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First published in the *Government Gazette*, Electronic Edition, on 16 July 2024 at 5 pm.

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**IR No. 151 — INDUSTRIAL RELATIONS ACT 1960**

It is hereby notified for general information that on 19th February 2024, the following memorandum of a collective agreement was certified by the Industrial Arbitration Court and registered pursuant to section 25 of the Industrial Relations Act. The Court does not vet the agreement other than to ensure that there are no major errors or discrepancies and that the collective agreement is in compliance with the provisions of the Industrial Relations Act.

THIS COLLECTIVE AGREEMENT is made pursuant to the Industrial Relations Act on this 4th day of October 2023 between CENTERRA GROUP, LLC of PSA Terminal Sembawang, Deptford Road, Building 73-4, Singapore 759657 (hereinafter referred to as the “Company”) of the one part and the SINGAPORE INDUSTRIAL & SERVICES EMPLOYEES’ UNION, a trade union registered under the Trade Unions Act and having its registered office at Bukit Pasoh Building, No 3, Bukit Pasoh Road, #05-00, Singapore 089817 (hereinafter referred to as the “Union”) of the other part.

WHEREBY IT IS AGREED AND DECLARED between the parties hereto as follows:

**I GENERAL PROVISIONS**

1. *Title*—This Agreement shall be known as the “CENTERRA GROUP EMPLOYEES’ AGREEMENT OF 2023”.

2. *Scope*—This Agreement shall cover all locally engaged full-time employees of the Company with the exception of managerial and confidential employees.

3. *Duration of Agreement*—(1) This Agreement shall take effect on 1st October 2023 and shall remain in force for a period of three years until 30th September 2026, both dates inclusive.

(2) During the currency of this Agreement, neither the Company nor the Union shall seek to vary, modify or annul any of its terms in any way whatsoever, save as is provided herein or by operation of law.

(3) Negotiations for a new collective agreement may commence not earlier than six months before the expiry of this Agreement.

4. *Interpretation of Words*—In this Agreement, unless the context otherwise requires, words importing the masculine gender shall include the feminine and words importing the singular shall include the plural.

5. *Recognition*—(1) The Company recognises the Union as the sole collective negotiating body in respect of all terms and conditions of service of the employees coming within the scope of this Agreement. Any changes by the Company to the terms and conditions of service of such employees shall not take effect before their incorporation into this Agreement by variation under the provisions of section 45 of the Industrial Relations Act.

(2) All relevant correspondences from the Company to employees covered by this Agreement and relating to matters within the scope of this Agreement shall be copied to the Union and its Branch.

(3) All relevant correspondences from the Union to employees covered by this Agreement and relating to matters within the scope of this Agreement shall also be copied to the Company.

6. *Non-Union Members*—Employees within the scope of this Agreement who are not members of the Union shall not receive benefits more favourable than those conferred on union members under this Agreement.

7. *Grievance Procedures*—(1) Recognising the value of discussion in clearing up any misunderstanding and preserving the harmonious relationship between the Company and the Union, both parties agree that an employee's grievance shall be dealt with as expeditiously as possible.

(2) An employee having a grievance may, within seven working days of its arising, bring the matter to the attention of his immediate supervisor who shall give his decision within seven working days of the reference of such matter to him.

(3) If the employee concerned is aggrieved by the decision of his immediate supervisor given in sub-clause (2) above, he may within seven working days thereof, refer the matter to his Department Manager, who shall give his decision within seven working days of the reference of such matter to him.

(4) If the employee concerned feels that the grievance has not been satisfactorily dealt with under sub-clause (3) above, he may within seven working days thereof, refer the matter to the Union and the Company management in accordance to the following procedures:

Step One: A Branch committee or any Union official authorised by the General Secretary of the Union may discuss minor grievances of employees with the Department Manager concerned.

Step Two: If a grievance is not resolved after action under Step One has been taken, the Chairman or Branch Secretary or such Union official authorised by the General Secretary of the Union may take the matter up to the Human Resource Department.

