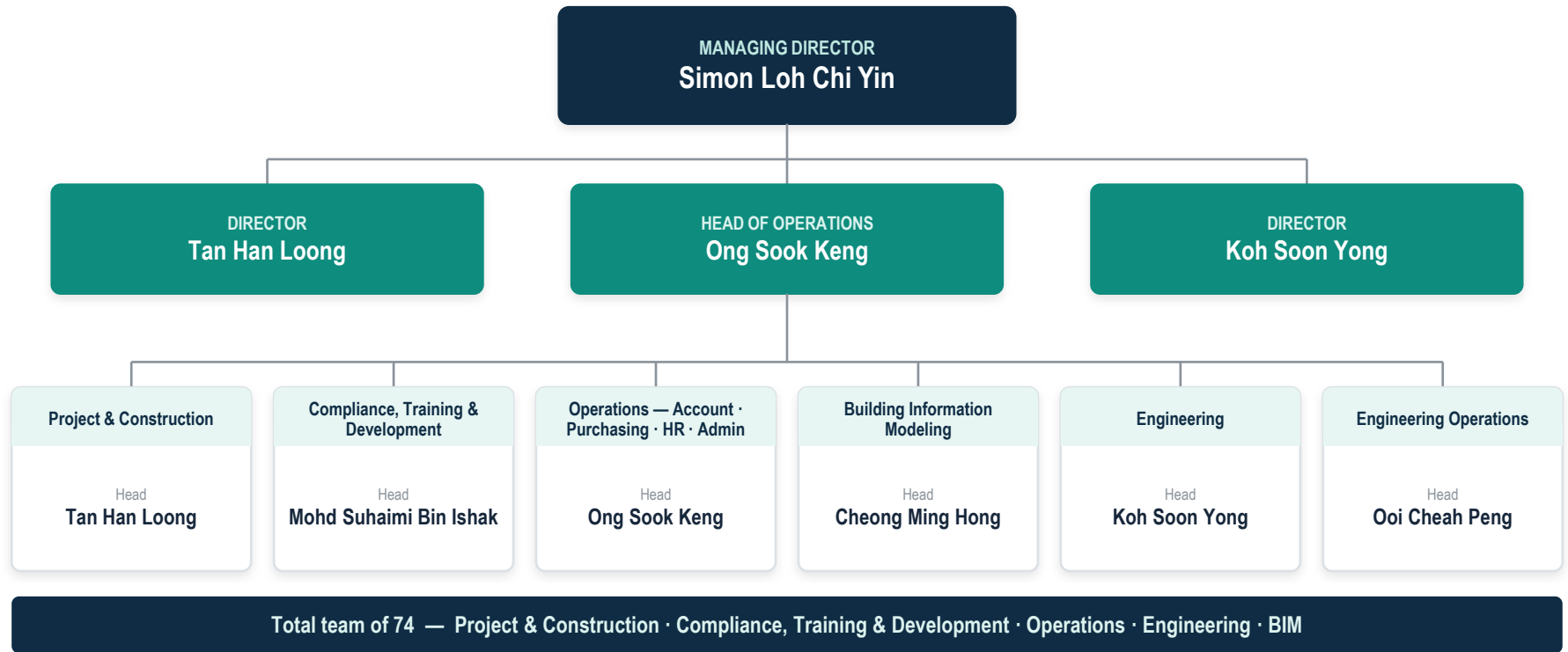
COMPANY VISION & MISSION

LUFTER's Vision: To be the renowned leader in Clean Room Design, Construction, Commission and Validation in Asia.

LUFTER's Mission: To provide quality contamination-controlled facilities incorporating customised processes, as well as operator and product safety.

ORGANISATION

A functional structure built for clear delivery & escalation



ORGANISATION

Full functional structure — every department & team member



CLEAN ROOM

Cleanrooms and associated *controlled environments* provide for the control of contamination to levels appropriate for accomplishing contamination-sensitive activities.

Products and processes that benefit from the control of contamination include those in such industries as aerospace, microelectronics, optics, nuclear, and life sciences (pharmaceuticals, medical devices, food, healthcare).

LUFTER'S FOOTPRINT





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DESIGN AND CONSULTATION

1. Architectural and Engineers Services
2. Tender Documentation
3. Layout Drawings
4. Compliance to GMP / Regulations
5. Heating Ventilation Air Conditioning (HVAC) System
6. Interior Fit Out (IFO) System
7. Mechanical Electrical Plumbing (MEP) System
8. Process Cooling System

BUILDING AND CONSTRUCTION

1. Heating Ventilation Air Conditioning (HVAC) System

- Air Handling Unit (AHU) System
- Ducting System
- Chiller System
- Cooling Tower System
- Pump System
- Piping System
- Control System
- Control Wirings System
- Filtration System



GSK Project Green



CCM Biopharma (HAPI Plant)

BUILDING AND CONSTRUCTION

2. Interior Fit Out (IFO) System

- Ceiling System
- Wall System
- Door System
- Flooring System
- Equipment System
- Stainless Steel Fitting System





UPHA Liquid Plant



Bagan Specialist Centre, Penang



Pantai Hospital Kuala Lumpur- CDR



Subang Jaya Medical Centre- CDR

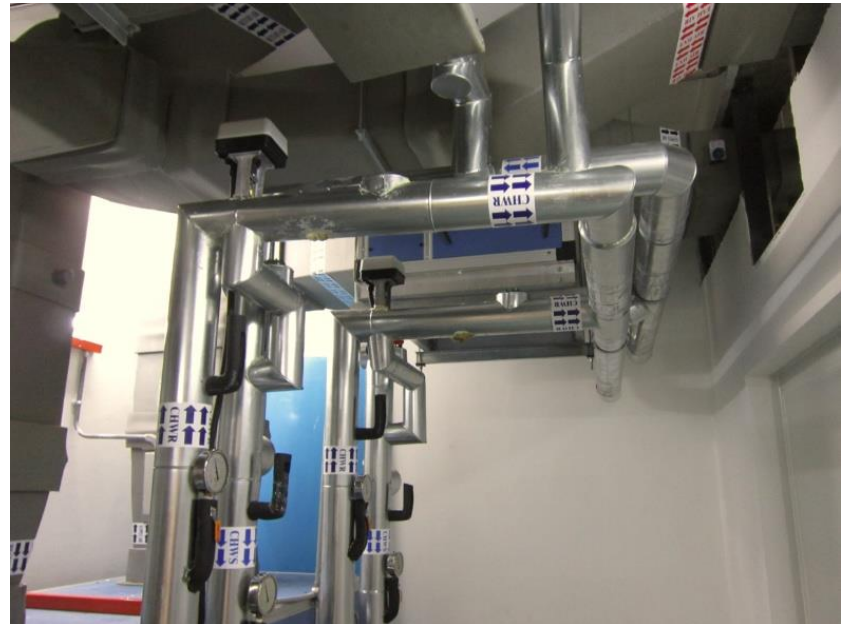


Subang Jaya Medical Centre- CDR

BUILDING AND CONSTRUCTION

3. Mechanical Electrical Plumbing (MEP) System

- Fire Fighting System
- Compressed Air System
- Dust Collector / Exhaust System
- Electrical System
- Plumbing System
- Waste Water System





Coca Cola



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BUILDING AND CONSTRUCTION

4. Civil Structure (CS) System

- Concrete Structure Works
- Steel Structure Works
- Aluminium Louvre Walls
- External Building Façade
- Building Structure Works
- Structure Engineer Calculations

QUALITY ASSURANCE & QUALITY CONTROL

Quality Assurance

- Set up Guidelines and Method of Statements
- Review processes
- Trainings
- Audits

Quality Control

- Site Inspections
- Report Findings
- Investigate Root Causes
- Propose Correction & Corrective Actions
- Monitor effectiveness

COMMISSIONING AND TESTING

Commissioning

- Commissioning Plan
- Records and Documentation

Testing

- Preparation i.e. HVAC Balancing
- Plan
- Procedure
- Records and Documentation
- CPT- NEBB accredited test agencies





PLANNED PREVENTIVE MAINTENANCE

- Maintenance Works on the Completed Project System
- Creation of PPM Record and Monitoring
- Trouble Shoot Problems
- Schedule PPM Works
- Minimize Complaint Frequency and Downtime
- Continue of New PPM Contract

PLANNED PREVENTIVE MAINTENANCE

[+ Add New](#) [Q Find](#) [Complaint \(8\)](#)

Open / In Progress / Job Completed Activities

	10
Activity Description	
Code: ADHOC00127-3 Customer: PARKCITY MEDICAL CENTRE Project: PPM0044 - PPM PMC - CDR Description: pending quotation Note: Follow Up for: ADHOC00127-2 Status: Job Completed	
Code: B- HITV (M04) -2 Customer: HITV LABORATORY SDN BHD Project: PPM0020 - PPM HITV - PRODUCTION Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE FOR: 1 UNIT OF AHU 4 UNITS OF CU TO REPLACE WASHABLE FILTER: 595 x 595 x 44mm - 4 pcs Note: Follow Up for: B- HITV (M04) - SC02 Status: Open	
Code: B- SFB (M07) - SC07 Customer: SUNFERT INTERNATIONAL FERTILITY CENTRE SDN BHD (BANGSAR) Project: PPM0054 - PPM SFB - AHU Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE FOR: 3 units of AHU 1 unit of FCU 1 unit of HRW 1 unit of CU 2 units of EAF TO REPLACE WASHABLE FILTER MEDIA 595 x 595 x 44mm - 8 pcs 595 x 297 x 44mm - 2 pcs 595 x 295 x 44mm - 1 pc 1500 x 600 x 46mm - 1 pc 430 x 990 x 46mm - 1 pc Note: Status: Open	
Code: B-ALAI(M02) - SC10 Customer: ALL LIFE ADVANCE IMMUNOLOGY SDN BHD Project: PPM0001 - PPM ALAI - PRODUCTION Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE FOR: • 2 units of AHU • 2 units of VRF	

