
First published in the *Government Gazette*, Electronic Edition, on 26 February 2025 at 5 pm.

IR No. 58 — INDUSTRIAL RELATIONS ACT 1960

It is hereby notified for general information that on 2nd May 2023, 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 this 26th day of January 2023 between ST LOGISTICS PTE LTD AND ST-AIRPORT SERVICES PTE LTD of 5 Clementi Loop, Singapore 129816 (hereinafter referred to as the “Company”) of the one part and the SUPPLY CHAIN EMPLOYEES’ UNION, a trade union registered under the Trade Unions Act and having its registered office at NTUC Centre, 1 Marina Boulevard, Level 10 One Marina Boulevard, Singapore 018989 (hereinafter referred to as the “Union”) of the other part.

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

I GENERAL PROVISIONS

1. *Title*—This Agreement shall be known as the “ST LOGISTICS AND ST-AIRPORT SERVICES EMPLOYEES’ AGREEMENT OF 2023”.

2. *Scope of Agreement*—This Agreement shall cover all locally engaged employees of the Company with the exception of temporary or relief employees who are employed for a period not exceeding an aggregate of 6 months in a calendar year.

3. *Duration of Agreement*—(1) This Agreement shall take effect on 1st April 2023 and shall remain in force for a period of 3 years until 31st March 2026.

(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. The Company or the Union should inform each other in advance for any changes.

(3) Negotiations for a new collective agreement shall commence no later than 6 months before the expiry of this Agreement.

4. *Recognition*—(1) The Company recognises the Union as the sole collective negotiating body relating to all terms and conditions of service for employees covered by the scope of this Agreement.

(2) Any changes to the terms and conditions of employment of employees covered by this Agreement shall be agreed upon between the Company and Union before they are put into effect.

(3) Any changes by the Company to the terms and conditions of employment of employees covered by this Agreement shall be in accordance with the law.

5. *Non-Union Members*—Employees who are covered by the scope of this Agreement but who are not members of the Union shall not receive benefits that are more favourable than those conferred on union members by this Agreement.

6. *Grievance Procedure*—Subject to the provisions of the Industrial Relations Act, an employee's grievances/complaints shall be dealt with as follows:

(a) *Step 1*

The aggrieved employee shall first refer the matter relating to the grievances/complaints within one week of its arising to their immediate superior or Head of Section. Provided that if the grievance is against the immediate superior or Head of Section, the aggrieved employee may seek the assistance of a representative from the Branch or the Union to discuss the matter with the Human Resources Department.

(b) *Step 2*

If the grievance is not resolved under Step 1, the Branch Chairman, Branch Secretary or such other Union Branch official authorised by the General Secretary of the Union may, within 1 week following Step 1, take the matter up with the Human Resource Department.

(c) *Step 3*

If the grievance is still not resolved under Step 2, the Union may request a meeting with the Company's Senior Management to discuss the matter.

(d) *Step 4*

In the event of there being no settlement at Step 3, the matter may be referred to the Ministry of Manpower for conciliation.

7. *Referee*—In the event of any dispute or disputes arising out of the operation of this Agreement, such dispute or disputes shall be referred by either party to the President of the Industrial Arbitration Court who may select a referee from the panel of referees appointed under section 43 of the Industrial Relations Act to hear and determine such dispute or disputes.

II GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

8. *Working Hours*—(1) The hours of work and overtime shall be regulated in accordance with the relevant provisions of the Employment Act.

(2) The working hours for employees shall be in accordance with their individual employment contracts.

9. *Rest Day*—The Rest Day shall be regulated in accordance with the relevant provisions of the Employment Act.

10. *Public Holidays*—Subject to section 88 of the Employment Act, every employee shall be entitled to paid holidays on such days specified in the Schedule to the Holidays Act which falls during the period they are employed, provided that by agreement between the Company and the employees through duty roster, any other day or days may be substituted for any one or more of the days specified in the said Schedule.

III TERMS AND BENEFITS ON TERMINATION OF EMPLOYMENT

11. *Retirement and Re-Employment*—(1) Retirement and Re-employment of staff shall be in accordance with the Retirement and Re-employment Act.

(2) The Company shall provide pre-retirement planning for its retiring employees at least 6 months in advance.

12. *Retrenchment Benefit*—(1) In the event of redundancy, the Company shall inform the Union in writing the impending retrenchment at least one month before retrenchment is effected, stating the reasons for such redundancy.

(2) The notice of termination of service to any employee after working in the company for more than 3 months, shall not be less than one month or one month's pay in-lieu of notice. This is subject to the employee having no disciplinary issues or gross misconduct on his record, in which case the length of the notice and notice pay shall be based on the Company's prevailing policy ("the HR Policy").

