

**TERMS AND CONDITIONS FOR
CONTRACT FOR SERVICE FOR THE POSITION OF
PROGRAMME EXECUTIVE**

Service Schedule

The Programme Executive shall provide 40 hours of service each week from Monday to Friday, 10.00am to 6.00pm and Saturday 9.00am to 1.00pm. Working hours may be adjusted in view of the training times, competition schedules, events and meeting at the absolute discretion of SWDLDF. You are expected to be involved in additional evening or weekend duties if circumstances arise.

Qualifications

The Programme Executive should have the qualifications and skills to carry out the Duties and Responsibilities of the Programme Executive.

Service Fee

The Service Fee is the successful bid price quoted in the Form by the Programme Executive and accepted by the SWDLDF. The Programme Executive shall be paid an all-in monthly **Service Fee** on 27th day of each month and every month during the term of the Contract Period.

Contract Period

The Contract Period will be from 1 May 2019 to 30 April 2020, with an option to extend for another one year from 1 May 2020 to 30 April 2021 at the same Service Fee, or one agreed upon by both the Programme Executive and SWDLDF.

Remuneration Package

The Service Fee package is deemed to include all entitlements to leave, overtime, weekend or public holiday and any other form of fees to which the Programme Executive may otherwise be entitled. All service by way of overtime or attendance at functions or training outside of normal working hours is inclusive.

Personal Income Tax

The Programme Executive shall be responsible for the payment of income tax levied by the Inland Revenue Authority of Singapore on the remuneration earned by her during the period of employment with SWDLDF

Medical Leave

The Programme Executive shall be entitled to sick leave on full fee up to an aggregate of **7 days** per annum.

Annual Leave

The Programme Executive shall be entitled to **14 days** of annual leave and proportional if not serve more than one financial year.

Bereavement Leave

In the event of death of an immediate family member, the Programme Executive shall be may be granted at the discretion of the SWDLDF up to a maximum of 3 days.

Maternity Leave

The Programme Executive is not entitled to maternity leave.

Medical Benefit

The Programme Executive shall receive a dental subsidy up to a maximum of **S\$70.00** per annum. The SWDLDF shall reimburse the Programme Executive for general outpatient bills subject to a maximum of **S\$350.00** per year. This does not include any specialist bills in the course of such treatment.

Grounds for Summary Termination

SWDLDF may immediately terminate the Service Contract without prior notice and without compensation if the Programme Executive

- a. has used up all accrued sick leave entitlements and is absent due to illness or injury
- b. fails to comply with any legislation
- c. is found guilty of any criminal offence
- d. becomes bankrupt or makes any arrangement or composition with his creditors
- e. fails or neglects to carry out the Duties and Responsibilities or commits any act of serious misconduct or serious or persistent breach
- f. commits an act of gross disobedience or wilful neglect in respect of lawful instructions regarding the performance of her Duties and Responsibilities.

If the Service Contract is summarily terminated there shall not be any payment other than accrued benefits.

Termination by Programme Executive with Notice

In the event the Programme Executive leaves the SWDLDF by giving one **month's** notice, he or she is entitled to be paid only the accrued entitlements upon such termination.

Termination by Programme Executive before expiry of Notice Period

If the Programme Executive leaves the employment of SWDLDF before the expiry of the contract period, the SWDLDF may deduct from any monies owing to the Programme Executive, an amount equivalent to the service fee the Programme Executive would have

earned if the Programme Executive had worked during the notice period. This is without prejudice to SWDLDF's right to recover any sums or damages as may be due to SWDLDF or any remedy available to SWDLDF in respect of such termination or otherwise.

Termination by Mutual Agreement

The Service Contract may be terminated at any time by the mutual agreement of the parties on the terms and conditions then agreed by the parties, in addition to any other right of termination and without derogating from any right available under this contract.

Termination by SWDLDF

SWDLDF may terminate the Programme Executive's employment at any time, without having or giving any reason, upon giving the Programme Executive one month notice in writing, or payment of one month service fee in lieu of notice.

Return of Property

Upon the termination of the Service Contract hereunder for any reason whatsoever, the Programme Executive shall within two weeks before the last day of Notice, deliver to SWDLDF all property belonging to the SWDLDF.

Confidentiality

The Programme Executive must not divulge to any person or entity external to SWDLDF, whether during or after the employment with SWDLDF, any information or trade secrets of or concerning SWDLDF, Sports Singapore or any other entity

Duty Not to Represent

After the Programme Executive has ceased employment with SWDLDF, the Programme Executive must not hold out or otherwise represent himself as being in any connection with or interested in the SWDLDF or the business of SWDLDF.

Intellectual Property

The Programme Executive shall not disclosed or divulge any confidential information relating to SWDLDF. All confidential information is the exclusive property of SWDLDF. The Programme Executive must not remove, reproduce or copy any documents of records belonging to SWDLDF.

General Terms and Conditions For Service

SWDLDF reserves the right to vary the terms and conditions for service in the SWDLDF s work regulations and policy directions from time to time, which variations shall be binding on the Programme Executive.