Step Three: If the grievance is still not resolved after action under Step Two has been taken, the Union may request a Union/Company management meeting to discuss the matter.

(5) In the event of there being no settlement at Step Three as shown in sub-clause (4) above, the matter shall be dealt with in accordance with the provisions of clause 8 of this Agreement.

8. *Referee*—Any dispute between the parties to this Agreement whilst it is in force and arising out of the operation thereof shall be referred by either party to the President of the Industrial Arbitration Court who shall have the discretion to select a referee appointed in accordance with section 43 of the Industrial Relations Act to determine the dispute.

## II GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

9. *Probation*—(1) Every newly engaged employee shall serve a probationary period of not more than three (3) months in the first instance, which may be extended for a further period of up to three (3) months if deemed necessary by the company.

(2) On satisfactory completion of the probationary period, an employee shall be deemed to be confirmed in appointment unless his probationary period is extended or his service is terminated by the Company.

(3) An employee shall be deemed to be confirmed in his appointment on the expiry of the period of probation mentioned in sub-clause (1) above, unless the Company has informed the employee in writing on completion of the probationary period that he is not confirmed in his employment.

10. *Working Hours and Overtime*—(1) The normal working hours shall be:

Monday – Thursday	:	7.30 am to 5.30 pm (1 hour lunch break)
Friday	:	7.30 am to 4.30 pm (1 hour lunch break)

(2) However, the working hours may vary for Employees depending on job requirements. Shift pattern must be made known to the employees by the Supervisor/Manager at least one week in advance.

(3) Employees are eligible to claim overtime payment if they work beyond their contractual working hours or shift hours, in accordance with the Employment Act.

11. *Work on Rest Day and Public Holiday* —

(1) Rest Day

If and when an employee is required by the Company to work on a rest day, he shall be paid one day's salary if he works up to half his normal hours of work, and two days' salary if he works more than half but does not exceed his normal hours of work. If the work is in excess of the contractual hours on that day, then the payment shall be at the rate of one- and one-half times his hourly basic rate of pay for the number of hours of work in excess of the contractual hours.

(2) Holiday

If and when an employee is required to work on any public holiday, he shall be paid an extra day's salary at the basic rate of pay in addition to the gross rate of pay for that holiday, even though the work required of the employee on that public holiday is less than the contractual hours of work. If the work is in excess of the contractual hours on that day, then the payment shall be at the rate of one- and one-half times his hourly basic rate of pay for the number of hours of work in excess of the contractual hours.

### III TERMS AND BENEFITS ON TERMINATION OF EMPLOYMENT

12. *Termination Notice*—The termination notice for a confirmed staff shall be one (1) month or one (1) month's salary at the gross rate of pay in lieu of notice.

13. *Retirement and Re-employment*—(1) The retirement age for all employees shall be in accordance with the Retirement and Re-employment Act.

(2) The Company shall provide pre-retirement planning for its retiring staff at least six (6) months before their date of retirement. The re-employment policy is as set out in Appendix I.

14. *Retrenchment Benefit*—(1) In the event of redundancy or termination of employment by reason of the Company ceasing to carry on business or by the Company being acquired by another company or by reason of the Company being put under liquidation or receivership whether voluntary or otherwise, the Company shall inform the Union in writing of impending retrenchment or termination at least one (1) month before serving notice to affected employees.

(2) The notice of termination of service to any employee so affected shall not be less than one month or one month's gross salary in lieu of notice.

(3) The Company and the Union shall enter into negotiations on the retrenchment benefits as soon as the Union receives notice of impending retrenchment.

(4) Retrenched employees shall also be entitled to the following:

- (a) Encashment of unconsumed annual leave;
- (b) Pro-rated Annual Wage Supplement;
- (c) Maternity Leave Benefits in accordance with clause 21 of this Agreement for female employees who are certified as being pregnant.