Acknowledged / Required Follow Up Activities

	10
Activity Description	
Code: B-OJB (M01) - SC07 Customer: OASISEYE SPECIALIST SDN BHD (JOHOR) Project: PPM0039 - PPM OJB - OPERATING THEATRE Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE OF: 1 UNIT AHU 1 UNIT HRW 3 UNITS CU 1 UNIT EAF TO REPLACE PRIMARY FILTER 595 x 595 x 44mm - 1 pc 595 x 295 x 44mm - 1 pc 435 x 990 x 46mm - 1 pc PRESSURE: TEMPERATURE: RH: Note: Status: Acknowledged	
Code: B-SFC (M01) - SC07 Customer: SOPHEA FERTILITY CENTRE Project: PPM0048 - PPM SFC - OPERATING THEATRE AHU Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE FOR: 1 unit of AHU 2 units of FCU 2 units of VRF 4 units of CU TO REPLACE PRIMARY FILTER 240 x 650 x 10mm - 4 pcs 400 x 400 x 44mm - 1 pc 540 x 495 x 44mm - 2 pcs TO REPLACE SECONDARY FILTER 495 x 595 x 525mm- 2 pcs Note: Status: Acknowledged	
Code: B-VISJ (M04) - SC12 (Last Service) Customer: VISTA LASER EYE CENTRE SDN BHD, JOHOR Project: PPM0063 - PPM VISJ - OPERATING THEATRE Description: TO PERFORM GENERAL SERVICE AND MAINTENANCE OF: 2 UNITS OF AHU 1 UNIT OF HRW 2 UNITS CU-DC-OT-1 1 UNIT OF EAF 1 UNIT OF DC 2 UNITS CU-AHU-2 1 UNIT OF DH 2 UNITS CU-OT-1 TO REPLACE PRIMARY FILTER: 595 X 595 X 44mm - 3 pcs 595 x 295 x 44mm - 1 pc 650 x 310 x 44mm - 2 pcs RH: TEMPERATURE: PRESSURE: Note: Status: Acknowledged	
Code: L-HPKL (J21/04) Customer: PANTAI MEDICAL CENTRE SDN BHD Project: PPM0042 - PPM HPKL - HOTLAB Description: TO SUPPLY AND REPLACE EXHAUST FAN MOTOR BEARING Supply & Replace Exhaust Fan Motor Bearing - EAF-HOTLAB-02 To supply material, labour and tools to dismantle and install exhaust fan blower bearing. Note: Status: Acknowledged	
Code: L-HUITM (M01) - HVAC Balancing (CDR) Customer: HOSPITAL UITM Project: PPM0021 - PPM HUITM - CDR Description: TO CONDUCT HVAC BALANCING WORK AT HOSPITAL PENGAJAR UITM Note: Status: Acknowledged	

Checked Activities

10

Activity Description

Code: B-SJMC (J22/01) - MSPower Full Bridge UPS

Customer: SUBANG JAYA MEDICAL CENTRE

Project: PPM0068 - PPM-SJMC-CDR ROOM

Description: TO SUPPLY LABOUR AND MATERIAL TO INSTALL UNINTERRUPTIBLE POWER SUPPLY (UPS) Supply labour and tools to install Uninterruptible Power Supply (UPS) complete with built-in backup battery with reconnect the UPS and UPS wiring.

Note:

Status: Checked

Code: B-SKSMC (M02) - SC11

Customer: SRI KOTA SPECIALIST MEDICAL CENTRE

Project: PPM0049 - PPM SKSMC - CDR

Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE FOR: + 1 UNIT OF AHU + 4 UNITS OF CU + 1 UNIT OF EAF TO REPLACE PRIMARY FILTER + 595 x 595 x 44mm - 4 pcs

Note:

Status: Checked

Code: B-SSSFI (J22/03) - Expansion Valve

Customer: SAN SOON SENG FOOD INDUSTRIES SDN BHD - MICROLAB

Project: PPM0053 - PPM SSSFI - MICROLAB

Description: TO SUPPLY LABOUR AND MATERIAL TO REPLACE CONDENSER UNIT EXPANSION VALVE + Supply labour and tools to dismantle and replace TXV expansion valve, welding pipe line pipe line, vacuum system pipe line and fully recharge gas complete with test run and monitor performance.

Note:

Status: Checked

Code: B-VISK (J22/01) - Belt Replacement

Customer: VISTA LASER EYE CENTRE SDN BHD, KLANG

Project: PPM0065 - PPM VISK - OPERATING THEATRE

Description: TO SUPPLY LABOUR AND MATERIAL REPLACE AHU FAN MOTOR BELT - AHU-OT-01 Supply labour and tools to dismantle and replace AHU fan motor belting complete with belt tension.

Note:

Status: Checked

Code: L-HPKL (M11) - SC01 12.1 (CDR)

Customer: PANTAI MEDICAL CENTRE SDN BHD

Project: PPM0041 - PPM HPKL - CDR

Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE FOR: + 1 unit of AHU-CDR (Ground Floor) + 4 units of CU (Ground Floor) + 1 unit of EAF (Ground Floor) TO REPLACE WASHABLE PRIMARY FILTER + 595 x 595 x 44mm - 2 pcs

Note:

Status: Checked

Reviewed Activities

	10
Activity Description	
Code: B-HGEM (M03) - SC06 (Last Service) Customer: SINCERE IVF (M) SDN BHD Project: PPM0046 - PPM HGEM - OPERATING THEATRE Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE OF: 2 UNITS OF AHU 2 UNITS OF FCU 3 UNITS OF EAF TO REPLACE WASHABLE FILTER MEDIA 800 x 700 x 46mm - 1 pc 595 x 595 x 44mm - 5 pcs 595 x 295 x 44mm - 1 pc 420 x 420 x 44mm - 1 pc 738 x 454 x 44mm - 1 pc TO REPLACE SECONDARY FILTERS 595 x 595 x 295mm - 3 pcs 595 x 295 x 295mm - 1 pc Note: Status: Reviewed	
Code: B-OSSB (M01) - SC01 Customer: OASISEYE SEREMBAN SDN BHD Project: PPM0074 - PPM-OSSB-OPERATING THEATRE Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE OF: 1 unit of AHU 3 units of CU 1 unit of HRW 1 unit of EAF TO REPLACE DISPOSABLE SYNTHETIC BAG FILTER (AHU) 535 x 535 x 195 (6 Pockets) - 1 pc 535 x 235 x 195 (6 Pockets) - 1 pc TO REPLACE WASHABLE FILTER (HRW) 435 x 990 x 46 - 1 pc Note: Status: Reviewed	
Code: B-OSSB (M01) - SC02 Customer: OASISEYE SEREMBAN SDN BHD Project: PPM0074 - PPM-OSSB-OPERATING THEATRE Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE OF: 1 unit of AHU + 3 units of CU + 1 unit of HRW + 1 unit of EAF TO REPLACE DISPOSABLE SYNTHETIC BAG FILTER (AHU) + 535 x 535 x 195 (6 Pockets) - 1 pc + 535 x 235 x 195 (6 Pockets) - 1 pc TO REPLACE WASHABLE FILTER (HRW) + 435 x 990 x 46 - 1 pc Note: Status: Reviewed	
Code: B-SFB (M09) - SC01 Customer: SUNFERT INTERNATIONAL FERTILITY CENTRE SDN BHD (BANGSAR) Project: PPM0054 - PPM SFB - AHU Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE FOR: 3 units of AHU 1 unit of FCU 1 unit of HRW 1 unit of CU 2 units of EAF TO REPLACE WASHABLE FILTER MEDIA 595 x 595 x 44mm - 8 pcs 595 x 297 x 44mm - 2 pcs 595 x 295 x 44mm - 1 pc 1500 x 600 x 46mm - 1 pc 430 x 990 x 46mm - 1 pc Note: Status: Reviewed	
Code: B-SFB (M10) - SC01 Customer: SUNFERT INTERNATIONAL FERTILITY CENTRE SDN BHD (BANGSAR) Project: PPM0056 - PPM SFB - VRF Description: TO CONDUCT GENERAL SERVICE AND MAINTENANCE FOR: 2 units of AHU 2 units of VRF	



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QUALITY MANAGEMENT SYSTEM

ISO 9001: 2015 Accredited since 2016

- Project
- Engineering
- Purchasing
- Admin
- CTD
- Human Resource









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LUFTER CORE VALUES: CLEAR



LUFTER CORE VALUES: CLEAR

1. COMPLIANT



Right is right, even if everyone
is against it, and wrong is
wrong, even if everyone is for it.

William Penn

“ quote fancy

LUFTER CORE VALUES: CLEAR

2. LEARN

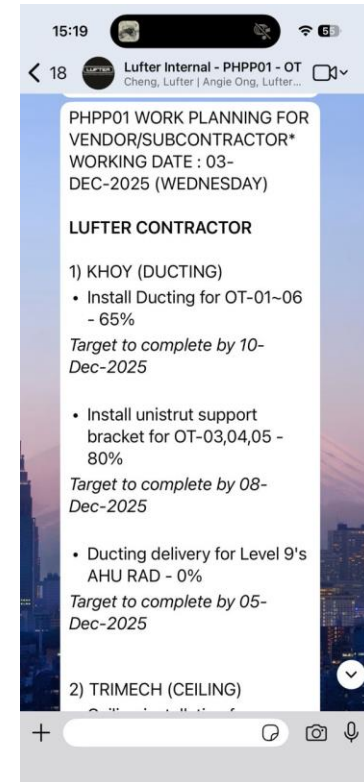
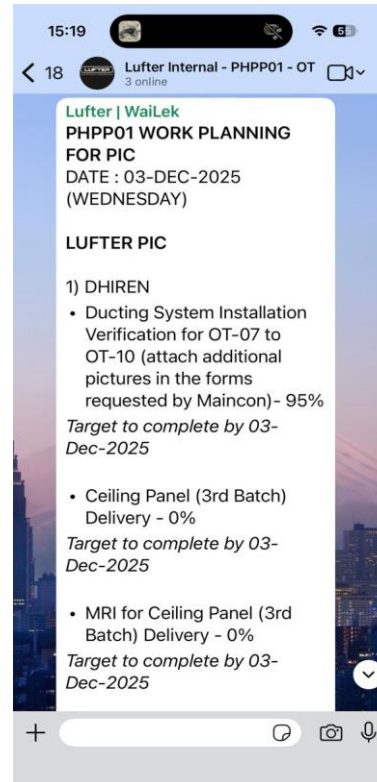
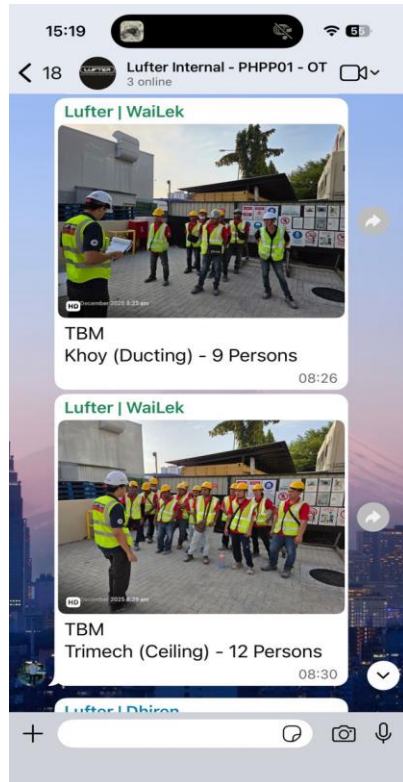
I have not failed. I've just
found 10,000 ways that
won't work. -Thomas A. Edison

