

Townhall 2023

31-Jan-2023



Human Resource Department



Agenda

- New Staff Introduction
- Employee Handbook Updates
- HR Policy Updates

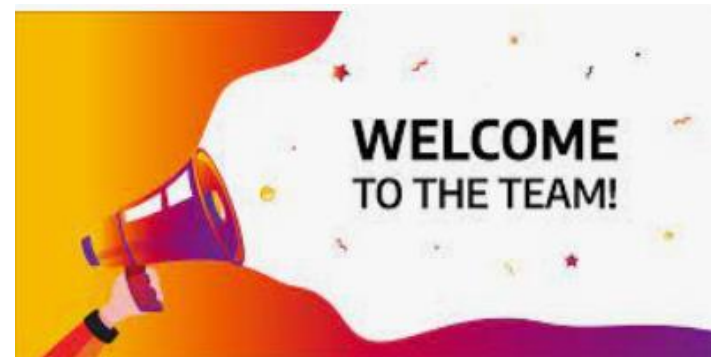
New Staff Introduction

New staff join November'22:

- *Mohamed Adzummar Hakim – Senior Project Engineer (29-Nov-2022) – PLS03*

New staff join December'22:

- *Saravanan – Project Executive (07-Dec-2022) – DEX01*





Employee Handbook Updates

- Employee Handbook has been updated effective from 01-Jan-2023
- New updates as below :
 1. Overtime
 2. Food Allowance
 3. Replacement Leave
 4. Paternity Leave
 5. Maternity Leave
 6. Annual Leave (Permanent Employees)



Employee Handbook Updates

1. Overtime

- ✓ Employees (Executives Level) are eligible to claim Overtime for works after working hour
- ✓ To claim overtime, employees **MUST** get approval from the Manager
- ✓ For employees who eligible overtime, there is **NO MORE** Replacement Leave
- ✓ Manager have to control and aware staff's overtime claim (to ensure staff not simply claim overtime if no works require at office/site after working hour)
 - if staff caught due to overtime claim abuse, disciplinary action will be taken against you.
- ✓ **MOST IMPORTANT** for overtime claim – clock-in and clock-out accurately.

Employee Handbook Updates

2. Food Allowance

- ✓ Food allowance only applicable for employee who are not eligible for Overtime claim (Manager - X, Senior Executives - X)
- ✓ Once employees reached a certain pay grade (exceeded a set amount of Basic Salary upon hiring) or job grade, they are not eligible for food allowance – employee may check with HR
- ✓ Starting from 01-Jan-2023, Food Allowance rate are standard as below table:

WORKING DAY (MON- FRI)	SATURDAY	SUNDAY	PUBLIC HOLIDAY
RM15/ Hour worked after working hours	RM15/ Hour worked	After 8 hours of work: RM15/ Hour worked	



Employee Handbook Updates

2. Food Allowance (cont.)

- ✓ To claim Food Allowance, employees **MUST** get approval from the Manager
- ✓ Manager have to control and aware staff's food allowance claim (to ensure staff not simply claim food allowance if no works require at office/site after working hour) – if staff caught due to food allowance claim abuse, disciplinary action will be taken against you.
- ✓ **MOST IMPORTANT** for food allowance claim – clock-in and clock-out accurately.



Employee Handbook Updates

3. Replacement Leave

- ✓ Replacement leave only applicable for employee who are not eligible for Overtime claim (Managers and Senior Executives)
- ✓ Employees will entitle a Replacement Leave when he/she required to works on Sundays and/or Public Holidays
- ✓ **MOST IMPORTANT** for replacement leave claim – clock-in and clock-out accurately.



Employee Handbook Updates

4. Paternity Leave

- ✓ Maximum seven (7) consecutive days – inclusive of Saturdays, Sundays and Public Holidays
- ✓ Paternity leave starts from the date and time of delivery
- ✓ Eligible up to five (5) children only
- ✓ Male employees are employed for at least twelve (12) months in the Company before starts of Paternity Leave
- ✓ Employee to inform superior at least 30 days before commencement date



Employee Handbook Updates

5. Maternity Leave

- ✓ Maximum ninety-eight (98) consecutive days – inclusive of Saturdays, Sundays and Public Holidays
- ✓ Eligible up to five (5) children only
- ✓ Employee have to notify the Company on her expected confinement date (for works arrangement among team member)