### IV SALARY AND OTHER MONETARY ITEMS

15. *Minimum Salary*—The job positions and minimum salary are as set out in Appendix II to this Agreement.

16. *Annual Increment*—(1) Annual Increment shall be paid to all employees upon completion of twelve months of service with the Company.

(2) The annual increment shall be negotiated annually before payment to the employees.

17. *Annual Wage Supplement*—The Company shall pay an annual wage supplement equivalent to one month's basic salary to each employee after completion of twelve months of service.

18. *Transport Claims*—(1) All employees will be entitled to claim transport reimbursement as follows:

- (a) For Paya Lebar site: If an Employee is required to report for work before 6.30am or after 8.00pm, the Company shall reimburse the full taxi fare from home to office. If he is required to work beyond 8.00pm, he shall also be entitled to full taxi fare reimbursement from office back to home.
- (b) For Sembawang site: If an Employee is required to report for work before 6.30am or after 10.00pm, the Company shall reimburse the full taxi fare from home to office. If he is required to work beyond 10.00pm, he shall also be entitled to full taxi fare reimbursement from office back to home.
- (c) Claims for transportation reimbursement are to be submitted on Monday of each week. Taxi receipts should note the date and time.

(2) Claims for transport reimbursements shall be on the following basis:

<u>Mode of Transport</u>	<u>Amount Reimbursed</u>
Taxi	Exact Taxi fare (Receipt required)
Privately-owned vehicle	\$0.40 per km
Motorcycle	\$0.20 per km

(3) All claims for transport reimbursement must be approved by the Manager before claims are processed by the finance department.

(4) For avoidance of doubt, this clause shall apply to taxi – cabs and private hire vehicles.

## V LEAVE ITEMS

19. *Annual Leave*—(1) An employee with at least three (3) months' service with the Company shall be granted paid annual leave as follows:

<u>Years of Service</u>	<u>Leave Entitlement</u>
1st year of service	10 working days
2nd year of service	11 working days
3rd year of service	12 working days
4th year of service	13 working days
5th year of service and thereafter	14 working days

(2) The annual leave, if not utilised within the year, shall be allowed to be carried forward to the following year only.

(3) An employee shall be entitled to proportionate annual leave in respect of an incomplete year of service.

(4) If an employee terminates his service or has his service terminated (other than dismissal due to misconduct), before he has taken his annual leave, the Company shall pay for the balance of earned leave not taken as at his last day of service.

(5) An application for annual leave shall be submitted to the Supervisor/Manager at least three (3) working days before the applied date of the first day of leave.

20. *Sick Leave and Hospitalisation Leave*—An employee with at least three (3) months' continuous service with Company is entitled to paid sick leave for the period shown in the medical certificate certified by a registered medical or dental practitioner with the Medical Board of Singapore or the Company's doctor, subject to a maximum of —

(1) 14 days outpatient sick leave in each calendar year; or

(2) 60 days hospitalisation leave in each calendar year inclusive of the outpatient sick leave taken in the calendar year.

21. *Maternity Leave*—(1) A female employee who has completed three (3) months of service in the Company shall be entitled to paid maternity leave of two (2) months plus eight (8) weeks, subject to the conditions stipulated in the Child Development Co-Savings Act.

(2) A female employee who does not qualify under sub-clause (1) above but who has completed three (3) months of service in the Company shall be entitled to two (2) months of maternity leave on full pay and another four (4) weeks of maternity leave without pay, subject to the conditions stipulated in the Employment Act.

(3) Application for maternity leave shall be supported by a certificate from the Company doctor or registered medical practitioner.

(4) Company may seek a second opinion from the Company doctor or medical officer at Company's expense.

(5) Leave on account of miscarriage and abortifacient measure, shall not be considered as maternity leave but as normal sick leave.