(3) An employee, who has not reached the retirement age, and has served the Company for not less than two continuous years shall be paid a retrenchment/ex-gratia payment on the termination of his service on the ground of redundancy as a result of retrenchment or by reason of any reorganisation, restructuring, and winding up. The Company and the Union shall enter into negotiations on the quantum of retrenchment benefit as soon as the Union receives notice of the impending retrenchment. No Pay Leave of more than 14 days/Pro-longed Illness Leave will not be counted towards continuous service.

(4) In the event of the Company going into liquidation, an employee who has served the Company for not less than two continuous years shall similarly be entitled to a retrenchment benefit. The Company and the Union shall enter into negotiations on the quantum of retrenchment benefit as soon as the Union receives notice of the impending retrenchment. No Pay Leave of more than 14 days/Pro-longed Illness Leave will not be counted towards continuous service.

13. *Termination*—(1) The termination notice for employees shall be stated in the Letter of Offer, and shall be in accordance with the following table:

Category of Staff	Less than 3 Months of Service	3 Months or more of Service
Non-Executive	1 week	1 month
Executive	2 weeks	1 month
Manager and Above	1 month	3 months

(2) Any employee who is terminated due to gross misconduct shall not be entitled to notice pay.

IV SALARY AND OTHER MONETARY ITEMS

14. *Salary Ranges and Increment*—(1) The annual increment date shall be on July of each year.

(2) The Company and the Union shall, in June each year, enter into negotiations for any salary increment payable to employees for the duration of this Agreement.

(3) Employees with less than a full year of service and joined the Company before the HR Policy cut-off joining date, shall receive a pro-rated annual increment. Employees who are put on Performance Improvement Plan shall not be eligible for Annual Increment.

(4) If the Company suffers a loss, it may invite the Union to discuss a reduction in Monthly Gross Salary via the Monthly Variable Component (MVC).

15. *Monthly Variable Component*—(1) The Company will set aside 10% of the basic monthly salary as Monthly Variable Component (MVC). Any changes to the MVC portion shall be mutually agreed between the Company and the Union.

(2) MVC shall be included for CPF computation, annual variable increment, overtime payment and bonuses and count towards the employee's salary range.

16. *Overtime and Rest Day Payment*—Overtime and Rest Day payment shall be regulated in accordance with the relevant provisions of the Employment Act.

17. *Annual Wage Supplement*—(1) Employees who are covered by the scope of this agreement shall be entitled to an Annual Wage Supplement equivalent to 1 month's basic salary if they joined the Company before the HR policy cut-off joining date, and are still in the employment of the Company on the last day of the payout month.

(2) The Annual Wage Supplement shall be paid in the month of December each year.

(3) Employees with less than 12 months' of service or more than 14 days of No Pay Leave in that calendar year shall receive pro-rated Annual Wage Supplement.

(4) An employee who has been dismissed on the grounds of misconduct prior to or on the day of payment shall not be entitled to receive the Annual Wage Supplement.

18. *Performance Bonus*—(1) Employees who are covered by the scope of this Agreement shall be entitled to receive a Performance Bonus in consultation with the Union on an annual basis. The Company and the Union shall, in June each year, enter into negotiations for any Performance Bonus payable to employees for the duration of this Agreement. The quantum of the Performance Bonus, if any, shall be subject to Company's financial and individual's performance. Employees who are put on Performance Improvement Plan shall not be eligible for a Performance Bonus.

(2) This annual Performance Bonus shall be paid during the Performance Bonus Cycle.

(3) Employees with less than 12 months of service and joined the Company before the HR Policy's cut-off joining date, shall be entitled to a pro-rated Performance Bonus in consultation with the Union. Performance Bonus will also be pro-rated if the employees take more than 14 days of No Pay Leave during the Performance Bonus qualifying period.

19. *Transport Claims*—(1) Employees belonging to Group 5 as shown in Appendix I of this Agreement, who are required to travel for work frequently, shall be paid a monthly transport allowance.

(2) Employees who do not qualify under (1) but are required to travel for official purpose shall be reimbursed for the expenses incurred upon submission and approval of transport claims.

20. *Long Service Award*—(1) As a gesture of appreciation for long serving employees, employees with every five years of continuous years of service shall be entitled to the corresponding Long Service Award.

