



Interior+ Handbook

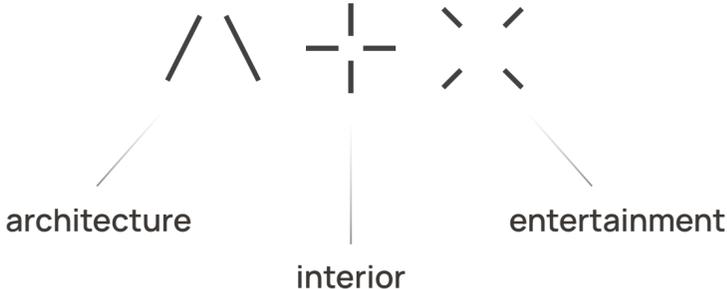
for team.



International Award-Winning
Interior Design Studio



We are a brand-led collective.



We transcend conventional design by uniting **innovation, craftsmanship, and technology** to create spaces that inspire and endure. Our collective of specialist brands delivers **holistic, future-forward solutions**, seamlessly blending aesthetics, functionality, and sustainability to redefine how spaces are imagined and built.

4 Specialized Brands. Unified Excellence.

01. architectural & construction



02. interior design & build



03. entertainment design & build



04. commercial design & build



OUR BRAND STORY

ESTABLISHED

18 YEARS

PROJECTS COMPLETED

550+

In an industry where many Interior Design practices do not sustain beyond 5–7 years, **Interior Plus stands defined by its ability to deliver, adapt, and remain accountable over time.**

OUR TAGLINE

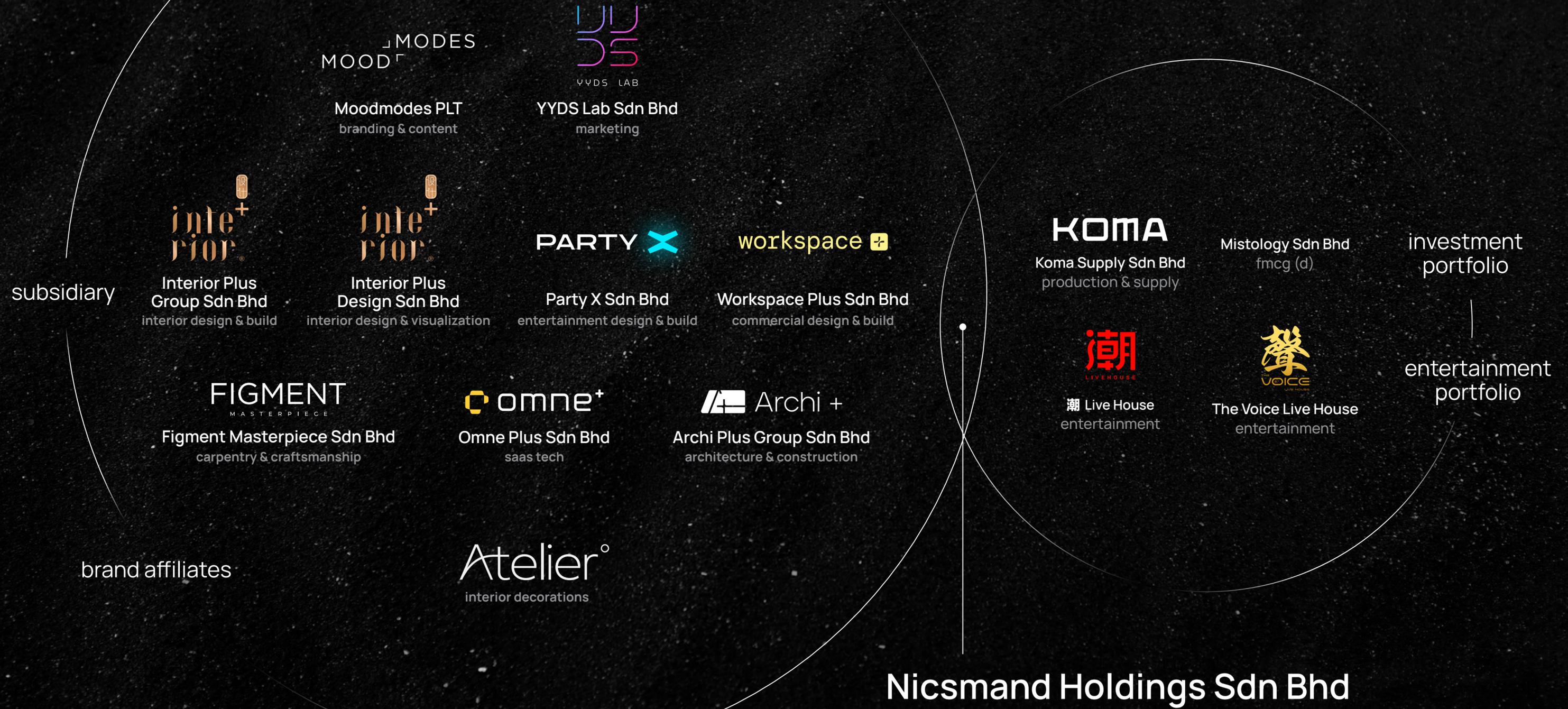
Always served by somebody.
Always.