22. *Paternity Leave*—(1) Male employees who have completed at least 3 months of continuous service immediately preceding the birth of the child shall be entitled to paid paternity leave in accordance with the Child Development Co-Savings Act

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(2) Paternity leave is to be taken in a consecutive period of two (2) weeks or in two (2) consecutive periods and consumed within 16 weeks after the birth of the child.

(3) Male confirmed employees who are not eligible under sub-clause (1) above shall be eligible to two (2) days of paid paternity leave on the occasion of the birth of his child.

23. *Compassionate Leave*—(1) An employee shall be entitled to paid compassionate leave of three (3) consecutive working days in each instance, of the death of employee's spouse, parents, parents-in-law, children, siblings, grandparents and grandparents-in-law.

(2) Where compassionate leave is requested by an employee, the onus shall be upon the employee to produce evidence to the satisfaction of the Company to qualify for such paid compassionate leave.

24. *Childcare Leave*—(1) Every employee who has served the Company for at least three (3) months and who has a child below the age of seven (7) years shall be entitled to six (6) days of paid childcare leave per year in accordance with the Child Development Co-Savings Act or two (2) days of paid childcare leave per year in accordance with the Employment Act, as the case may be.

(2) An employee who has served the Company for at least three (3) months and whose child is a Singapore Citizen aged between seven (7) to 12 years (inclusive) shall be entitled to two (2) days of paid childcare leave per year in accordance with the Child Development Co-Savings Act.

(3) For employees who qualify for leave under both sub-clauses (1) and (2), the total paid childcare leave for each parent is a maximum of six (6) days per year.

(4) An employee who has served the Company for at least three (3) months shall be granted six (6) days of unpaid infant care leave per year if they have any child below the age of two (2) years in accordance to the Child Development Co-Savings Act.

25. *Shared Parental Leave*—(1) A male employee shall be entitled to four (4) weeks of the 16 weeks of Maternity Leave of his wife, subject to the conditions of the Child Development Co-Savings Act.

(2) The leave shall be taken in a consecutive period of 24 days or in two (2) consecutive periods after the birth of the child and will have to be consumed before the child turns 12 months old. Total number of days for the two periods of shared parental leave is 24 days.

26. *Union Leave*—The Company shall grant leave with pay to Branch officials to attend official union functions endorsed by the Union.

## VI MEDICAL AND DENTAL BENEFITS AND INSURANCE

27. *Medical and Flexible Benefit Scheme*—(1) Employees are entitled to an amount of \$300 per calendar year for the following purposes:

- (a) Free medical consultation and treatment by Company doctor or registered medical practitioner. Company may seek a second opinion from the Company doctor or medical officer at Company's expense.
- (b) Dental care.
- (c) Eye care (spectacles and contact lenses).

(2) If the annual amount of \$300 is fully consumed before 31st December of the year, the employees shall continue to be entitled to reimbursement of medical consultation fee for visit to Company doctor and registered medical practitioner.

Company may seek a second opinion from the Company doctor or medical officer at Company's expense.

(3) Any amount that is not used by 31st December of the year will be forfeited.

28. *Work Injury Compensation*—Every employee, including employees who perform non-manual work, shall be compulsorily insured in accordance with the provisions of the Work Injury Compensation Act.

29. *Group Insurance Scheme*—The Company shall insure every employee under the Group Insurance Scheme, which includes Term Life Insurance and Personal Accident Insurance.

## VII MISCELLANEOUS ITEMS

30. *Uniforms*—(1) The Company shall provide all employees who are required to wear uniform and footwear (if applicable) with the following items on a per annum basis, according to the following categories:

- (a) Upon commencement of service: three (3) sets of uniforms
- (b) Upon confirmation of service: two (2) additional sets of uniforms

(2) Exchange or replacement of uniforms will be done at a minimum of after every six (6) months, depending on the condition of the uniforms.

31. *Safety Committee*—(1) The Company shall, in co-operation with the Union, establish a safety committee with at least one union leader as a committee member in accordance with the Workplace Safety and Health Act.

