

B E S H O M

Human Resource Online System

Employee Handbook (Updated OCTOBER 2024)

[<< Previous](#)

[Read all](#)

[Content](#)

[Print](#)

[Next >>](#)

10. Other Information

10.1 PERSONAL STATUS

To ensure that employee's personal records with the Company are kept up-to-date; employees are required to notify the Human Resource Department immediately of any changes in their personal particulars. The following provides a checklist of possible changes:

- a. Change of address or telephone number
- b. Marital status and spouse particulars
- c. Particulars of children
- d. Acquisition of new educational or professional qualifications

10.2 LOCKERS

Lockers are issued to employees who have a need for them. Provision of lockers is subject to availability, employee will be provided with a locker upon requisition.

Lockers must be kept clean at all times. It is an offence to deface or damage the lockers. Employees who deface or damage the locker will be subject to disciplinary action and shall bear the cost of repair.

The Company reserves the right to inspect any locker without giving prior notice.

The Company is not responsible for any lost or damaged item that is kept in the lockers. The Company provides the initial key to the locker. If the key is lost or damaged, it should be reported to the Human Resource Department immediately. A replacement fee of RM10 will be imposed for any lost or damaged key.

10.3 NOTICE BOARD

Important notices, circulars and other information of importance or interest to employees will be displayed on the Company notice board. Employees are advised to read the notice board regularly.

Only notices approved by the department manager can to be displayed on the notice board.

10.4 SUGGESTION BOX

The Management had put up a suggestion box at the reception area of Wisma Hai-O. It is a channel for staff to voice their ideas, grievances, or discreet information to the Management. It is not necessary for staff to state his name in the suggestion but with name stated will allow Management to contact for further details if required.

All staff is welcomed and encouraged to fully utilize this benefit. All suggestions received will be kept strictly confidential. The best suggestion of the year will received a gift from the Management.

10.5 MUSLIM PRAYER ROOM (SURAU)

A Muslim prayer room (surau) is provided for Muslim employees for performing prayers. All prayers must be performed within the authorized rest time of the employee only.

Employees are required to keep the prayer room clean and tidy at all times.

10.6 PARKING

Employees with cars are allowed to park at the parking bays inside the Company premises.

Managers and above are provided with parking bays located in front of the Company premises.

Employees are required to obtain a Company car sticker from the Administration Department for security and identification purpose. The car sticker is to be returned to the company upon resignation.

10.7 PERSONAL PHONE CALLS

Personal phone calls of employees should be kept at a minimum and for urgent or important matters only. Conversation for such calls is to be kept brief and precise.

10.8 LUCKY DRAW POLICY

Policy on lucky draw organized by external party such as suppliers, conventions organizers, etc. Employee nominated by company to attend the event, if they are entitled to lucky draw in the event and win the prize, please take note on the following:

Value of Prize	Remarks
RM1000 and below	Employee can take ownership on the winning prize (including travel package).
Above RM1000	Employee must surrender the winning prize to Company. Company will reward employee accordingly.

Company reserves the absolute rights to change the above mentioned policy as and when deemed fit/necessary.

[<< Previous](#)

[Read all](#)

[Content](#)

[Print](#)

[Next >>](#)