Backed by a carefully curated team of interior design professionals, we combine creative expertise with a deep understanding of modern client expectations. **This foundation guides our design thinking, execution systems, and client advisory approach.**

4.8
OF 5 STARS RATING

90%
SIMILARITY FROM REALITY

+ BUSINESS ECOSYSTEM





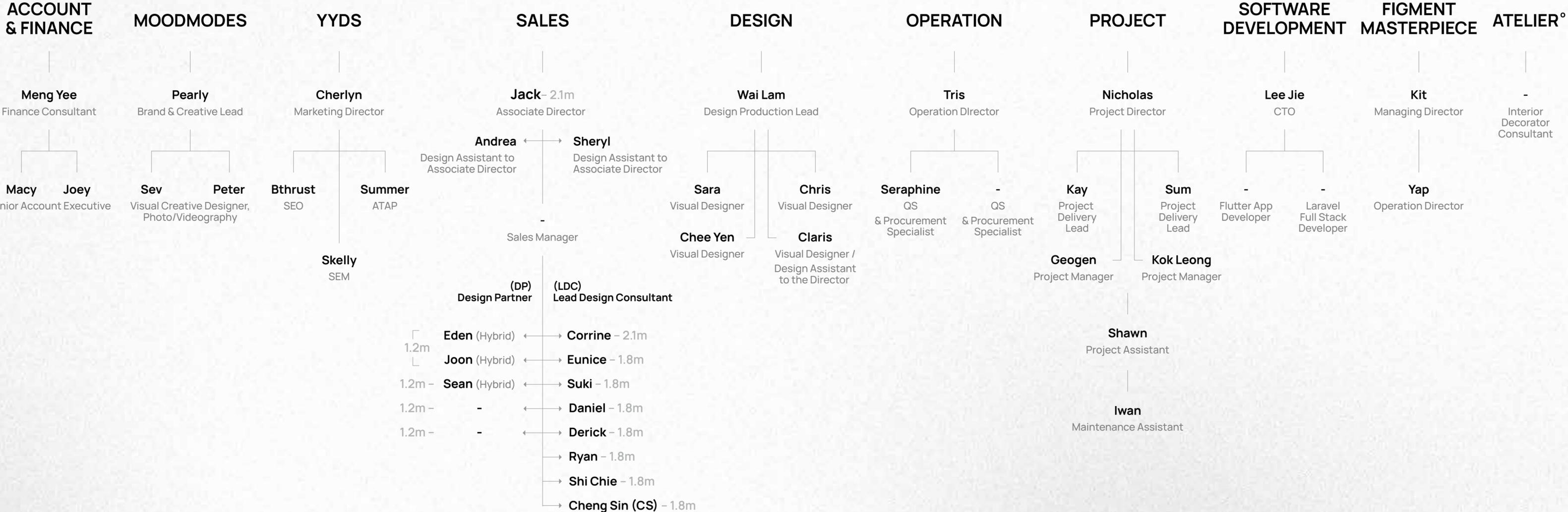
ORGANISATIONAL STRUCTURE

MANAGEMENT

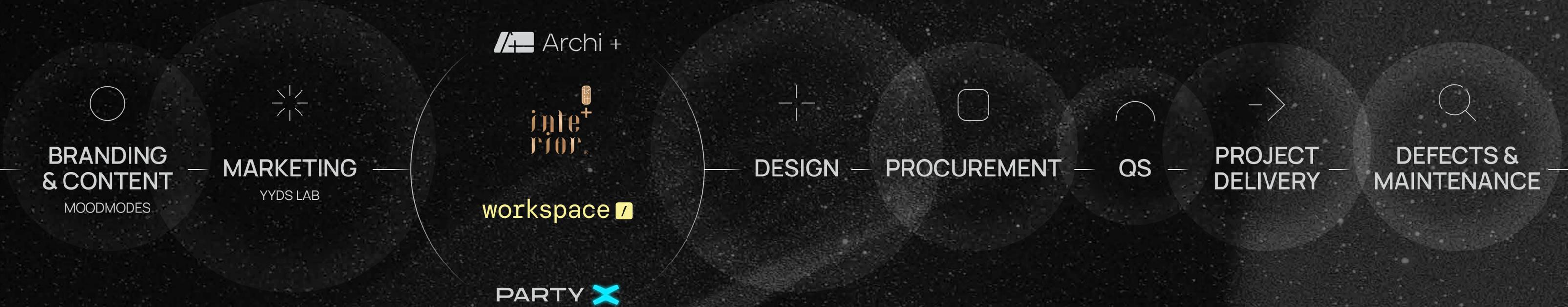
Nicsmand
Group Managing Director

Personal Assistant - **Black** Executive Protection Officer

Chester
Management Assistant



ONE PLATFORM. MULTIPLE BRANDS. CONSISTENT DELIVERY.



OPERATION TEAM CAREER PATH TRACK

选择成为 YOUR CHOICE OF	简介 DESCRIPTION	薪资 EXCHANGE RATE	PRODUCTIVITY CONTRIBUTION REWARDS (PCR)		股权机会 VENTURE OPPORTUNITY	
			PROJECT BASIS	YEARLY BASIS		
BALANCED GROWTH TRACK						
稳定成长型	Intern	了解团队运作与工作流程，熟悉公司文化、基础流程与工具 协助日常运营工作，建立基本工作能力 注重学习态度、纪律性与责任感	- An entry stage to learn team operations, workflow, and company culture, supports daily tasks while building foundational skills. - Focuses on learning attitude, discipline, and reliability.	-	-	-
	Probation 实习者	观察期 了解公司文化，适应节奏 重点考核：行为表现、执行力、学习态度 2个月 (看态度、技能与成果) + 1个月 (考察延长期)	- Observation Stage Understand company culture, adapt to the pace - Focus: attitude, execution, learning mindset - 2 months: Attitude, Skills & Results oriented + 1 month: Extension	-	-	-