(2) A safe workplace is of paramount importance. The Company and the Union will work closely together through the Safety Committee to ensure a safe work environment for all employees.



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32. *Training and Development*—(1) The Company shall, in co-operation with the Union, work conscientiously towards upgrading the skills of employees. The Company shall welcome the Union's suggestions and contribution towards training programmes for employees. The Company shall encourage all employees to attend education and development courses by any recognised institute/organisation to upgrade his skills at work.

(2) For Company-sponsored training courses, the Company shall grant time-off to the employee should the course hours coincide with working hours.

(3) For Company-sponsored training courses, the Company will pay for the employee's tuition and tuition-related expenses such as books and class fees.

(4) Paid examination leave will be granted to employee for the period of his examination provided that —

- (a) the course he is attending is a course approved by the Company;
- (b) he applies for the examination leave two (2) weeks in advance;
- (c) his examination leave is not longer than six working days;
- (d) he produces document in support for his application; and
- (e) he attends seventy-five (75%) percent of the course.

33. *Company Training Board*—(1) In order to achieve performance goals by improving employee and organizational performance, the Business and Ops Director shall establish, operate, maintain and evaluate programs and plans thereunder, for the training of employees. Each program, and plan thereunder shall:

- (a) conform to the principles, standards, and related requirements contained in the prescribed Performance Work Statement (PWS) of US Government;
- (b) provide for adequate administrative control by authority;
- (c) provide that information concerning the selection and assignment of employees for training and the applicable training limitation be made available to employees; and
- (d) provide for the encouragement of self-training by employees by means of appropriate recognition of resultant increases in proficiency, skill, and capacity.

34. *Employees' List*—(1) The Company shall, on the signing of this Agreement, submit to the Union a list of the employees coming within the scope hereof showing:

- (a) The employees' names;
- (b) The employees' staff identification numbers;
- (c) The employees' staff grades; and
- (d) The employees' current base salary.

(2) The Company shall submit a list of the above information updated as at 31st December of each year, which shall reach the union not later than 31st January of the following year.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the date and year first herein before written.

Signed for and on behalf of:

CENTERRA GROUP, LLC

SINGAPORE INDUSTRIAL &  
SERVICES EMPLOYEES' UNION

ERMA SOCORRO G. CANAYA  
*Business Director*

DESMOND TAN  
*Executive Secretary*

MOHAMMAD NAZMI SHAHRAN  
*Chairman*

NEO SHU FANG  
*Industrial Relations Consultant*

In the presence of:

ERDA SULIYANA B. AHMAD  
*Human Resources Manager*

MOHAMED BIN JANTAN  
*Treasurer*

EDDIE J. GARDINER  
*Regional Program Director*

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*Appendix I (Clause 13)***CENTERRA GROUP EMPLOYEES' AGREEMENT OF 2023****RETIREMENT AND RE-EMPLOYMENT POLICY****1. DEFINITION**

The retirement age shall be in accordance with the Retirement and Re-employment Act.

**2. SCOPE**

This policy shall be applicable to all employees of the Company under the Scope of Agreement.

**3. CRITERIA FOR RE-EMPLOYMENT**

- (1) Employees must be medically fit to continue working; and
- (2) Employees must have satisfactory or better work performance

**4. CONTRACT PERIOD**

- (1) Employees who are eligible for re-employment with the Company shall be offered re-employment in one of the following job arrangements —
  - (a) Re-employed in the same job;
  - (b) Re-employed with modifications to the existing job or re-deployed to a different job; or
  - (c) Re-employed on flexible work arrangements; such as part-time; or job-sharing.
- (2) The duration of re-employment can take a few forms —
  - (a) Re-employment year by year, for five years up to the point when the staff reaches the age of 68; or
  - (b) Re-employment for five years till age 68, but subject to a review to the staff's performance and medical fitness at the end of each year.