Employee Handbook Updates

6. Annual Leave

Years Of Service	Permanent Staff	Contract Staff
< = 5 Year	14 Days	Refer To Contract Term
>5 To <= 10 Years	18 Days	
>10 To <= 20 Years	20 Days	
>20 Years	22 Days	

✓ Annual leave for Permanent employees has been revised effective from 01-Jan-2023 for years of service more than five (5) years



HR Policy Updates

- ✓ HR Policy has been updated and uploaded in Company website.
- ✓ Employees must return a sign copy of Policy Acknowledgement to HR for record
- ✓ To those who are not return yet, please do it ASAP **before Friday (03-Feb-2023)**. After that, your name will be posted in the “WhatsApp” group for follow-up.

Quality & Risk Management



Agenda

- New Guidelines & Forms
- Trainings

New Guidelines & Forms

Safety

- PRO-GD-08-R00 Project Preparation and Site Readiness
- PRO-GD-09-R00 First Aid
- PRO-GD-10-R00 Site Housekeeping
- PRO-GD-11-R00 Site Demobilization
- PRO-GD-12-R00 Site Safety

Under approval process

Other Guidelines

- PRO-GD-06-R00 Chilled Condenser Water Pipe Installation c/w Typical Details Drawing
- PRO-GD-07-R00 Cleanroom Panel Installation - Under approval process

New Guidelines & Forms

Documents Location

▼ Project

SOP

- PRO-SOP-01 R02 Contract Review (WM)
- PRO-SOP-02 R03 Design and Development (WM)
- PRO-SOP-03 R04 Project Planning Control (WM)
- PRO-SOP-04 R04 Inspection, Validation and Handover (WM)
- PRO-SOP-05 R03 Control of Nonconforming Services (WM)

WORK INSTRUCTION

- PRO-WI-01 R00 Project Drawing Production (WM)
- PRO-WI-02 R00 Project Drawing Control (WM)

GUIDELINES

- PRO-GD-01 R00 Electrical Board Installation (WM)
- PRO-GD-02 R00 Cleanroom Technical Cleaning Guideline (WM)
- PRO-GD-03 R00 HVAC Air Balancing Guideline (WM)
- PRO-GD-04 R00 Install Insulate Ducting System Guideline (WM)
- PRO-GD-05 R00 Project Design Validation Quality Kick Off Meeting Guideline (WM)
- PRO-GD-06-R00 Chilled Condenser Water Pipe Installation (WM)

ISO FORM

- QA-F-02 R02 Customer Satisfaction Survey
- PRO-F-06 R04 Service Chit
- PRO-F-07 R00 Checklist for Reviewing CPT Report

New Guidelines & Forms



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Chilled & Condenser Water Pipe Installation	Doc. No.	PRO-GD-06	Effective Date	01-Dec-2022
	Rev. No.	00	Total Page(s)	1 of 51

GUIDELINE: CHILLED & CONDENSER WATER PIPE INSTALLATION

PRO – GD – 06

Revision No.: 00

REVISION HISTORY

REV NO	DATE	DESCRIPTION	REVISED BY	APPROVED BY
00	13-Nov-2022	New release	Zarif	Simon