	Executor 执行者	能完成分配任务，是团队执行力的基础 面对问题 → 愿意尝试 → 主动沟通 你是团队中稳定可靠的一份子，能被信任做事	- Completes assigned tasks, foundation of team execution - Faces problems → Willing to try → Communicates actively - You are stable, reliable part of the team, trusted to get things done	-	1 month	-
	Contributor 推动者	投入时间与精力，展现责任感与热情 主动推动进展，但成果尚未显现 为团队营造积极氛围，奠定未来成绩基础 时间+精力	- Invests time and energy with responsibility and enthusiasm. - Proactively drives progress , though results are not yet visible. - Builds positive momentum, laying groundwork for future success.	subject to approval and scheme guidelines	1 month	-
	Talent 潜力者	不只完成任务，更主动思考“做得更好” 有企图心，愿意学习、挑战自己 时间+精力+有成果 开始创造“自己的价值”——效率、优化、成果、表现	- Goes beyond tasks, thinks how to do better - Ambitious, eager to learn and challenge oneself - Starts creating value – efficiency, improvement, results, performance	subject to approval and scheme guidelines	1 month if target achieved OR 2 months if target over-achieved	-
CHALLENGE FORWARD-MOVING TRACK						
挑战冲刺型	Game Changer 破局者	面对混乱、问题、瓶颈，敢出手解决 能扛关键项目，是“救场型”人才 你是改变现状的人，能带来突破与转机	- Dares to solve chaos, problems, bottlenecks - Takes on key projects, a “crisis solver” - You make change happen, bring breakthroughs and new opportunities	subject to approval and scheme guidelines	subject to agreed entitlement	-
	Visionary 远见者	不只解决问题，更能规划方向 有系统思维，能整合资源、带动团队、影响业绩 你是带路人，让团队“走得对、走得远”	- Same as Game Changer, with focus on long-term direction - You create breakthroughs and lead the team to go further	subject to approval and scheme guidelines	subject to agreed entitlement	●