(2) The Award quantum shall be as follows:

Years of Service	Amount
5	S\$250
10	S\$350
15	S\$500
20	S\$900
25	S\$1,500
30	S\$2,000
35	S\$4,000
40	S\$6,000
45 and above	An Additional S\$2,000 for every additional 5 years of service

V LEAVE ITEMS

21. *Annual Leave*—(1) Subject to the provisions of the Employment Act, employees in the following categories shall be eligible for the following days of paid annual leave as follows:

Executives

Service Grade	Years of Service	
	1st – 5th year	6th year and above
8	16 Days	20 Days
5, 6 and 7	18 Days	21 Days

Non-Executives

Service Grade	Years of Service						
	1st – 4th Year	5th Year	6th Year	7th Year	8th Year	9th Year	10th Year and above
9	12	13	14	15	16	17	18

(2) Employees are entitled to carry forward their annual leave for up to 1 full calendar year.

(3) Employees with at least 3 months but less than 12 months of service shall be entitled to annual leave on a pro-rated basis.

(4) In the event an employee terminates his/her service or has their service terminated, they shall be entitled to encash the remainder of their unused annual leave as at the last day of service.

(5) Employees with more than 14 days of No Pay Leave taken cumulatively in the calendar year will have the Annual Leave entitlement pro-rated.

22. *Sick Leave*—(1) All employees who have completed 3 months of service are entitled to paid sick leave of 14 days and 60 days (inclusive of 14 days of medical leave) of paid hospitalization leave per calendar year. For such leave, medical certificate from a registered medical practitioner must be submitted as supporting document.

(2) Employees with less than 6 months of service shall have their Sick and Hospitalization Leave pro-rated as per the Employment Act.

23. *Pro-Longed Illness Leave*—(1) Employees with at least 1 year of service who have been certified by a doctor to be suffering from an occupational disease or work-related injury or chronic illness/disease (e.g. leukemia, tuberculosis) and who have been advised by the doctor to go on pro-longed illness leave, shall be entitled to the following leave benefits:

- (a) First 6 months: Full pay
- (b) Next 6 months: Half pay
- (c) Last 6 months: No pay

(2) Employees must have cleared all their earned Annual/Medical/Hospitalization Leave before proceeding with the Pro-longed Illness Leave.

(3) The period of Pro-longed Illness Leave will be suspended for the computation of benefits (such as leave/Long Service Award/Insurance) and Annual Increment/bonus (including Annual Wage Supplement).

24. *Maternity Leave*—Maternity Leave entitlement for female employees and its conditions for application shall be in accordance with the Child Development Co-Savings Act and the Employment Act.

25. *Paternity Leave*—Paternity Leave entitlement for male employees and its conditions for application shall be in accordance with the Child Development Co-Savings Act and the Employment Act.

26. *Childcare/Shared Parental Leave*—Childcare and Shared Parental Leave entitlement and its conditions for application shall be in accordance with the Child Development Co-Savings Act and the Employment Act, as the case may be.

27. *Marriage Leave*—(1) Employee who has at least 1 year of service is eligible for 2 consecutive working days of paid marriage leave on the occasion of the employee's first legal marriage only.

(2) The marriage leave shall be taken within 3 months of the employee's marriage or the undergoing of customary rites which is to be supported by marriage certificate upon application of such leave.

28. *Casual Leave*—An employee who has at least 3 months' of service is eligible for 2 working days of paid Casual Leave. No supporting document or reason is required for the application of Casual Leave. Casual Leave cannot be used for overseas travel, or be carried forward to the following year or be encashed.

29. *Compassionate Leave*—(1) An employee, upon completion of 3 months of service, shall be entitled to 3 continuous working days of compassionate leave and 1 day of Critical Illness (refers to a person being deemed seriously ill and must be warded in the Intensive Care Unit of a hospital) per incidence in the event of a death or critical illness of their legal parent, spouse, or children.

(2) Application for Compassionate Leave must be submitted immediately upon the employee's return to work, and must be supported by documentary proof (e.g. ICU ward admission papers or death certificate).

30. *Union Leave*—The Company shall release the Union Branch Officials to attend approved union-related courses and activities conducted by the Union or NTUC, subject to work exigencies.

31. *National Service Leave*—(1) Where an employee is required to report for National Service duties, the Company shall arrange to release such employee giving a reasonable amount of time to report for such duty via the application of National Service Leave.

(2) The Company's obligation in respect of any employee called up for full time or part time National Service or in the event of a mobilisation shall be governed by the relevant provisions of the Enlistment Act.