Inkology
www.inkology.com/blog



LUFTER CORE VALUES: CLEAR

3. EFFECTIVE & EFFICIENT



LUFTER CORE VALUES: CLEAR

4. ACTION-ORIENTED



LUFTER CORE VALUES: CLEAR

5. RESPECT



LUFTER CORE VALUES: CLEAR

5. RESPECT



LUFTER CORE VALUES: CLEAR

5. RESPECT

Workplace bullying and violence



All statistics for the violence/bullying infographic have been sourced from the below SWA reports:
Safe Work Australia's National Data Set for Work-related mental disorders profile
Safe Work Australia's National Data Set for Bullying and Harassment in Australian Workplaces: results from the Australian workplace barometer project 2014/2015



ANTI-BRIBERY AND CORRUPTION

TOGETHER WE **BREAK** THE
CHAIN OF CORRUPTION



No giving



No receiving



No making
false claims



No abusing
of position

SEXUAL HARRASSMENT



EMPLOYEE HANDBOOK HIGHLIGHTS



CONTRACT VS PERMANENT

No.	Item	Contract Staff	Permanent Staff
1.	Probation (3 months)	Evaluation after 3 months	Evaluation for confirmation after 3 months
2.	Medical Coverage	RM100.00/ trip RM1000.00/ year	During probation: Max RM250; Once confirmed, the same as contract
3.	Increment	N/A	Every January
4.	Bonus / Goodwill	Goodwill, depends on performance	Bonus after 1 year (every Jan & Aug)

EMPLOYEE HANDBOOK- ATTENDANCE

Working Hours

- Company's official working hours are as follows:
 - Office base - 9.00am to 6.00pm
 - Project base - Follow site working hours

Please be ON TIME to start works and kindly take this as a serious matter. You are advised to be at office / site at least 5 to 10 minutes before start work. Clock in after 9.00am (9.01am, 9.02am, etc) also considered as LATE.

- Lunch break is only 1 hour from **1.00p.m. to 2.00p.m. (Office staff will be on rotation)**
- On **Fridays**, the lunch break for **male Muslim employees** from **12.30p.m. to 2.30p.m.** to perform their Friday prayers at the mosque.
- Habitual late comers- office, site or with clients, without valid reason will be liable to disciplinary action. Increment and bonus will be affected.

Update status daily, including AL, MC, EL, Time-off.

This is for

- i. MANAGERS to know whereabouts.
- ii. HR to follow up on documentation.

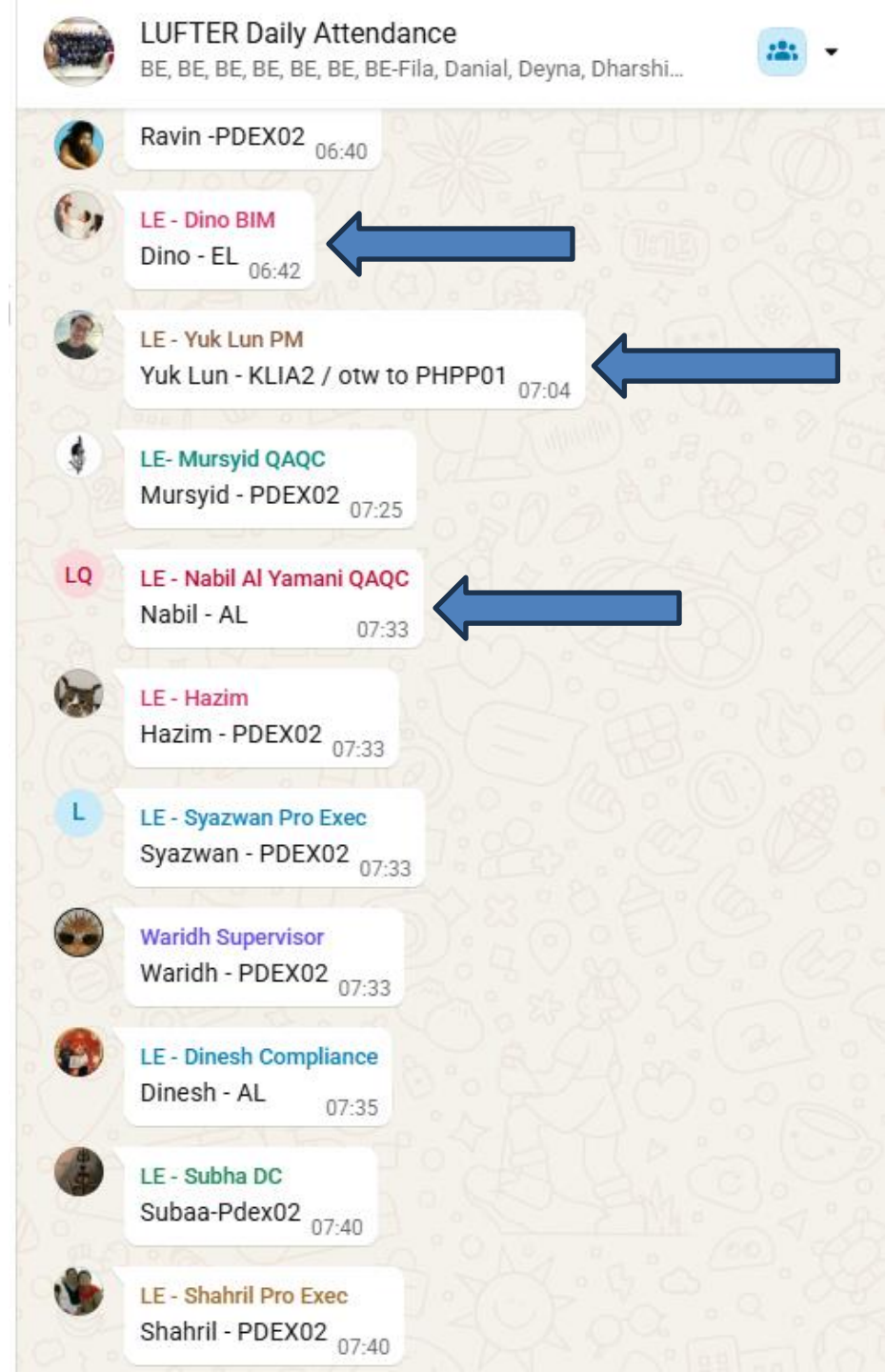
Note :

Office (for Oasis Square office)

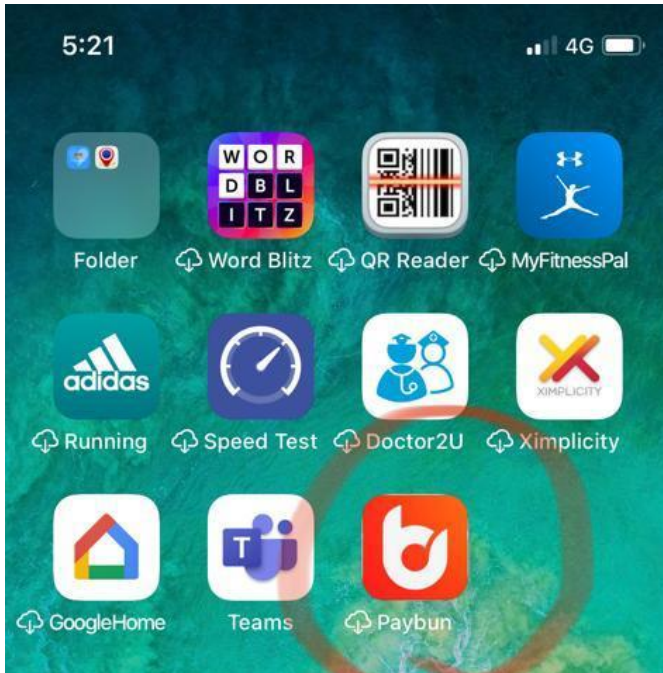
Lufter 2 (for new office)

Only update **WHEN** at SITE.

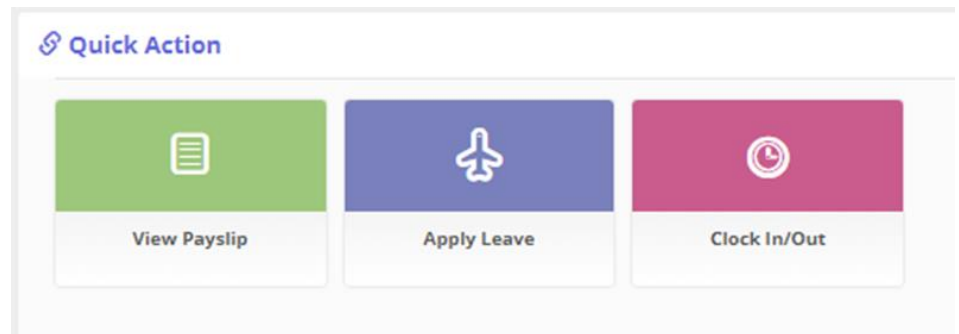
Can also mention OTW to site but need to update again once reach SITE.