Productivity Contribution Rewards (PCR)

All Project/Productivity Contribution Rewards (PCR) and other similar incentives are discretionary rewards granted at the sole discretion of the Company. They are not part of contractual wages, and the Company reserves the full right to determine the eligibility, timing, and amount payable. These rewards do not form any fixed or guaranteed entitlement, and their availability may vary from year to year depending on Company performance and Management decision.



在这里，没有一步登天的捷径，只有踏实成长与破局之路。
你可以选择保守，也可以选择突破，但每一个身份，我们都尊重并支持。选对方向，走得不会后悔。

There's no shortcut to success – only the path of steady growth or breakthrough. You can choose to play it safe or aim for change. Whatever you choose, we respect and support you. Choose your path, move forward without regret.



OPERATION TEAM CAREER PATH TRACK

选择成为 YOUR CHOICE OF	上班时间 START WORK	工作时间 WORKING HOURS	PARKING ALLOWANCE	OR	AFTER 10PM TRANSPORT ALLOWANCE	MEDICAL CLAIM	BIRTHDAY LEAVE 1 day on any day either 3 days before/after, or on the actual day	MILEAGE CLAIM	OTHER BENEFITS
BALANCED GROWTH TRACK									
Intern	10am - 11am	8 hours work + 1 hour lunch	100%	-	-	-	-	from/back to office	-
稳定成长型	Probation 实习者	10am - 11am	8 hours work + 1 hour lunch	-	-	-	-	from/back to office	-
	Executor 执行者	10am - 11am	8 hours work + 1 hour lunch	50%	● female employees only	RM 700 annually	●	from/back to office	-
	Contributor 推动者	10am - 11am	8 hours work + 1 hour lunch	100%	● female employees only	RM 700 annually	●	from/back to office	-
	Talent 潜力者	10am - 11am	8 hours work + 1 hour lunch	100%	● female employees only	RM 700 annually	●	from/back to office	-
CHALLENGE FORWARD-MOVING TRACK									
挑战冲刺型	Game Changer 破局者	10am - 1pm	8 hours work + 1 hour lunch 自主提升认知, 能力, 增强破局能力	100%	● female employees only	RM 700 annually	●	from/back to office	● - Double annual leave, with option to encash. - Exclusive access to the yearly retreat or trip , with either full coverage by the company.
	Visionary 远见者	自我调配时间 对成果负责, 由直属上级及 团队共评进度与质量	需确保责任与结果达标 团队成员可追踪其产出	100%	-	RM 700 annually	●	from/back to office	● - (SMF) SKILL MASTERY FUND Any skill development and mastery within our company.

Annual Leave (eligible after probation)

- 12 days for every twelve months of continuous work for one to five years; and
- 16 days for every twelve months of continuous work for five or more years.
- Unused leave will not be carried forward to the following year. Instead, any remaining leave balance will be reimbursed as cash at the end of each year.

Medical Leave

- 14 days for every twelve months of continuous work for one to two years; and
- 18 days for every twelve months of continuous work for two to five years; and
- 22 days for every twelve months of continuous work for five or more years.

Maternity Leave

- 98 consecutive days (eligible after employee has worked at least 90 days before delivery)

Paternity Leave

- 7 consecutive days (eligible after employee has worked at least 12 months)

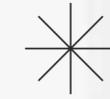
Hospitalization Leave

- up to 60 days (including medical leave)

Public Holiday

- According to Public Holiday in Federal Territory of Kuala Lumpur.