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New Guidelines & Forms

Documents Location

✓ Standard Template

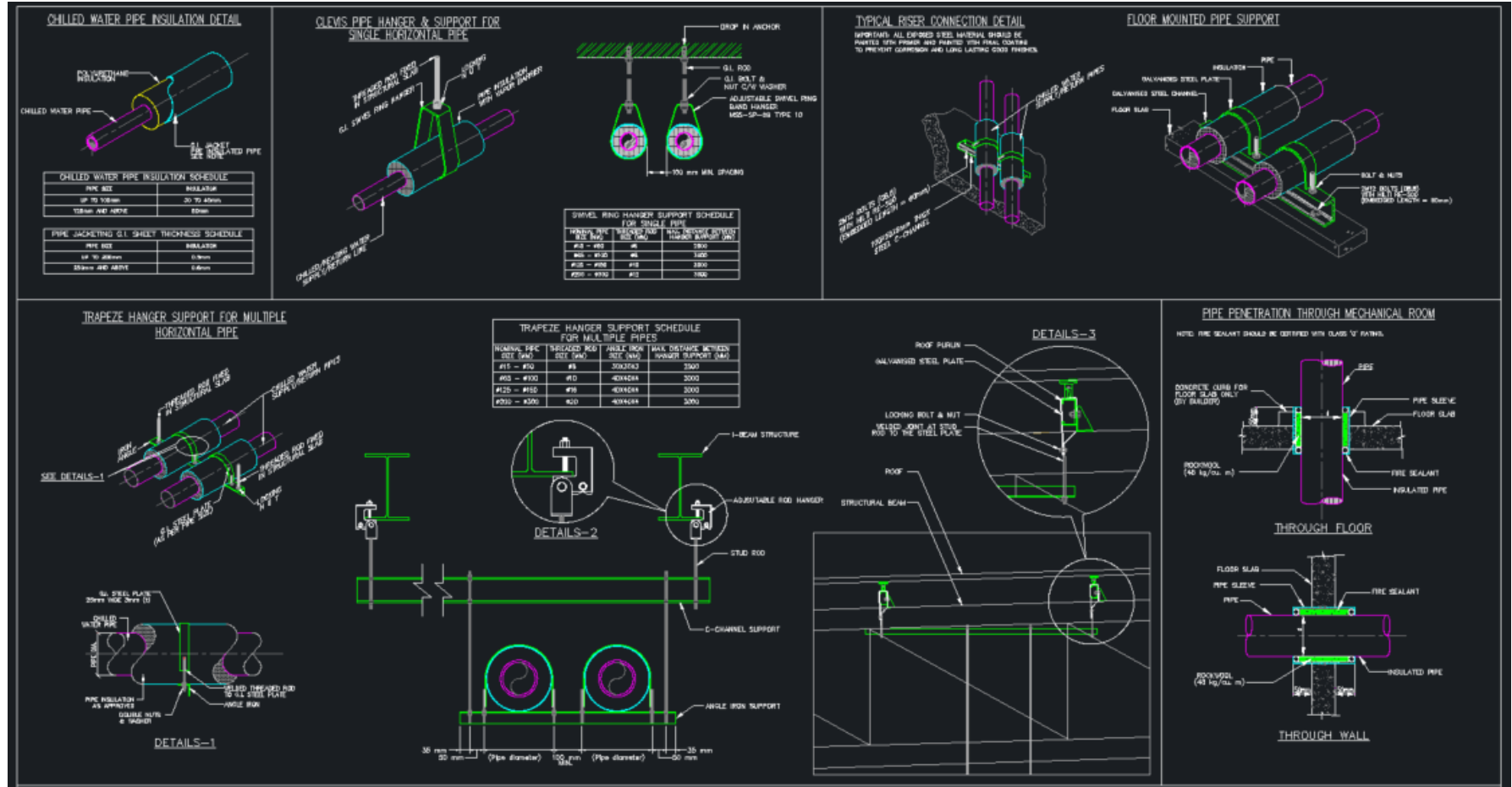
E-MAIL

- Incident Notification

DRAWING

- TMP-D-001 R00 Typical Detail – Ducting (240822)
- TMP-D-002 R00 Typical Detail – Chilled Water Pipe (111122)

New Guidelines & Forms



New Guidelines & Forms

Forms

- PRO-F-34 R01 Tiles Finished Floor & Wall Installation Verification
- PRO-F-35 R01 Viewing Glass Installation Verification
- PRO-F-80 R01 Fire Damper Installation Verification
- PRO-F-81 R01 AHU & Central HEPA Filter Chamber Receiving Checklist
- PRO-F-83 R01 Diffusers & Grilles Receiving Checklist
- PRO-F-84 R01 HEPA Filters & Housing Receiving Checklist
- PRO-F-85 R01 Lights & Fittings Receiving Checklist
- PRO-F-86 R01 Diffusers, Grilles & Louvres Installation Verification
- PRO-F-89 R01 Sprinkler Pipe Pressure Test Report
- PRO-F-90 R01 Condensing Unit Operation Verification
- PRO-F-91 R01 HVAC Control System Operation Verification
- PRO-F-96 R01 Duct Leak Test Report

Trainings

- Internal trainings – Ongoing, as per approved guidelines.
- More trainings will be conducted in the near future – as more guidelines are activated.
- Will slowly resume physical trainings in office, as and when required.

End of Presentation

