

Townhall 2022

17-Nov-2022



Human Resource Department

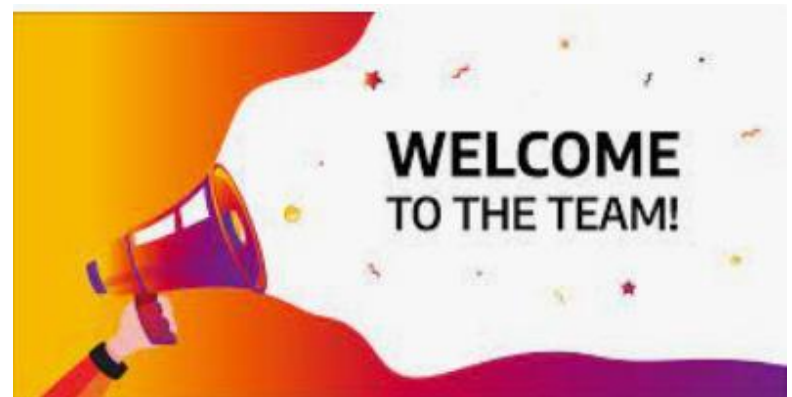


Agenda

- New staff introduction
- Leave clearance
- Laptop & Software
- Company safety shoe
- Secret Santa Activity
- Company Activity
- Others

New Staff Introduction

- New staff join October:
 - *Vissalini – Quality Engineer (03-Oct-2022) - Office*
 - *Mohd Fitri Adam – Senior Quality Engineer (11-Oct-2022) – DEX01*



Leave Clearance 2022

Carry Forward Leave (Annual Leave & Replacement Leave)

- Carry forward of **annual leave limited to 4 days only. Any appeal application to carry forward MORE THAN 4 DAYS will be NOT entertained!!**
- Carry forward of **replacement leave limited to 6 days only.**
- Carry forward leave **must be utilised by 30th April of the following year**
- **Any unutilised leave after 30th April will be forfeited**
- Please plan and apply for leave clearance.
- Submit Carry Forward Leave form **latest by 09-Dec-2022 (late submission will be NOT entertained)**
- Form HR-F-014 R0 : Carry Forward Leave Form

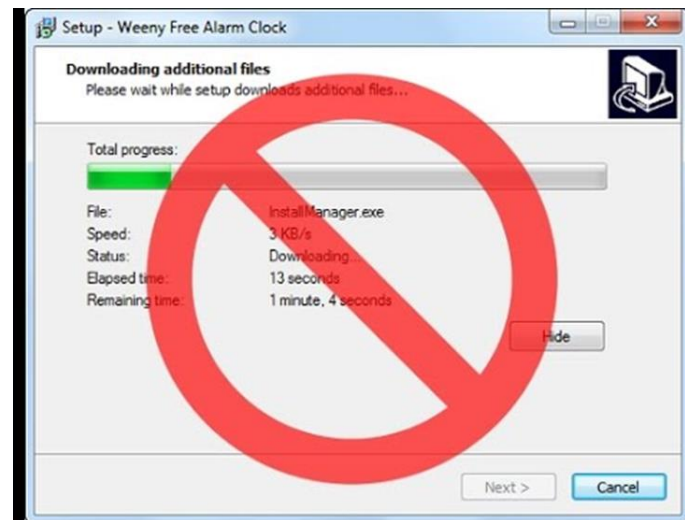
Laptop & Software

Laptop

- Please inform HR / Admin if you facing an issue with your laptop.

Software

- Please **DO NOT** install any software without approval by the Management.

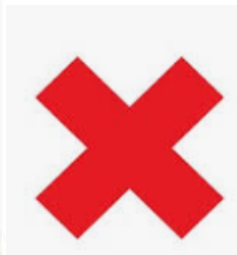


Please **DO NOT** install any software on ur laptop that is not approved by management. If your laptop has issues, **please contact IT Mr. Koo asap**. If your laptop requires repair due to your installation or illegal streaming, repairs or reset will be charged to you. Thanks!

6:33 pm

Company Safety Shoes

- Currently we use brand “*Jogger-Bestboy*”
- For now onwards, we will change to “no lace safety shoes” to replace old one
- **Purchase on own** is only applicable for reasons such as **working outstation**, please check with HR on the amount to claim.
- **The amount may change from time to time**, equivalent to the brand and specifications of the safety shoes selected for employees at the time.



Secret Santa Activity

- Every year on December we will have a Secret Santa Activity for gift exchange. **Just for fun!!**
- Minimum RM10.00 (maximum no limit)
- Gift to be placed at the Christmas tree (Office Level 5) **latest by 20-Dec-2022 (Tuesday)**



Company Activity – Employee Engagement

- As part of Employee Engagement, company has plan for staff activity soon (day trip and/or family day). **Stay tune!!!**



Others – General Election 15

- Government has announced date of general election on 19-Nov-2022 (Saturday)
- If you required to work, please arrange / plan among your team
- 18-Nov-2022 (Friday) & 19-Nov-2022 (Saturday) is a Gazatted Public Holiday



Quality & Risk Management



Agenda

- New Guidelines – Safety & Health
- Training Plan

Safety Guidelines

- ✓ Part of Environmental, Social and Governance (**ESG**) initiative.
- ✓ To ensure the **safety and health** of site staffs.
- ✓ To prevent injury to public and damage to properties.
- ✓ To ensure minimum works disruption → work completion within targets in terms of **safety and time**.

Implementation of Safety Guidelines

Documents Development

- Guidelines
- Project Safety and Health Plan



Training & Workshops



Monitoring

- During quality site inspection

Document Development

Written by: Vissa

Review by: Peng and Aslam

Approved by: Simon

1. Guidelines – to activate by end of 2022

- Project Preparation and Site Readiness
- Site Housekeeping
- First Aid
- Site Demobilization
- Site Safety

2. Project Safety and Health Plan

Training Plan

1. Guidelines

- Safety guidelines
- Other approved guidelines

2. Safety Induction – every new comer

3. Workshops – Project Team

- Safety Information and Reporting
- NCAR Reporting

End of Presentation

