



Employee Health and Well-Being Programme

PETRONAS Chemicals Group Berhad (PCG)

Released Date
July 2021

© 2021 Petroliam Nasional Berhad (PETRONAS)

All rights reserved. No part of this document may be reproduced in any form possible, stored in a retrieval system, transmitted and/or disseminated in any form or by any means (digital, mechanical, hard copy, recording or otherwise) without the permission of the copyright owner.

Flexible Work Option

PCG introduces flexible working arrangements as part of its effort to promote work-life balance throughout the organisation. We believe that it nurtures engaged employees that is crucial to deliver valuable contributions to our business strategy and growth.

Flexible Working Hours (FWH)

This flexibility enables employees to start work between 7:00 a.m. – 10 a.m. and finish between 4:00 p.m. to 7 p.m. upon completing the minimum daily hours of work (8 hours).

Compressed Work Week (CWW)

Compressed Work Week (CWW) allows employees to end the working hours earliest at 12 noon on the 5th day of the work week upon completing the required 39 working hours for the week.

Note:

- *Prior approval from immediate superior is required to exercise this option to ensure that business operations are not affected. Application and endorsement of CWW is through online system.*

Flexible Work Option

Work Arrangement due to COVID-19

PCG implemented a new working arrangement during COVID-19, where work-from-home is the default working arrangement, unless the role requires a mandatory presence on site. We too implemented special working arrangements for employees with dependant(s) affected by contagious diseases.

Flexible Work Arrangement for Pregnant Employees – Leaving Earlier from Work (LEFW)

Established a flexible working arrangement for pregnant employees for up to 28 weeks (seven months) of pregnancy i.e., to leave work one hour earlier than prescribed working hours..

Flexible Work Option

Maternity Leave

This provision is intended to:

- Allow female staff to observe confinement period
- Facilitate recovery from the rigours of pregnancy, labor and birth
- Enable more bonding time between the female staff and newborn

Female Executive who meets the eligibility criteria would be entitled to the following provisions:

- Maternity leave on full pay for a total of ninety (90) consecutive calendar days (including public holiday, rest day and off day)
- Up to five (5) deliveries throughout service with the Company

Paternity Leave

The purpose of paternity leave is to:

- Allow eligible male staff to observe a period of paid leave to bond with and take care of newborn
- 5 days is allocated per newborn

Childcare Facility

PETRONITA Crèche

PCG supported the establishment of PETRONITA Crèche, a childcare centre, as part of an initiative by the association of wives and female employees of PETRONAS to help working mothers and encourage greater retention of female employees.

To further support diversity and inclusion, we also established nursing rooms in the workplace with complete facilities i.e., fridge for temporary storage, sofas for resting, and a power supply cable.