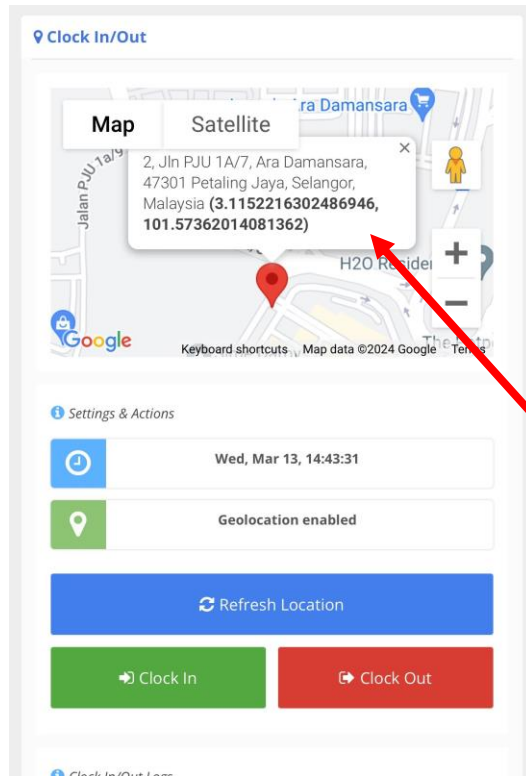
PAYBUN SYSTEM



Search and Download “Paybun” app on app store



PAYBUN SYSTEM



Check-in and –out

- i. When start work and finished work
- ii. When reach new site/place to work

Reminder!! Please double check the location is correct before clock-in

PAYBUN – CLOCK OUT AFTER FINISH WORK

REMINDER!! Everyday all staffs must clock-in and out after FINISH work

Wrong Example



Date	Shift	F. In	L. Out	Total Hrs.
16/01	Workday	08:38		
17/01	Workday	08:55		
18/01	Workday	08:43	18:03	09:20
19/01	Workday	08:43		
20/01 Sat	Off Day			
21/01 Sun	Rest Day			
22/01	Workday	08:41		
23/01	Workday	08:46		
24/01	Workday	08:46		
25/01	Workday	08:54	18:48	09:54
26/01	Workday	08:54	18:15	09:21

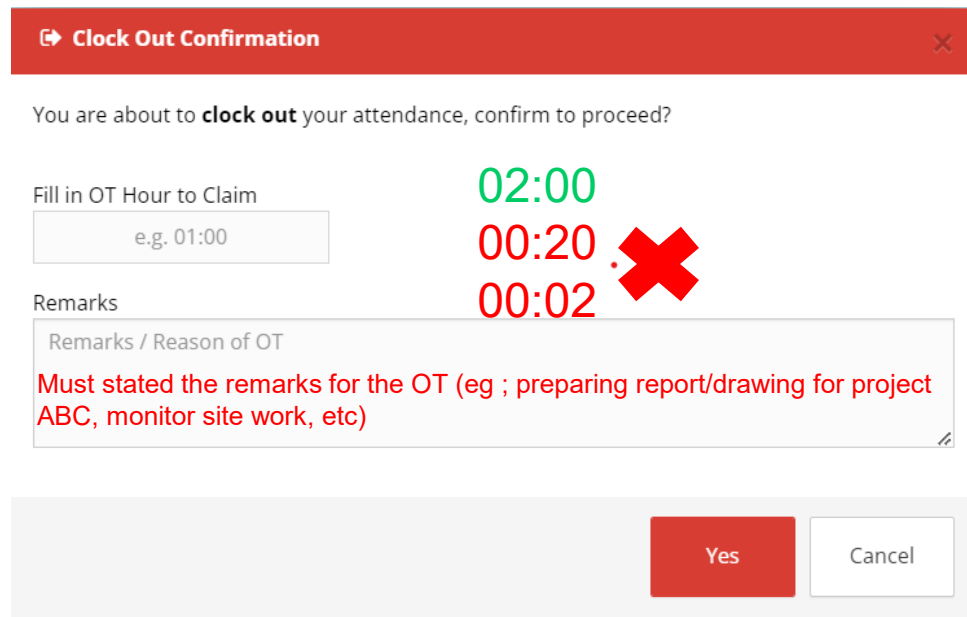
Correct Example



Date	Shift	F. In	L. Out	Total Hrs.
22/01	Workday	09:03	18:01	08:58
23/01	Workday	08:58	18:26	09:28
24/01	Workday	09:00	18:51	09:51
25/01	Workday	08:55	18:08	09:13
26/01	Workday	08:59	18:38	09:39
27/01 Sat	Off Day			
28/01 Sun	Rest Day			
29/01	Workday	08:53	18:15	09:22
30/01	Workday	09:12	18:04	08:52

OVERTIME/ FOOD ALLOWANCE CLAIM

- Only allowed with Manager's approval
- Exclude mealtime / break time



Clock Out Confirmation

You are about to **clock out** your attendance, confirm to proceed?

Fill in OT Hour to Claim

e.g. 01:00

02:00
00:20
00:02

Remarks

Remarks / Reason of OT

Must stated the remarks for the OT (eg ; preparing report/drawing for project ABC, monitor site work, etc)

Yes Cancel

CHECK & FOLLOW-UP

 Lufter Sdn Bhd
Private Limited

 Search (2)

 Home

 Dashboard >

 Self Service ▾

-  My Profile
-  My Payslip
-  My EA Form
-  My Payroll Summary
-  My Documents
-  My Claim Form
-  My Leave Form
-  My Leave Detail
-  My Attendance Detail ←

My Attendance Detail

 Your Annual Attendance Detail Summary.

2026

Attendance Detail for 01/06/2026 to 30/06/2026

Attendance Detail for 01/05/2026 to 31/05/2026

Attendance Detail for 01/04/2026 to 30/04/2026

Attendance Detail for 01/03/2026 to 31/03/2026

Attendance Detail for 01/02/2026 to 28/02/2026

Attendance Detail for 01/01/2026 to 31/01/2026

EMPLOYEE HANDBOOK- LEAVE APPLICATION

Annual Leave

- Plan your leave
- Discuss with team members, peers & managers
- Remarks: As per discussed with (whom) and (reason)
- Apply **3 days** in advance on Paybun system

Years Of Service	Permanent Staff	Contract Staff
< = 5 Year	14 Days	Refer To Contract Term
>5 To <= 10 Years	18 Days	
>10 To <= 20 Years	20 Days	
>20 Years	22 Days	

EMPLOYEE HANDBOOK- MEDICAL

Medical Leave

- Informed manager/HR **before** working hours i.e. 8:30a.m.
- Informed in Group Team / Group Daily Attendance
- Apply within **3 days** on PayBun system – attach the MC cert
- Submit original MC to HR department

Years Of Service	Permanent Staff	Contract Staff
< = 5 Year	14 Days	Refer To Contract Term
>5 To <= 10 Years	18 Days	
>10 To <= 20 Years	20 Days	
>20 Years	22 Days	

EMPLOYEE HANDBOOK- MEDICAL

Medical Benefits

- Staff on probation (Non-contract) are entitled to maximum RM250 during probation period. Employees are entitled for outpatient clinic/hospital claims at a maximum of RM100 per visit up to RM1000 per year. Refer to handbook for exclusions.
- The Employee will be entitled to visit **Company approved Hospitals and Panel Clinics**. Please refer to Employee's Handbook for Exclusions.

EMPLOYEE HANDBOOK- MEDICAL

Medical Benefits

- All employees are entitled to a medical claim of RM1,000 per calendar year or RM100 per visit, subject to the terms of this policy. For employees who join the company mid-year or serve less than 12 months in their first year, the entitlement will be pro-rated based on the number of full calendar months served.
- Pro-rated Calculation. The entitlement will be calculated as follows:

Annual entitlement (RM1,000) ÷ 12 months X number of months served.

Claims exceeding the pro-rated entitlement will be deducted from the employee's salary in the following payroll cycle.

EMPLOYEE HANDBOOK- MEDICAL

Medical Benefits

1. Klinik Patrick's Medical :

Address: 16-G, Block H, Jalan PJU 1A/3, Taipan 2 Damansara, 47301 Petaling Jaya, Selangor.

2. Alam Medic Panels

3. Government Hospitals and Clinics

4. Mediklinik 360 Batu Kawan:

Address: VERVEA, 23-G, Jln Vervea 2, 14110 Simpang Ampat, Penang.

EMPLOYEE HANDBOOK- MEDICAL

Medical Benefits

- ! MC from other clinic or hospitals will be not claimable (unless outstation staff)
- Note : For dental & pregnancy case, MC from non-panel is accepted (need a referral letter from Doctor or medical report)*
- The employee will be subjected to investigation, suspension from work and/or other disciplinary action if frequently apply for Unpaid Leave due to refusal to seek treatment at recognized Hospitals/Clinics.
- Staff who abuses medical leave or benefits will be liable to disciplinary action. Increment and bonus will be affected.

EMPLOYEE HANDBOOK- EMERGENCY LEAVE

Emergency Leave

- Informed manager/HR **before** working hours i.e. 8.30a.m.
- Emergency leave shall be granted upon approval by the immediate superior on the following circumstances and other reasons subject to Senior Management's approval:
 - i. Illnesses of spouse, parents and children which require the care and attention of the respective employee
 - ii. Natural disasters (flood, fire, etc.)
 - iii. House break-ins/burglaries/robberies/thefts
 - iv. Breakdown of transport (car, motorcycle, etc.)

EMERGENCY LEAVE EXAMPLES

CASE 1

Micheal wakes up and has a headache and he vomited. So he called his superior to inform that he will take **emergency leave**.

Is this correct?

CASE 2

Kitty's car breakdown in the morning and cannot reach work on time. She called her superior for **emergency leave**.

Is this correct?

EMERGENCY LEAVE EXAMPLES

CASE 3

Today my mother has operation for her tumor. I want take an **emergency leave** to take care of my mother.

Is this correct?

CASE 4

Josh is coming back to KL from a holiday today. Unfortunately, he missed his flight due to heavy traffic. And there were no other flights available through out the day to take him back to KL. This mean that he has to miss work the next day.

What type of leave should we call this?



EMPLOYEE HANDBOOK- TIME OFF

Time- Off

- Is only for **unplanned emergency matters** e.g.: Car breakdown
- Informed Superior & HR and provide proof
- Informed in Group e.g. Abu – Time Off (car breakdown)
- Apply at PayBun System. Select Time Off (am / pm), stated remarks and attach the supporting documents

Note : maximum 2 Hours (maximum two times in the same month)

- Time off taken excessively can be liable to disciplinary action. Increment and bonus will be affected.

EMPLOYEE HANDBOOK- TIME OFF

Time- Off

- **Cannot** be used for:
 - i. Appointments such as car service, dental, doctor's appointments
 - ii. Attending funerals
 - iii. Moving -in or -out
 - iv. Send children to school, not due to any unforeseeable reasons
 - v. Arrive to work late, not due to any unforeseeable reasons

EMPLOYEE HANDBOOK- LEAVE

Refer to Employee Handbook for other Leave type

1. Marriage Leave
2. Compassionate Leave
3. Examination Leave
4. Maternity Leave
5. Paternity Leave

EMPLOYEE HANDBOOK- BENEFITS

Permanent Employees- Flexi Allowance

- All confirmed, executive level staff are eligible to claim up to RM1,000.00 per year.
- All confirmed manager level staff are eligible to claim up to RM2,500.00 per year.
- Allowance will be prorated from date of confirmation (for new staff).
- Submit receipts and claim at the end of the year (December).

