
L-HR-L-08-108

MEMO

TO : All Employees

FROM : The Management

DATE : 01-Apr-2026

SUBJECT : **GUIDELINES ON OUTSTATION TRAVEL TIME AND WORKING HOURS**

Dear Team,

As part of our ongoing efforts to improve project efficiency and ensure better time management on outstation assignments, we would like to clarify our expectations regarding travel timing and working hours.

For outstation projects (e.g., travel from Petaling Jaya to Penang), employees are expected to plan their journey such that they can arrive on-site within reasonable working hours, preferably by late morning (around 10:00 a.m. – 11:00 a.m.).

This means that travel should typically **commence earlier in the day (around 6:00 a.m. – 7:00 a.m.)**, rather than starting at standard office hours (9:00 a.m.), which would significantly delay productive work time on-site.

We would also like to emphasize the following:

- Travel time is considered part of work responsibility for outstation assignments.
- The company already provides travel allowances, petrol claims, and flexibility during travel (including reasonable breaks).

As such, this arrangement is intended to be a mutual give-and-take to ensure project delivery remains efficient.

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However, should employees strictly account for travel time outside normal working hours (e.g., starting travel significantly earlier), the company reserves the right to formalize this as claimable overtime (OT), subject to approval and project cost considerations.

We encourage all team members to adopt a practical and professional approach when planning outstation travel, balancing both project needs and personal considerations.

Your cooperation and understanding are greatly appreciated in maintaining efficiency and fairness across all projects.

Thank you.

Best Regards,

A handwritten signature in blue ink, which appears to read "Angie Ong Sook Keng".

Angie Ong Sook Keng
Head of Operations