



TAKE YOUR BENEFITS FURTHER
Small steps, big change

CSC Summary of Benefits, Singapore

Eligibility: Full-time permanent team members

Key information:

- Employees are auto enrolled on their first day of employment in medical, dental, and life insurance.



Well-being benefits

Medical plan and dental plan

CSC offers medical and dental insurance through AXA. Check the plan details on CSC Central for more information on what is covered.

Life insurance

The life Insurance scheme run by AXA provides you with a life benefit of 24 times your basic monthly salary.

Employee Assistance Program (EAP)

The EAP through Optum aims to help you and your family members manage issues that could adversely impact your work and personal lives. The EAP is entirely confidential and no information relating to any employee or the content of any counselling shall be disclosed to us or any other party without your specific consent. Telephone counselling support is available 24 hours a day, 365 days a year with fully qualified counsellors on duty to respond to your call. To access the EAP visit livewell.optum.com with the company access code CSCGlobal.



Financial benefits

Central Provident Fund (CPF)

This is provided through the mandatory state pension provision with rates chosen by the government.

Employee referral awards (all full-time and part-time employees, regardless of scheduled hours)

An award of the equivalent of US\$1,000 (based on the exchange rate on the date of the new hire's six-month anniversary with CSC) is given to any employee who refers an external job candidate who is subsequently hired into a full-time position and remains with the company for six months. There is no waiting period for eligibility.

Success Sharing

A taxable bonus that may be paid to eligible full-time employees at the company's discretion in February of each year. Distribution amount, if any, is generally determined by the company's profit and growth in the preceding fiscal period and the individual's contributions. Note: Success Sharing may not be applicable to those covered under other incentive compensation programs.



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Educational reimbursement

Team members may receive educational assistance to pay for eligible courses that are directly and substantially related to maintaining or improving skills and productivity in your current job. These classes are courses that you typically take on your own time, outside of work hours. Reimbursement is 100% up to a US \$5,250 yearly maximum upon successful completion of a course, defined as a “C” or better in a graded course, or a “pass” in a pass-fail course. Approval from your manager and the Human Resources Team must be obtained in writing PRIOR to registration for the course. All team members must sign a promissory note that they will repay the company for any reimbursement received if they voluntarily leave the company within 12 months following completion of the course.

CSC Gives Back

CSC continuously strives to help our people and communities be better off tomorrow than they are today. Throughout the year, you have the opportunity to volunteer at different organizations and give back to your community. CSC also makes it easier for you to give back to causes that are important to you through our donation match program. CSC’s Charitable Contribution Program supports charitable and community-based organizations that address education, cultural, and social issues, and is built upon the foundation of employee commitment and involvement. Employees can participate through monetary donations or donations of time. CSC will match employee or employee group contributions from US\$50 to US\$1,000 or the equivalent in other currencies.



Time away from work

Annual leave

Annual leave of 20 days in one year will be granted after employees have completing their probation period. Once employees have reached 6 years of service annual leave will increase to 21 days. Unconsumed annual leave can only be carried forward for one year. The balance of unconsumed annual leave (excluding leave days allowed to be carried forward) will be forfeited on the last day of December in each calendar year.

Singapore hospitalization leave

Employees are entitled to prorated annual leave to the number of months of service in the first year if least three months. Employees are entitled to 14 days of sick leave per year. If hospitalization is necessary, the 14 days sick leave will be extended up to 60 working days. An employee who is absent on sick leave must be certified by a medical practitioner in Singapore and the Medical Chit needs to be submitted to HR on the next working day. Unused sick leave is not paid out in the event an employee leaves the company.

Flexi-leave

Employees are entitled up to a total of two days of Flexi-Leave for the following purposes:

- Examination-study leave (two days per year): For courses related to your job scope. Exam notice to be submitted with leave application.
- Family care leave (two days per year): For doctor consultation for child (aged seven to 16 years old) or elderly parents, parent-teacher meeting, child’s first day of school (for Primary One), etc. A school notice, medical receipt, or certification must be submitted with leave application.
- Marriage leave (two days only): For first legal marriage. Copy of marriage certificate to be submitted with leave application.
- Birthday leave (one day per year): To be taken in the birthday month.



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Flexi-Leave cannot be carried forward to the next fiscal year if not consumed nor is it paid out in the event an employee leaves the company.

Maternity leave

Employees are entitled to maternity leave if they meet the criteria mentioned below:

i. Child Development Co-Savings Act

Applicable to Singaporeans, foreigners, PR.

Criteria:

- The child is a Singapore citizen
- The child's parents are lawfully married, and
- The employee has worked for the company for at least three months before the child's birth

Entitlement: 16 weeks

- First eight weeks of maternity leave is paid by the employer and the last eight weeks is entitled to reimbursement from the government.
- If mutually agreed between employer and employee, employee can take the last eight weeks of maternity leave flexibly over a 12-month period from the child's birth.

ii. Employment Act

Applicable to unmarried singles, employee's child is not Singapore citizen, foreigner, or PR working in Singapore.

Criteria:

- The employee has worked for the employer for at least three months before the child's birth
- The employee has fewer than two living children (excluding newborn)

Entitlement: 12 weeks

First eight weeks of maternity leave will be paid by the employer and for the last eight weeks, maternity payment from the employer is voluntary and the employer is not entitled to claim any reimbursement from the government.

Paternity leave

Male employees are entitled to two weeks of paternity leave on the birth of the first and second child only. A copy of the child's birth certificate needs to be submitted to HR.



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Child care leave and extended child care leave

i. Child care leave

Employees are entitled to six days of child care leave per year if the following criteria are met:

Criteria:

- The child is below 7 years of age
- The child is a Singapore citizen
- The child's parents are lawfully married (including divorced or widowed parents)
- The employee has worked for the employer for at least three months

The first three days are paid by the company and the last three days are paid by the government (capped at \$500 per day, including CPF). Regardless of the number of children, the total child care leave entitlement for each parent is capped at six days per year. For employees with children below 7 years of age and is a non-Singaporean, you will be entitled to two days of child care leave per year.

ii. Extended child care leave

Employees are entitled to two days of extended child care leave if the following criteria are met:

Criteria:

- The child is 7 to 12 years of age
- The child is a Singapore citizen
- The child's parents are lawfully married (including divorced or widowed parents)
- The employee has served the employer for at least three months

For employees with children in both age groups (i.e. those below 7 years, as well as those between 7 and 12 years), the total paid child care leave for each employee is a maximum of 6 days per year.

Compassionate leave

Employees are entitled to compassionate leave of up to three working days in one year, limited to the death(s) of members of immediate family (i.e. spouse, children, parents, brothers, sisters, grandparents, and parent-in-laws). Leave submission and a copy of the death certificate are required to be submitted to HR when staff return from compassionate leave.



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Paid holidays

Full-time team members are provided paid time off on the following public holidays:

- New Year's Day
- Chinese New Year (two days)
- Hari Raya Puasa
- Hari Raya Haji, Good Friday
- Labour Day, Vesak Day
- National Day
- Deepavali
- Christmas Day

The following days may be deemed as paid holidays at the sole discretion of the company: The day(s) before and-or after:

- Christmas Day
- New Year's Day
- Chinese New Year