No.	Benefits
1.	Fitness
2.	Internet
3.	Dental (extraction, filing, scaling only, exclude cosmetic dental care such as whitening or braces)
4.	Optical (reading spectacles only)



EMPLOYEE HANDBOOK- OVERTIME

Overtime (If Eligible)

- Employees (Executives Level) are eligible to claim Overtime for works after working hours.
- To claim overtime, employees **MUST** get approval from the Managers.
- Managers have to control and be aware staff's overtime claim (to ensure staff not simply claim overtime if no works require at office/site after working hour) – **if staff caught due to overtime claim abuse, disciplinary action will be taken.**
- **MOST IMPORTANT** for overtime claim – clock-in and clock-out accurately.

EMPLOYEE HANDBOOK- R.LEAVE

Replacement Leave (If Eligible)

- Replacement leave is only applicable for Managers and Senior Executives when he/she required to works on Sundays and/or Public Holidays.
- Work ≥ 5 hours, entitled for 1.5 days of Replacement Leave for Gazetted Public Holiday and 1 day of Replacement Leave for Special Holiday.
- **MOST IMPORTANT** for replacement leave claim – clock-in and clock-out accurately.
- **Every time staff want to apply leave, please utilize the Replacement Leave first then only Annual Leave.**



EMPLOYEE HANDBOOK- FOOD ALLOWANCE

Food Allowance (If Eligible)

- Food allowance is only applicable for employee who are NOT eligible for Overtime claim (**Assistant Manager / Manager - X, Senior Executives – X**)
- Once employees reached a certain pay grade (exceeded a set amount of Basic Salary upon hiring) or job grade, they are not eligible for food allowance – **employee may check with HR.**
- Starting from 01-Jan-2023, Food Allowance rate is standard for all positions:

WORKING DAY (MON- FRI)	SATURDAY	SUNDAY	PUBLIC HOLIDAY
RM15/ Hour worked after working hours	RM15/ Hour worked	After 8 hours of work: RM15/ Hour worked	



EMPLOYEE HANDBOOK- PUBLIC HOLIDAY

Public Holiday

Upcoming public holidays, stay tuned!

Date	Description
01/01/2026 (Thu)	New Year Day
17/02/2026 (Tue)	Chinese New Year
18/02/2026 (Wed)	Chinese New Year (Day 2)
20/03/2026 (Fri)	Additional Leave (Hari Raya)
21/03/2026 (Sat)	Hari Raya Aidilfitri
22/03/2026 (Sun)	Hari Raya Aidilfitri (Day 2)
23/03/2026 (Mon)	Hari Raya Aidilfitri Replacement for 2nd day
01/05/2026 (Fri)	Labour Day
27/05/2026 (Wed)	Hari Raya Haji
31/05/2026 (Sun)	Wesak Day
01/06/2026 (Mon)	The Yang di-Pertuan Agong's Birthday
02/06/2026 (Tue)	Wesak Day Replacement
17/06/2026 (Wed)	Awal Muharram
25/08/2026 (Tue)	Prophet Muhammad's Birthday
31/08/2026 (Mon)	Merdeka Day
16/09/2026 (Wed)	Malaysia Day
08/11/2026 (Sun)	Deepavali
09/11/2026 (Mon)	Deepavali Replacement
11/12/2026 (Fri)	Sultan of Selangor's Birthday
25/12/2026 (Fri)	Christmas Day



EMPLOYEE HANDBOOK- CLAIMS

OUTSTATION ALLOWANCE

- Can claim for company work, assignments, meetings
- Can claim on traveling days (if no choice but to travel on non-working day).
Must obtain permission with Manager.
- Trainings, Seminars, Conferences are **not claimable**

COMPANY DOCUMENTS- STAFF ACCESS

Staff Access

The documents available here are the latest, and approved for use. Documents such as SOP, MOS, Work Instructions and Guidelines are not approved for Distribution. Please approach Senior Management for Controlled Copy for Distribution.



Staff Resources

Resources

Training

Recent Announcements

MEMO

- [L-HR-L-08-104 Public Holiday 2026](#)
- [L-HR-L-08-76 Restructuring and Reporting Line](#)
- [L-HR-L-08-67 Company Panel Clinics](#)
- [L-HR-L-08-65 Update Emergency Contacts](#)
- [L-HR-L-08-61 Revise Friday Prayer Lunch Break](#)
- [L-HR-L-08-60 Company Panel Clinics](#)
- [L-HR-L-08-50 Emergency Leave Application](#)
- [L-HR-L-08-47 Medical Leave Detailed Procedure](#)
- [L-HR-L-08-103 New Updates for Office Attire](#)

Departments

Lufter

Beluften

Document List

- [QA-L-01 Document Master List](#)

> Formats

> Project

> Design & Tender

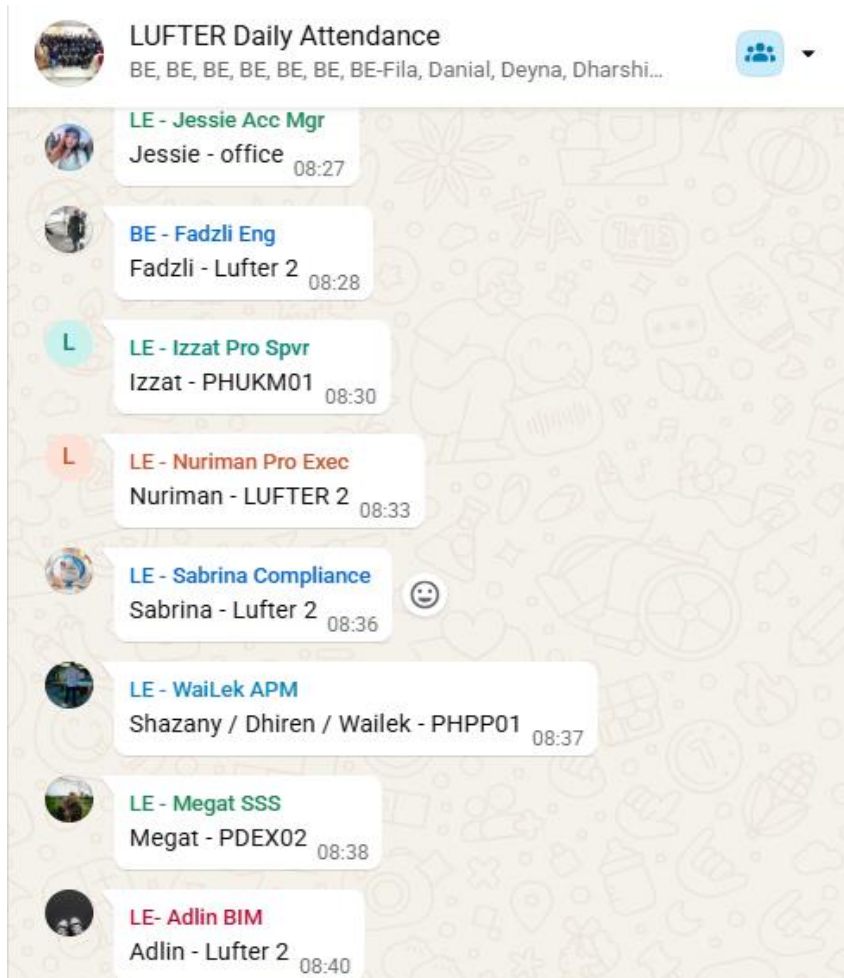
> Engineering

> Compliance, Training & Development (CTD)