VI MEDICAL AND DENTAL BENEFITS AND INSURANCE

32. *Medical Benefits*—(1) Employees who have completed at least 3 months of service with the Company are eligible for the following:

(a) Outpatient Medical Treatment

- (i) Co-pay SGD\$5 upfront per visit for visit to the company-appointed panel of clinics
- (ii) Reimburse up to a limit as per company's policy for visit to non-panel clinics, A&E, MOM registered TCM, overseas GP/specialist/A&E, panel GP in Malaysia.

(b) Specialist Treatment

- (i) Co-pay, where applicable, and up to the limit as per Company's policy.

(2) Employees are required to submit the proper medical receipts for reimbursement.

(3) Reimbursement of medical claims from non-panel clinics and non-government hospitals are subject to approval.

33. *Work Injury Compensation*—Every employee shall be compulsorily insured for purposes of the Work Injury Compensation Act, notwithstanding anything to the contrary of the Act.

34. *Group Term Life Insurance*—(1) Employees who have completed at least 3 months of service with the company are eligible for Group Term Life insurance coverage. The sum assured depends on service group under the company's policy.

(2) Employees shall only be entitled to claim for pre-existing conditions after completing 12 months of service with the Company.

35. *Group Personal Accident Insurance*—Employees who have completed at least 3 months of service with the company are eligible for Group Personal Accident insurance coverage. The sum assured depends on service group under the Company's policy.

VII MISCELLANEOUS ITEMS

36. *Skills Training and Upgrading*—The Parties intend to establish potential collaborative arrangements to provide training programmes, and any other projects deem appropriate, including but not limited to the following:

- (a) Develop and implement business capabilities-building projects and support ongoing workforce transformation, including but not limited to design innovation, skills gap analysis, digital learning experience, where applicable.
- (b) Jointly curate, develop and deliver critical core skillsets to ensure a nimble workforce that can swiftly and effectively adapt to future business disruptions.
- (c) Prepare workers to build foundational I4.0 technology-enabling skills to keep pace with the acceleration of digitalisation.

37. *Safety Committee*—The Union shall in co-operation with the Company nominate one Branch Union Official to sit in the safety committee in accordance with the Workplace Safety and Health Act.

38. *Company Training Committee*—(1) With the intent of ensuring that employees are future-ready, the Company and the Union agree to jointly maintain a Company Training Committee.

(2) The Company Training Committee shall comprise of representatives from the Company and Union. The purposes of the Company Training Committee are to ensure that employees are future-ready and to identify jobs that are likely to be disrupted due to industry transformation, as well as jobs that will be created in new business growth areas.

(3) The Company Training Committee will also map out new skills and competencies the Company's employees will need to take on new or redesigned jobs and find relevant training to help employees embrace change, leverage on new technology as well as adapt to new job roles.

(4) The Terms of Reference for the Company Training Committee, which were extracted from the CTC Memorandum of Understanding (MOU), are shown in Appendix II.

39. *Progressive Wage Model*—The Company shall act in accordance to Ministry of Manpower's guidance and adoption for Progressive Wage Model.

IN WITNESS WHEREOF the parties hereto, have hereunto set their hands the day and year first above written.

Signed for and on behalf of:

ST LOGISTICS PTE LTD AND
ST-AIRPORT SERVICES PTE LTD

SUPPLY CHAIN EMPLOYEES'
UNION

LOGANATHAN RAMASAMY
CEO

MOHD FAHMI BIN ALIMAN
Executive Secretary

TAN WONG TONG
*Senior Vice-President
(Human Resources)*

CHEONG HORSON
Branch Chairperson

In the presence of:

JOSEPH CHONG SWEE KIM
*Assistant General Manager
(Homeland Security)*

CHOO YAN MIN
Industrial Relations Officer

*Appendix I (Clause 19)***ST LOGISTICS AND ST-AIRPORT SERVICES EMPLOYEES'
AGREEMENT OF 2023****EMPLOYEE GROUP AND CATEGORY OF STAFF**

EMPLOYEE GROUP	CATEGORY OF STAFF
Group 9	Non-Executive
Group 7 – 8	Executive
Group 6	Manager
Group 5	Senior Manager

*Appendix II (Clause 38)***ST LOGISTICS AND ST-AIRPORT SERVICES EMPLOYEES'
AGREEMENT OF 2023****COMPANY TRAINING COMMITTEE TERMS OF REFERENCE****1. AREAS OF COLLABORATION**

The Parties agree to collaborate as follows:

- (1) To review and redesign work processes, with the aim of —
 - (a) redesigning jobs to make them easier, safer and smarter for the Employees; and
 - (b) helping ST Logistics and ST-Airport Services, and the Employees achieve higher productivity.
- (2) To identify skills and competencies required for the jobs in ST Logistics and ST-Airport Services, and make this information readily available to the Employees.
- (3) To identify skills and competencies required for the jobs arising from ST Logistics' and ST-Airport Services' workforce transformation and the possible gaps therein.
- (4) To map out and implement learning initiatives to address skills and competency gaps and also to boost the competency levels of the Employees for career progression opportunities in ST Logistics and ST-Airport Services.
- (5) To support the Employees in attaining the relevant technological, technical, adaptive and other skills necessary for the transformed ST Logistics' and ST-Airport Services' workforce.
- (6) To foster a life-long learning culture amongst the Employees.