2026 REVENUE TARGET



	ACHIEVEMENT TARGET	STRETCH TARGET
architectural & construction 	RM 1M	RM 2M
interior design & build 	RM 13M	RM 15M
entertainment design & build 	RM 2M	RM 3M
commercial designer & build 	RM 3M	RM 4M

RM 5,000 REFERRAL BONUS FOR REFERRING GREAT TALENT

- Reward paid after successful completion of probation
- Applicable to full-time hires only

know someone great?
contact HR for referral details.

KNOW A FUTURE HOME OWNER?

REFER A POTENTIAL CLIENT

RM 50

TNG Appreciation Credit

- upon verification of a qualified client lead

REFER A SUCCESSFUL DEAL

RM 5,000

- paid upon successful project completion
- applies to completed design & build contracts

submit referrals to Marketing Team.

STAFF LEAVE

LEAVE POLICY



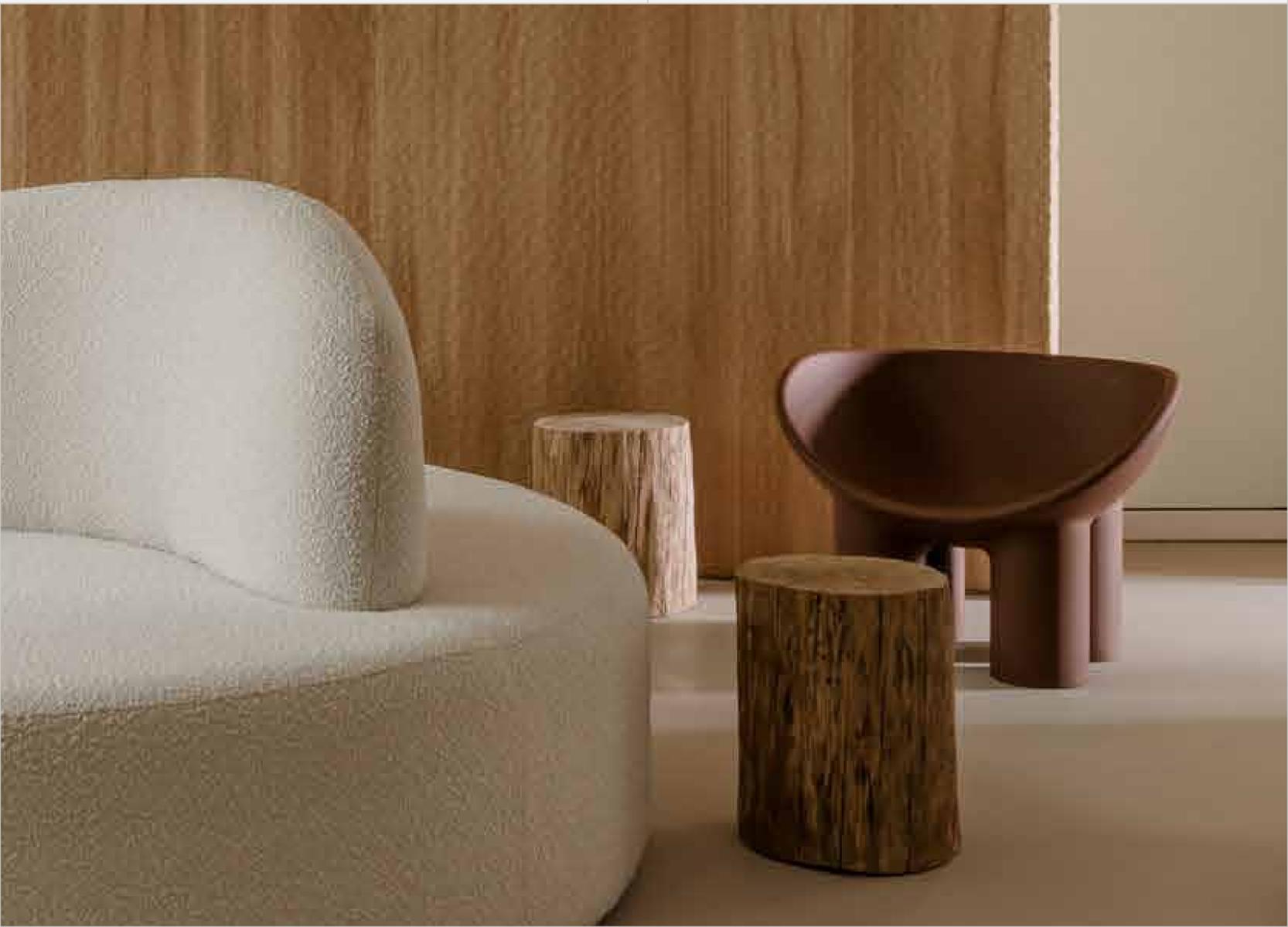
Annual leave on a prorated basis
(1 full month of service earns 1 day of annual leave).