• Passion With Perfection • Engineers With Dreams •

PASSWORD TO STAFF RESOURCES ON WEBSITE



LUFTER Daily Attendance

Group in LUFTER · 75 members



Add



Search



LUFTER

Community · 16 Groups

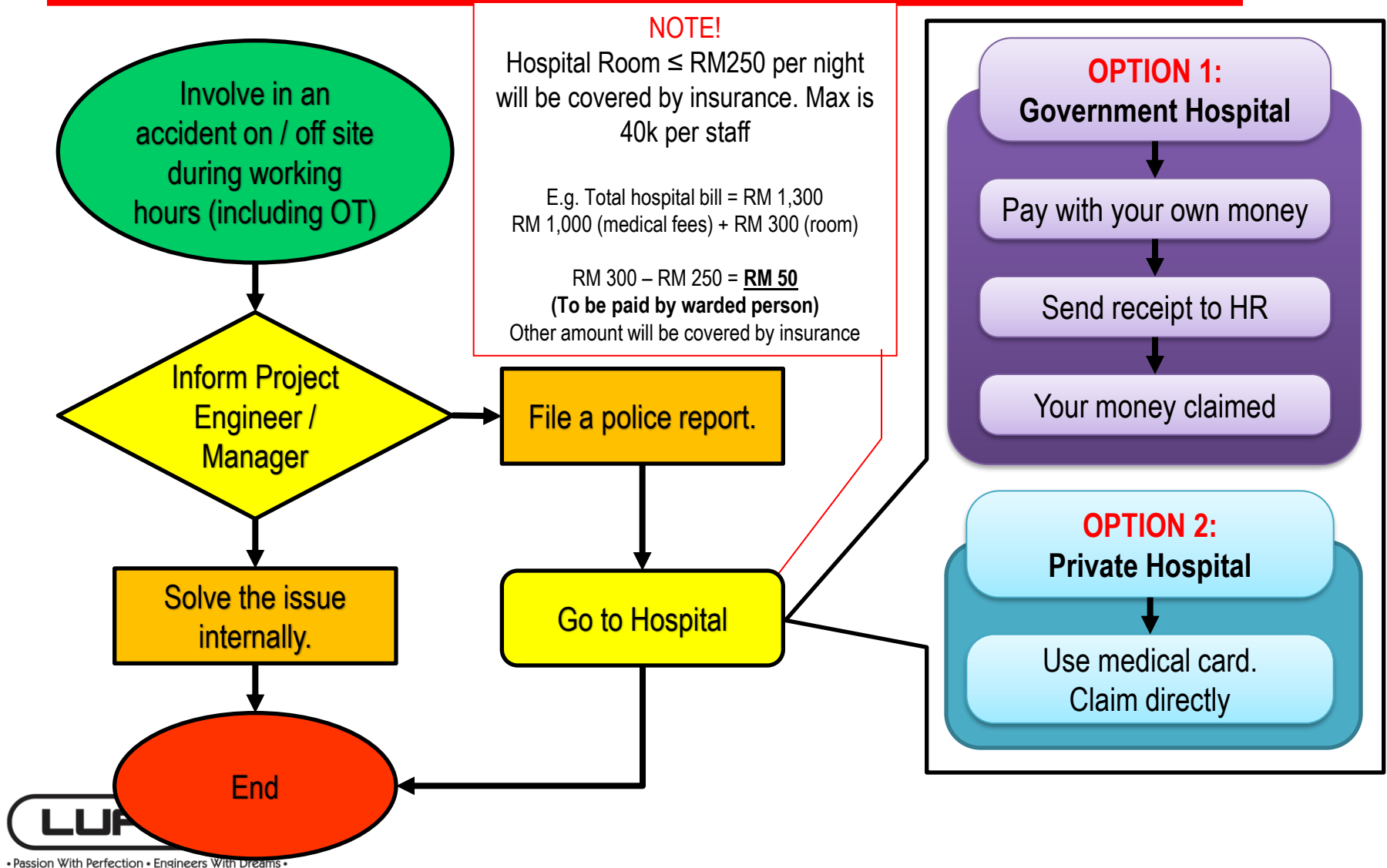
Lufter Website Password: 0218Lufter2026

1. Clock in AT SITE when u start work, clock out when you finished work ⌚
2. Disinfect the office/site after work 🦠
3. Keep office/site clean at all times 🧹



• Passion With Perfection • Engineers With Dreams •

INSURANCE – HOSPITALISATION & SURGICAL (H&S)



PERFORMANCE EVALUATION

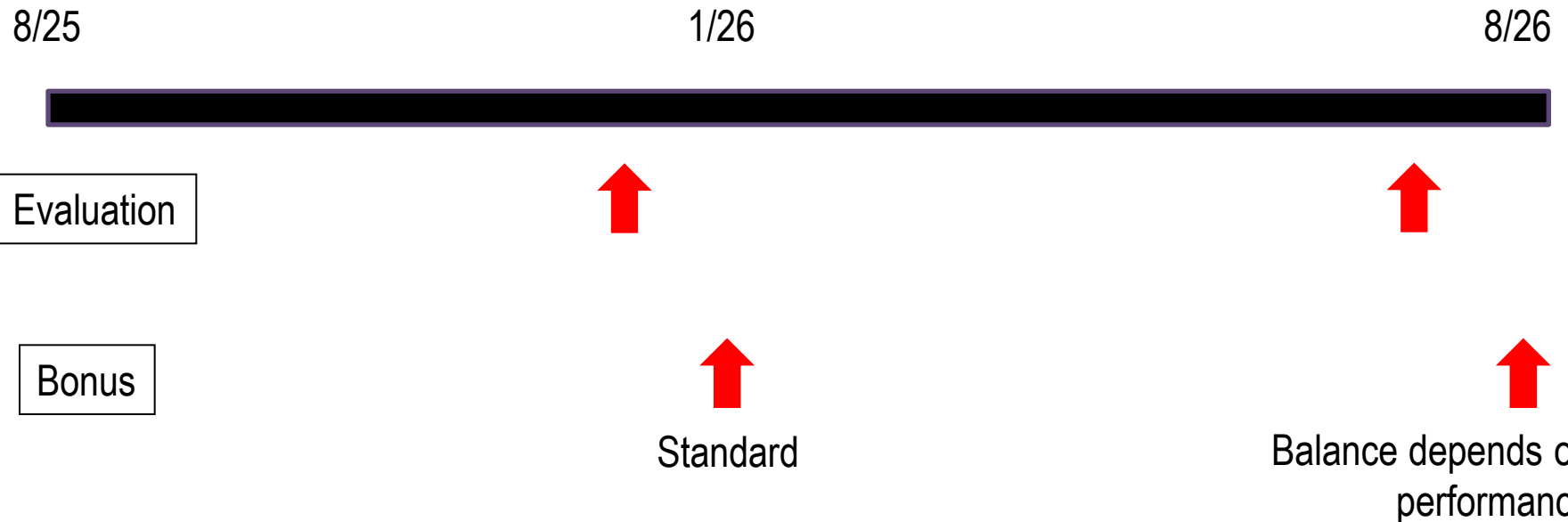
PERFORMANCE EVALUATION

Who evaluates your performance?



PERFORMANCE EVALUATION SEASON

FY2026: 8/2025 - 7/2026



WORKPLACE ETIQUETTE

NO BOSS CULTURE

IMPORTANT!!!

- Do not address any manager/MD as “Boss”, “Tuan”, “Puan”
- Address everyone in the company by first or last names
- No nicknames



ACCESS TO OFFICE

1. Face Recognition System

- All employees need to scan their face to enter and exit office.
- HR will register new staff to this system to allow them enter and exit office.



WORKSTATION

2. Workstation and Back Office Area

- Eating is strictly not allowed at workstation and back office area.
- Staff workstation need to be arranged **neat and tidy** before leaving the office **everyday**.
- All files to be placed back on the filing shelf after use at the end of work day.
- All documents need to be placed in the document tray.
- Any unused drawings & paper is to be placed in the provided tray.
- Waste paper is to be shredded.



MEETING ROOMS

3. Meeting Rooms

- All chairs and tables to be placed neatly in place after use.
- Whiteboard in the meeting room need to be clean after use on the same day.
- Projector & WIFI to be switched off after use.
- Air-cond & Air Purifier to be switched off after use.



MEETING ROOMS- NOT ACCEPTABLE



PANTRY DUTIES

4. Pantry

- Pantry is to be kept clean and tidy at all times.
- Chairs to be placed neatly in place after use.
- Table need to be cleaned and wiped dry immediately after use.
- The pantry sink is to be cleaned after use.
- Do not leave any left over food and used containers on the table.
- Please throw your rubbish properly inside the rubbish bin.
- Please ensure the pantry is kept clean and the sinks are properly cleaned to prevent any overnight stains.



OTHERS

5. Washroom

- Washroom facilities is to be kept clean at all times and flush the toilet completely after use.
- All slippers to be kept inside the toilet stall.

6. Office Shoe Rack

- Shoes & slippers is to be placed in the designated shoe rack as labeled.
- Socks to be change daily to prevent bad odor.

7. Office Attire

- All staff is to dress appropriately during office hours.
- All office and site staff need to wear company polo t-shirt everyday

OFFICE ATTIRE SCHEDULE

Schedule of wearing uniform as table below:

Position	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday	1st of every month / Tender Interview / Official Meeting
Male Manager	Dexcom (Grey)	Dexcom (Grey)	Lufter (Navy Blue)	GSK (Black)	GSK (Black)	Lufter (Navy Blue)	Batik
Female Manager	Office – Own Attire	Lufter (Navy Blue)	Lufter (Navy Blue)	GSK (Black)	GSK (Black)	Lufter (Navy Blue)	n/a
	Project – Dexcom (Grey)						
Male Executive	Dexcom (Grey)	Lufter (Navy Blue)	Lufter (Navy Blue)	GSK (Black)	GSK (Black)	Lufter (Navy Blue)	n/a
Female Executive	Dexcom (Grey)	Lufter (Navy Blue)	Lufter (Navy Blue)	GSK (Black)	GSK (Black)	Lufter (Navy Blue)	n/a

OFFICE SHIRT

1. Long Sleeve (Dexcom – Grey)



3. Short Sleeve (GSK – Black)



2. Short Sleeve (Luftra – Navy Blue)



4. Short Sleeve Batik (for Male Manager only)



OTHERS

8. Daily duties

- Human Resource / Admin will assign staff for office duty everyday. Eg: Pantry, Fumigation and Office SOP.

9. Company Vehicle

- Make sure driver license still valid
- Inform HR/Admin 3 days before the date of use
- Fill in the form before and after using the vehicle.
- Top up to ensure fuel is full.
- Wash the vehicle at **Infinity Car Saloon** at The Strand Kota Damansara
- Return the key & parking card access with form to HR/Admin.



COMPANY EQUIPMENT

1. To **check** all equipment before leaving office
2. If any damages or loss will be the staff's responsibility
3. Must **return to office**. Cannot pass to one another.
4. If any damages occur, **report to PA ASAP**, NOT when bringing equipment back to office.

