

	Issue Date: Sept 2015 Effective Date: Oct 2015	FOR BOD APPROVAL MA/HDR/APM/1/001- Issue: 1.0
APPOINTMENT POLICY		APPROVED BY BOD

1. Purpose

MYA AYER MANUFACTURING CO., LTD aims to be transparent in our operations and this policy supports by giving our newly recruitment employees with an Appointment Letter that provides information on the position appointed, the department/ branch, their remuneration as well as information on their Probationary status.

2. Appointment Policy

- 2.1 All newly recruited employees will receive an Appointment Letter and a copy of the letter will be extended to the Head of Department/ Head of Region/ Branch Manager and a copy will be kept in the Personnel File in the Human Resource Department.
- 2.2 Appointment Letter of our new Employees will be signed as per the following personnel
 - 2.2.1 Supervisory Role and above: Executive Director
 - 2.2.2 Non-Clericals; Junior – Senior HR Assistant: Head, Human Resource
- 2.3 The Appointment Letter will be given on the first day of work and for employees who are recruited for Branches and undergo training; they will receive their Appointment Letter upon successful completion of Training.
- 2.4 New Employees will have to submit their Duty Report Form and Human Resource Department will send a copy to their Head of Department/ Region/ Branch Manager by email or fax.
- 2.5 Appointment Letter will include the followings but not limited to: -
 - 2.5.1 Position Appointed
 - 2.5.2 Name of Branch/ Department and Location
 - 2.5.3 Package Offered
 - 2.5.4 Probationary Period
 - 2.5.5 Duties and Responsibilities
- 2.6 Any concerns to be raised with regards to the Appointment Letter should be raised to the Human Resource Department.

Related Document:

MA/HRD/APM/2/001 Appointment Procedure