Any additional annual leave taken
will be treated as unpaid leave.



All leave balance at the year end
will be encashed; it cannot be carried forward.



* All above is not applicable to DP (HYBRID BASED)

STAFF LEAVE



BIRTHDAY LEAVE (ELIGIBLE AFTER PROBATION)

- i. any day 3 days before birthdate, or
- ii. actual day, or
- iii. any day 3 days after birthdate



MEDICAL LEAVE

- i. 14 days for every twelve months of continuous work for one to two years; and
- ii. 18 days for every twelve months of continuous work for two to five years; and
- iii. 22 days for every twelve months of continuous work for five or more years.

* notify supervisor promptly and provide a medical certificate.

HOSPITALIZATION LEAVE

up to 60 days (including medical leave)

* with a medical certificate

MATERNITY LEAVE

98 consecutive days
(eligible after employee has worked at least 90 days before delivery)

* for female employees with medical proof

PATERNITY LEAVE

7 consecutive days
(eligible after employee has worked at least 12 months)

* providing false or misleading information to obtain employment or a leave of absence is strictly prohibited and will result in disciplinary action.



ANNUAL LEAVE

- i. 12 days for every twelve months of continuous work for one to five years; and
- ii. 16 days for every twelve months of continuous work for five or more years.
- iii. Unused leave will not be carried forward to the following year. Instead, any remaining leave balance will be reimbursed as cash at the end of each year.

* Request at least one week in advance



EMERGENCY LEAVE

provide proof (hospital slips, police reports, etc.) within three days.



CNY LEAVE

DAY 1 & 2 : Public Holiday

DAY 3 - 7 : Annual Leave OR Additional Leave taken will be treated as Unpaid Leave

DAY 8 : Back to Work

* staff are allowed resume work before Day 8, depending on tasks timeline and workload.



RULES & REGULATIONS

OFFICE ETIQUETTE

- Shoe Policy: Remove shoes, store in cabinet; no shoes in office.
- Energy Conservation: Power off devices/lights before breaks/leaving.
- Equipment Care: Do not misuse business equipment.
- Appearance: Smart casual attire for appointments.
- Workspace: Keep personal items tidy in designated areas.

WORKPLACE CONDUCT

- Substance Policy: No alcohol/drugs at work.
- Earphones: Only one earphone during work hours.
- Access: Do not enter superior/finance offices without authorization.
- Phones: Silent mode during meetings.

FOOD POLICY

- Beef and beef-based products prohibited in office areas.

APPOINTMENT LOGGING

- Log all appointments & leave in TimeTree for team coordination.

WORKING HOURS

- **Intern / Probation / Executor / Contributor / Talent**
10am - 7pm OR 11am - 8pm
- **Game Changer & Visionary**
Start between 10am - 1pm (end time adjusted).
- **Lunch Break**
1pm - 2pm (return promptly).

HEALTH & SAFETY POLICY

- If you are feeling unwell, please self-test for COVID-19 & influenza. Stay home if symptoms persist or if test is positive.
- All staff returning from trips/vacations must self-test for COVID-19 & influenza before coming back to work.

OFFICE ACCESS & SECURITY

- Visitor Access: Do not open doors for non-team members without confirmed appointments.
- Verification: Confirm visitor appointments before granting access.
- Unauthorized Visitors: Inform supervisor before allowing entry.

SUPPLIER'S PAYMENT TERMS

VENDOR PAYMENT

If vendor submit a payment request on any day from Monday to Sunday, the payment will be processed and released on the Friday of the following week. Need to be verify by QS.