2. COMPANY TRAINING COMMITTEE

The Company Training Committee (CTC) shall consist of the Management, Workforce Development and Technical Training Committees, as illustrated via Figure 1 in Appendix II.

- (1) Management Committee
 - (a) The Management Committee reports to the Chairman of the CTC and shall consist of representatives from the Company and SCEU. The Parties shall each appoint their respective representatives.
 - (b) The Management Committee shall discuss, agree, and set the direction for the various collaborations and oversee the implementation of the initiatives of the Workforce Development Committee and the Technical Training Committee.

Appendix II — continued

(2) Workforce Development Committee

ST Logistics Workforce Development Committee shall consist of representatives from ST Logistics and ST-Airport Services, including relevant Branch Committee members, which shall be responsible for the review and development of Skills and competency frameworks, the evaluation of the workforce competency levels and the implementation of other initiatives, guidelines and direction related to workforce skills and competency development, as set out by the Management Committee, for their domain.

(3) Technical Training Committee

ST Logistics Technical Training Committee shall consist of representatives from SCEU Branch, and ST Logistics' and ST-Airport Services Human Resources, Training department. The parties shall each appoint their respective representatives. The Committee shall be responsible for the identification of learning interventions to address competency gaps identified by the Workforce Development Committee and also for the implementation of other training initiatives, guidelines and direction, as set out by the Management Committee.

3. *COSTS AND EXPENSES*

- (1) ST Logistics shall bear the costs and expenses incurred in connection with the CTC and the Employees under this Agreement.
- (2) For all other costs and expenses, each Party shall bear its own costs and expenses arising out of or in connection with the carrying out of its obligations under this Agreement, unless otherwise agreed in writing between the Parties.

ST LOGISTICS EMPLOYEES' AGREEMENT OF 2023
COMPANY TRAINING COMMITTEE STRUCTURE

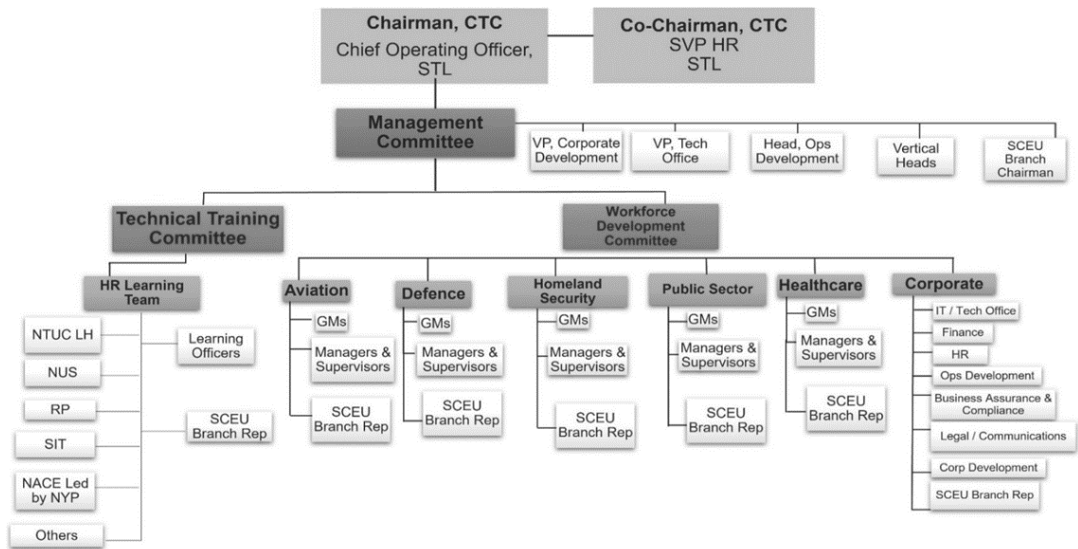


Figure 1: ST Logistics Company Training Committee Structure

WONG CIXIAN
Registrar
Industrial Arbitration Court
Singapore