**5. SALARY**

There will be no change to the employee's salary unless he is undertaking a different job. In the event that he is undertaking a different job, the salary shall be negotiated between the Company and the Employee on a case-by-case basis, taking into consideration the principle where salary should commensurate with the job undertaken, the employee's experience and other attributes. Flexible work arrangements such as part-time work could also be explored.

*Appendix I — continued*6. *ANNUAL WAGE SUPPLEMENT*

Every employee shall continue to enjoy the annual wage supplement as provided in clause 17 of this Collective Agreement.

7. *RECOGNISING THE CONTRIBUTIONS OF RE-EMPLOYED EMPLOYEES*

Employers shall recognise that re-employed employees are an integral part of the organisation. They should, where appropriate, continue to reward re-employed employees based on company and individual performance in the form of performance bonuses, gain-sharing incentives or one-off bonuses. This recognition will help to incentivize and motivate these employees to perform well.

8. *TRANSPORT CLAIMS*

Every employee shall continue to enjoy transport claims as provided for in clause 18 of this Collective Agreement.

9. *GROUP INSURANCE SCHEME*

Every employee shall continue to enjoy the Company's Group Insurance Scheme, as provided in clause 29 of this Collective Agreement.

10. *ANNUAL LEAVE*

Every employee shall continue to enjoy the same number of days of annual leave as he had at the point of retirement.

11. *SICK LEAVE AND HOSPITALISATION LEAVE, MEDICAL AND FLEXIBLE BENEFIT SCHEME*

Every employee shall continue to enjoy sick leave and hospitalisation leave, medical benefit and flexible benefit scheme, as provided for in clauses 20 and 27 of this Collective Agreement.

12. *TERMINATION WITH NOTICE*

Employers and employees may exercise normal termination with notice in accordance with their employment contracts. Re-employed employees who feel that they were unfairly dismissed may appeal to the Minister for Manpower for reinstatement or compensation.

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*Appendix I — continued***13. ALTERNATE EMPLOYMENT ASSISTANCE**

In the event that the Company is not able to offer re-employment to eligible employees, the Company will provide employment assistance to the employee as follows —

- (1) A one-off Employment Assistance Payment (EAP) equivalent to minimally 3.5 months of the employee's last drawn gross salary or minimum \$6,250, subject to a cap of \$14,750, to the affected worker as prescribed in the Tripartite Guidelines on the Re-employment of Older Employees.
- (2) Assist employee with employment assistance with a job placement agency such as the Employment and Employability (e2i) or the Community Development Councils (CDCs).

*Appendix II (Clause 15)***CENTERRA GROUP EMPLOYEES' AGREEMENT OF 2023****Minimum Salary**

<b>S/N</b>	<b>Designation</b>	<b>Minimum Salary</b>
1	Technicians - Apprentice level	\$ 1,700.00
2	Technicians - Supervisory level	\$ 2,200.00
3	Technicians - Licensed	\$ 3,000.00
4	General Worker	\$ 1,500.00
5	Mechanics	\$ 1,800.00
6	Air Cargo Specialist	\$ 1,700.00
7	Warehouseman cum Driver	\$ 2,000.00
8	Drivers	\$ 1,800.00
9	Chrimp Tech	\$ 2,600.00
10	Warehouseman / Supply Tech	\$ 1,600.00
11	PAX Representative	\$ 1,500.00
12	Work Control Clerks	\$ 1,500.00
13	Admin - Clerks	\$ 1,500.00
14	Admin - Specialist	\$ 2,000.00
15	Admin - Supervisory level	\$ 2,500.00
16	Transcient Line Technicians	\$ 2,600.00
17	Mechanics - MHE / AGE	\$ 2,600.00
18	Planner / Estimator / Drafter	\$ 2,600.00
19	Officers	\$ 2,600.00
20	Managerial	\$ 3,100.00

**WONG CIXIAN***Registrar**Industrial Arbitration Court  
Singapore*

(CA. 363 of 2023)