OVERSEAS VENDOR PAYMENT

PBA: CUT OFF DAILY 2PM

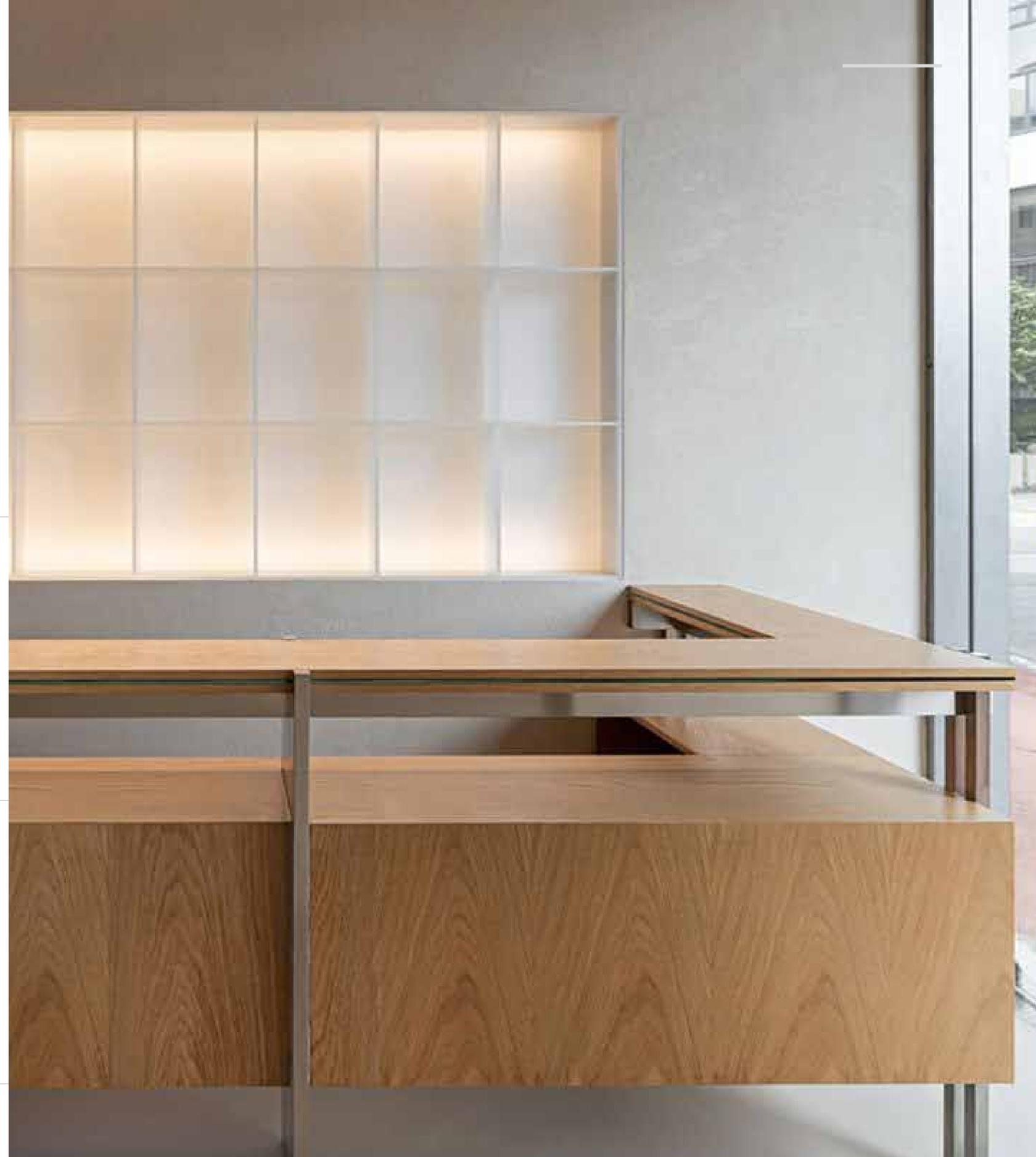
< 10K - 1-2 working days

> 10K - 2-3 working days

ALIPAY: CUT OFF DAILY 2PM

< 10K - 1-2 working days

> 10K - 2-3 working days



Interior+ Handbook



workspace 

PARTY 

 Archi +



MOOD  MODES

FIGMENT  MASTERPIECE

Atelier°

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arte mont kiara, kl