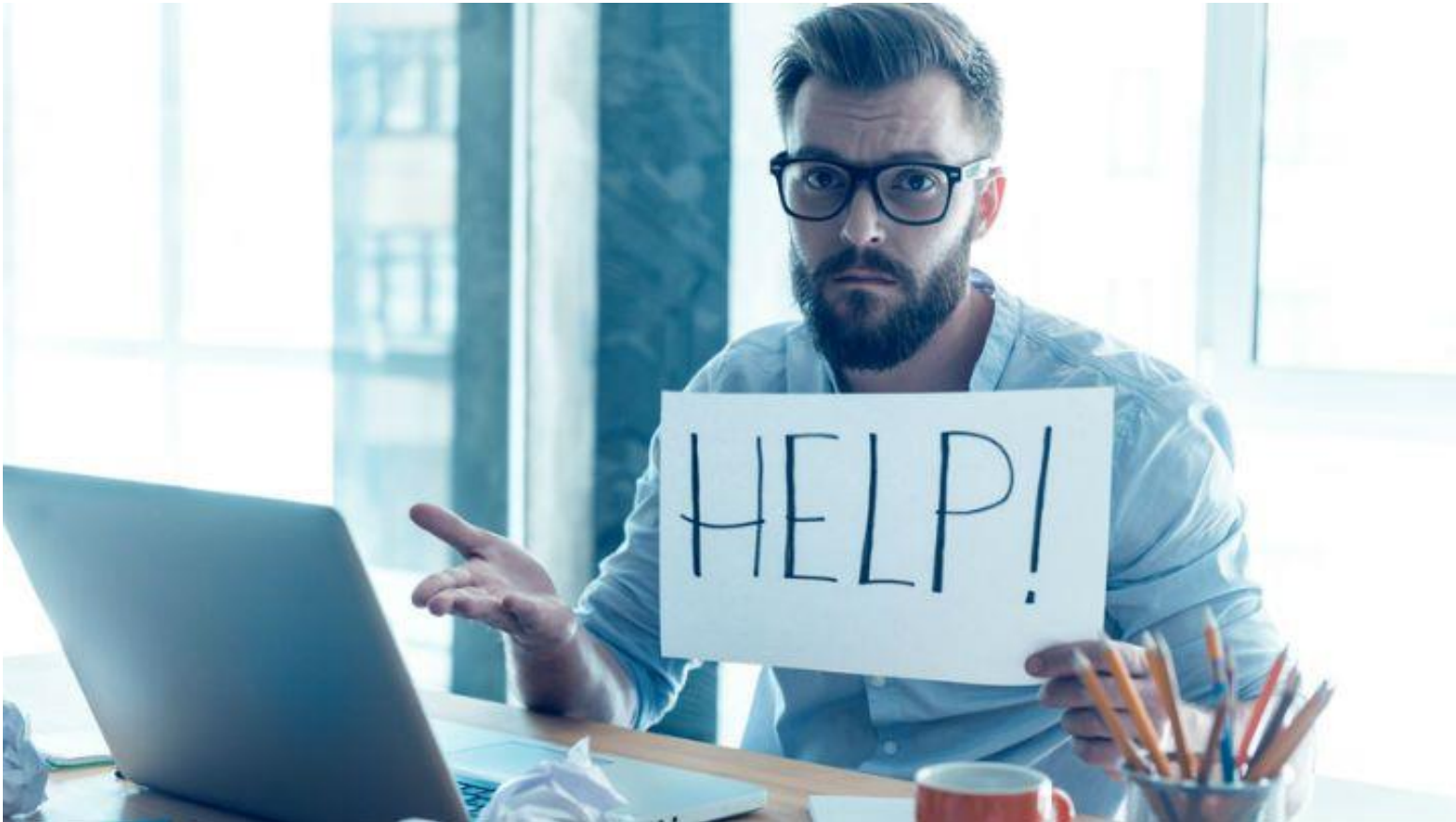
COMPANY ASSET PENALTY

No.	Company Property	Penalty
1.	LOSS of any company property i.e. camera, walkie-talkie, testing equipment, accessories, laptop, safety cones	Full payment
2.	Company car minor damages i.e. major cleaning required to remove stain or smell, scratches, bumps, dents.	Min. 50% of total payment
3.	Company car major damage due to employee's negligence or carelessness i.e. car accidents	Min. 50% of total payment
4.	All fines i.e. speeding, parking, red light	Fully on own expense

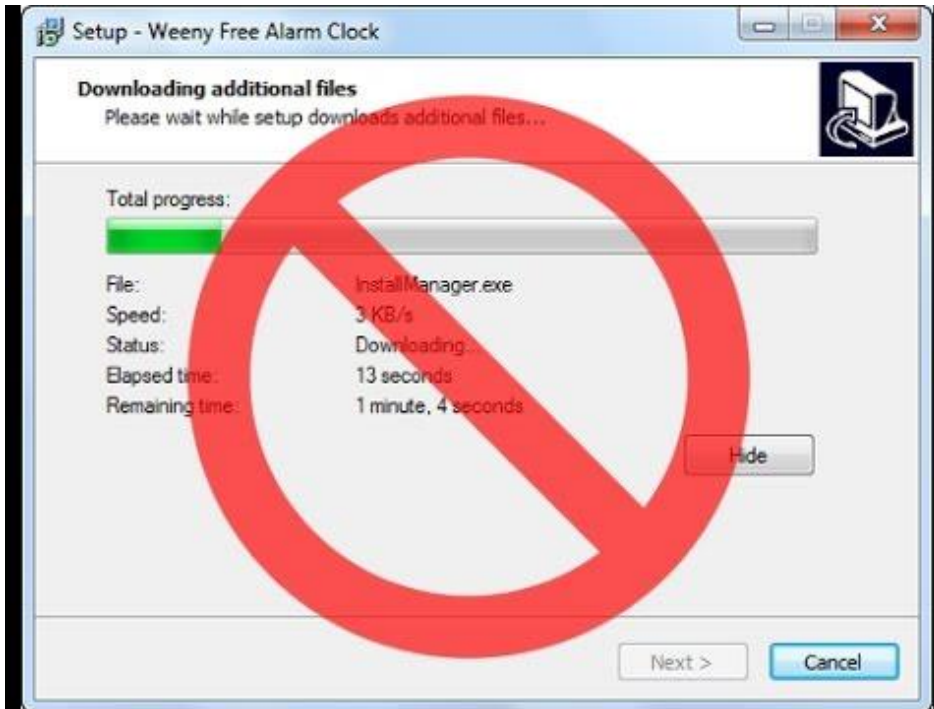
COMPANY ASSET PENALTY

No.	Company Property	Penalty
5.	Testing equipment damage due to neglect, carelessness, misuse or mishandling	Min. 10% of total payment for value $\geq$ RM1K. Min. 30% of total payment for value $<$ RM1K but $\geq$ RM500. Min. 50% of total payment for value $<$ RM500.
6.	Laptop/ PC/ Monitor damage due to neglect, carelessness, misuse or mishandling	If did not service/ repair according to schedule, or malfunction due to personal use i.e. virus/ malware attack: Min. 50% of total payment
7.	Company property damage due to neglect, carelessness, misuse or mishandling i.e. exhaust fan, DB board, Flexible hose, Safety cones, harness, battery drill, cabinets	Min. 50% of total payment
8.	Damage to any Company property due to influence of alcohol and drugs	Full payment

IT/LAPTOP ISSUES



SOFTWARE



Please **DO NOT** install any software on ur laptop that is not approved by management. If your laptop has issues, **please contact IT Mr. Koo asap**. If your laptop requires repair due to your installation or illegal streaming, repairs or reset will be charged to you. Thanks!

6:33 pm

WATER & ELECTRICITY



RESOURCES



Attention!!

Color printing **ONLY ALLOWED** for Project Assistants, Senior Managers, Managers, Design & BIM team, and CTD Team.

Note : Color printing only with Management approval

Others staff / department - Black & White only

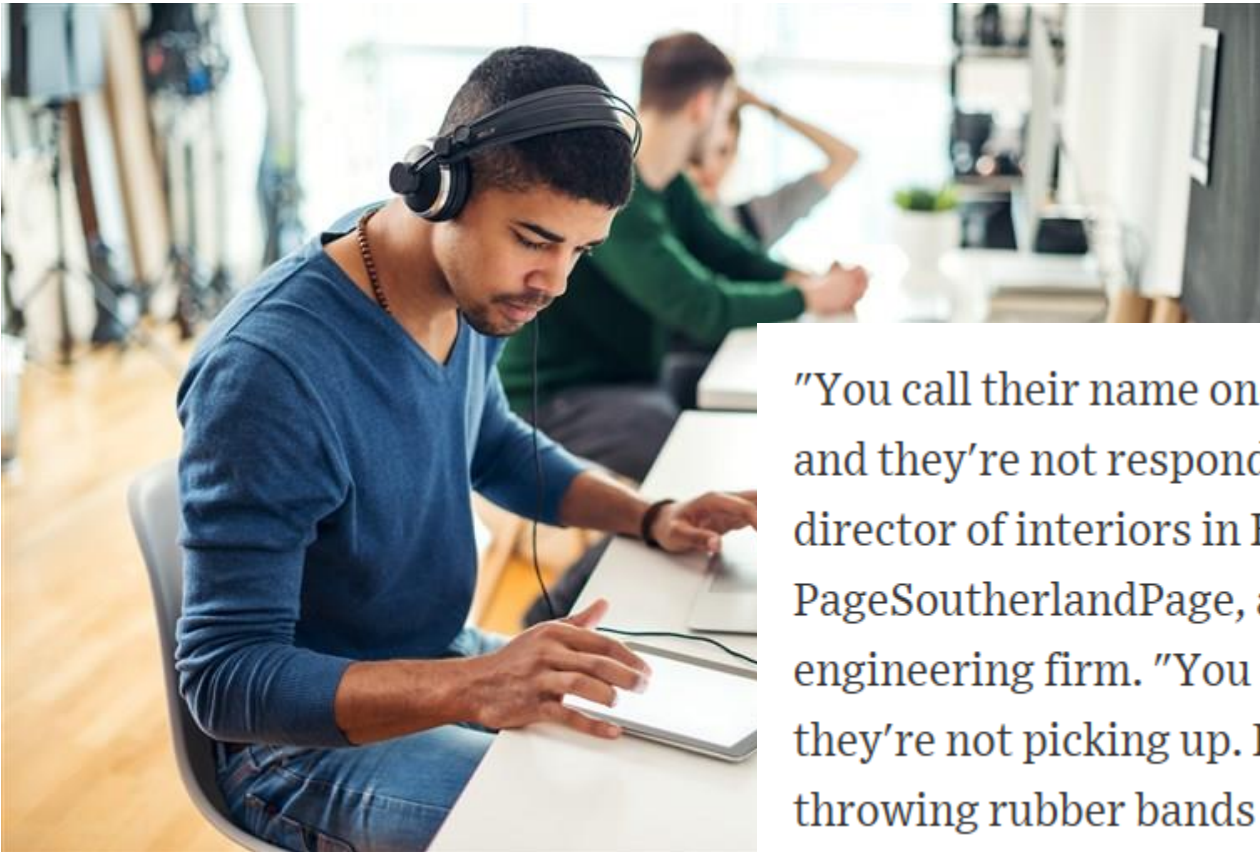
DOCUMENTATION



Date format:

dd-mmm-yyyy
e.g. 01-Jan-2026

EAR PHONES AT WORK



"You call their name one, two, three, four times, and they're not responding," says Ms. Yu, director of interiors in Houston for PageSoutherlandPage, an architecture and engineering firm. "You dial their extension and they're not picking up. Pretty soon you're throwing rubber bands across the wall."

SITE ATTIRE



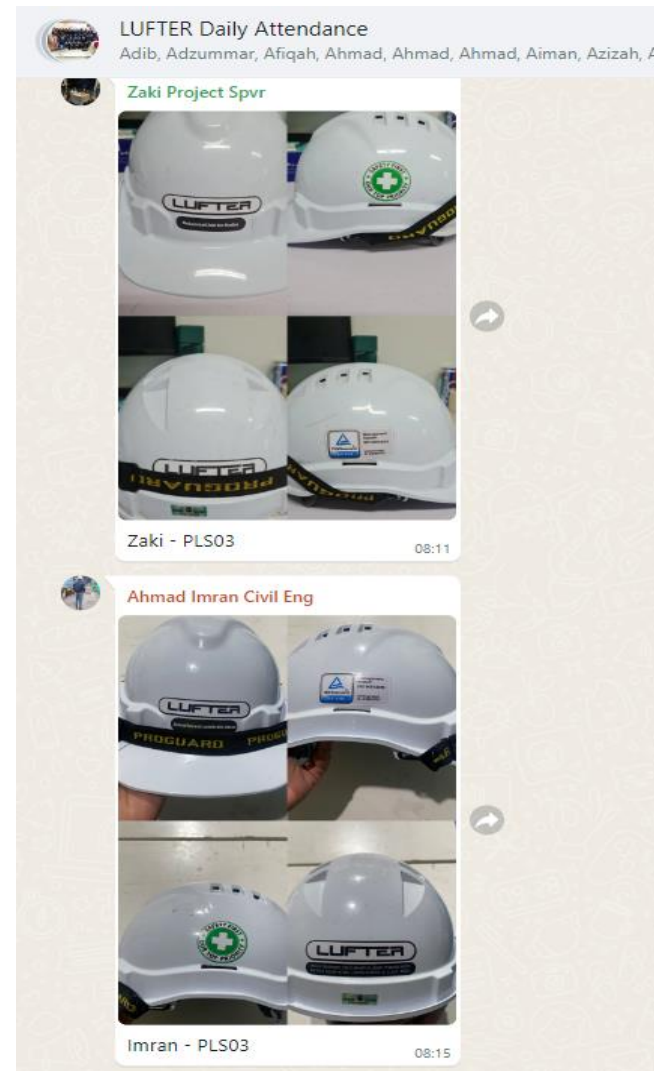
Personnel Protective Equipment

1. Helmet
2. Goggles
3. Mask
4. Safety Vest
5. Gloves
6. Safety Boots

SAFETY HELMET

Every 1st working day in the new month, all staff need to share their safety helmet photo (4 sides) in the Lufter Daily Attendance group during clock-in in the morning.

1. Staff to ensure all stickers are follow Lufter standard
2. Staff to inform HR / Admin after change the safety helmet – to order new sticker



HELMET LABEL

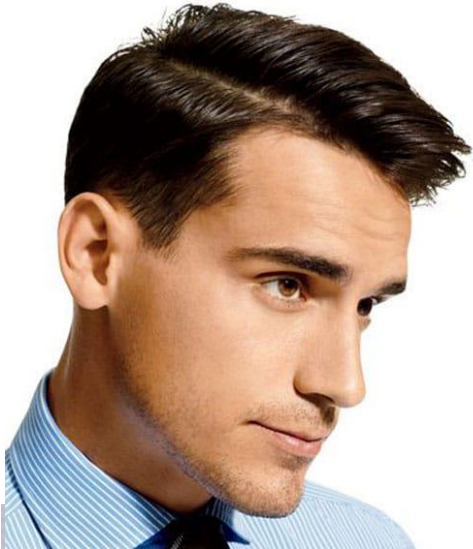


PROPER SHOE TO OFFICE

Slippers / sandals are strictly NOT ALLOWED!!



ACCEPTABLE HAIRSTYLES



HAIRSTYLES/ COLORS NOT PERMITTED



3 TIPS FOR BEGINNERS

How to be **Professional** at work ??



Be systematic



Being Positive



Listening Carefully



Enjoy what you do



Keep good relations



Don't wait for tomorrow



Write down everything you need to do





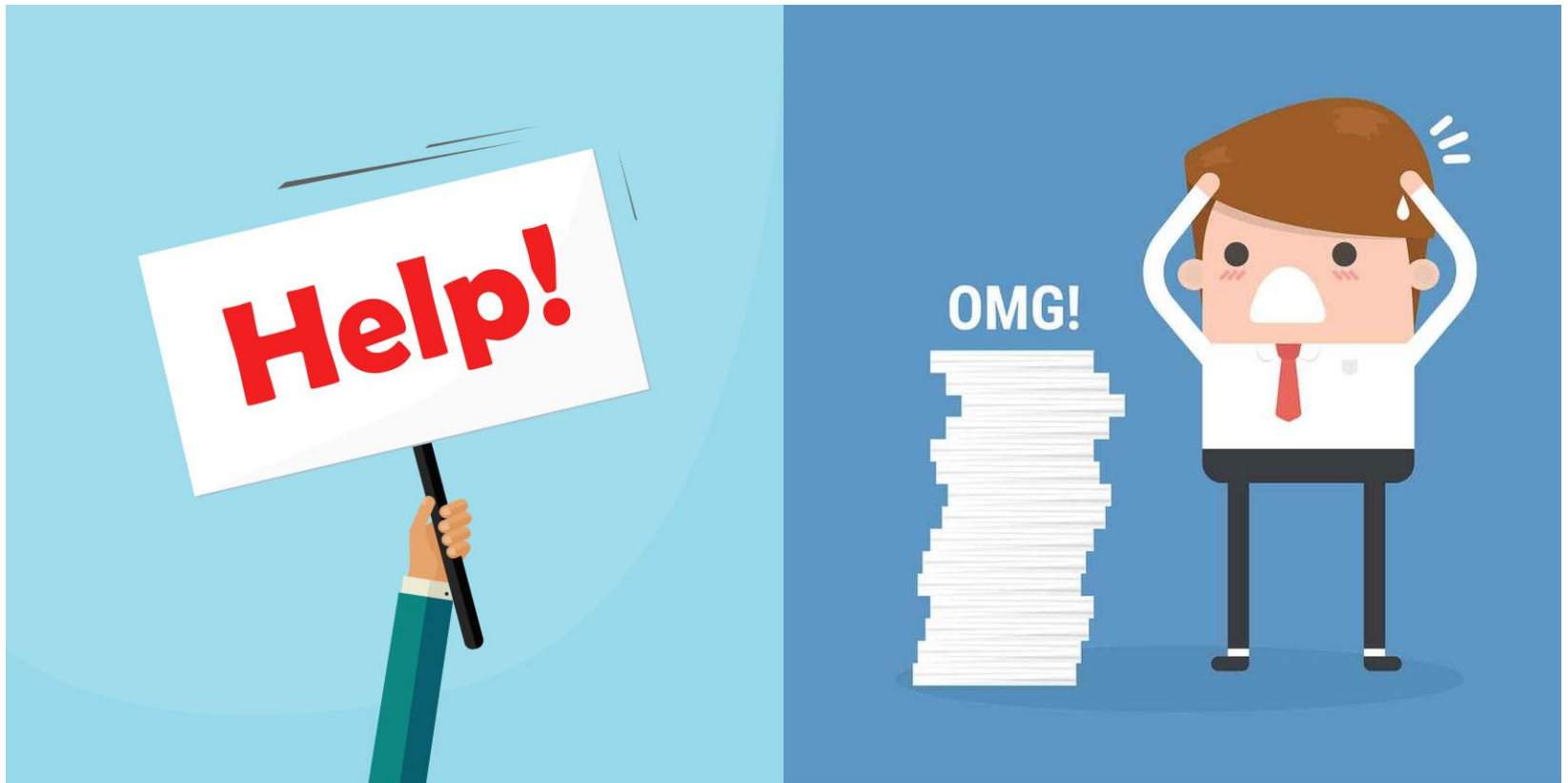
“Do you want to ask this question now?

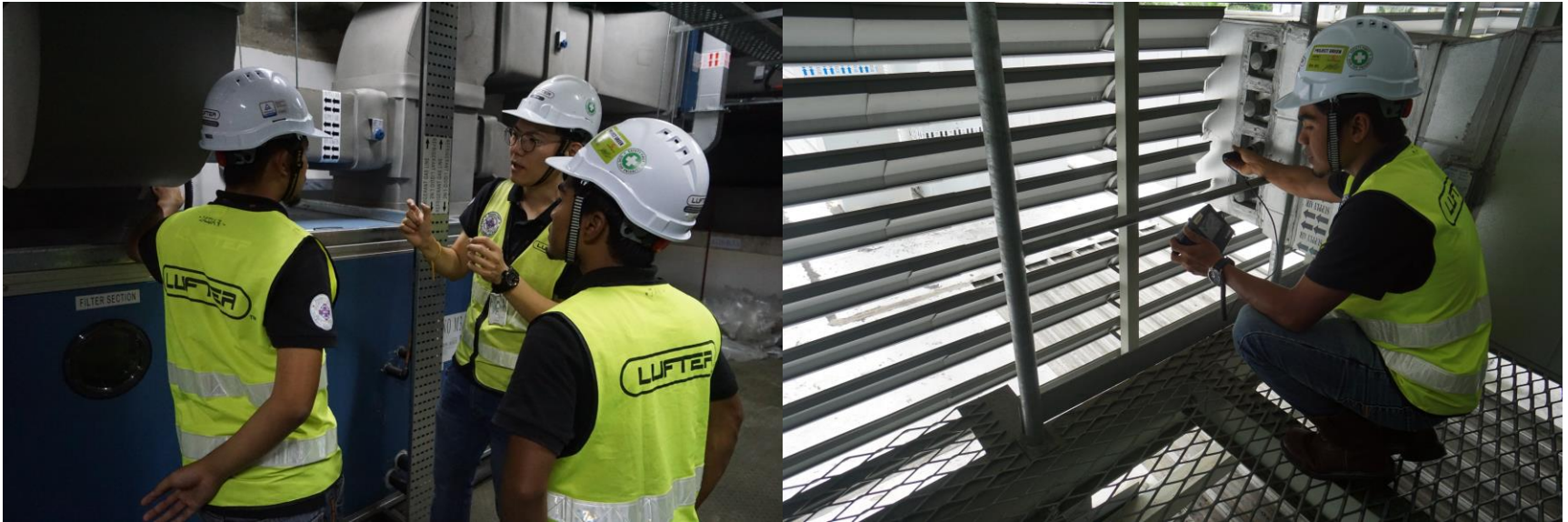
Or ask this question after 6 months you're employed?”

ON JOB TRAINING (OJT)

No.	Program List	PIC
1	Company background and Employee Handbook	Human Resource
2	Company Equipment, Store & Booking Procedure	Project Admin
3	Quality Management System, Quality Objectives	Compliance, Training & Development
4	Account - Claim Procedure	Account
5	Purchasing Department Briefing	Purchasing
6	Good Documentation Practices and Organization	Document Controller

OJT is compulsory for all new staff. OJT must be completed as soon as possible OR max is up to three (3) months





WELCOME!

POST-ORIENTATION ASSESSMENT

