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1.0	Abbreviation		
	1.1	PPF	Personal Particular Form
	1.2	NF	Nomination Form
	1.3	ASDF	Authorization for Salary Deduction
	1.4	ER	Employment Rules
	1.5	BP	Benefits Package
	1.6	ASD (SC)	Authorization for Salary Deduction (Sports Club)
	1.7	RACF (SD)	Requisition for Access Card Form (Security Department)
	1.8	POSF	Payment of Salary Form
	1.9	MEF	Medical Examination Form
	1.10	UIRF (SD)	User ID Request Form (Security Department)
	1.11	MEF	Member Enrolment Form (Medical TPA)
	1.12	SOC	Staff Orientation Check List
	1.13	GSD	Group Health, Safety, Security & Environment Department
2.0	Reporting for Duty		
	2.1	The new staff shall report for duty on the date, time and location agreed upon.	
	2.2	The new staff to fill out certain documents and forms on his/her first day of work.	
	2.3	The following are relevant documents and forms that have to be completed by a new staff:	
	a)	PPF	
	b)	NF	
	c)	ASDF	
	d)	ER	
	e)	BP	
	f)	ASD (SC)	
	g)	RACF (SD)	
	h)	POSF	
	i)	MEF	
	j)	UIRF (SD)	
	k)	MEF (Medical TPA)	

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	<p>2.4 If there are any changes pertaining to information or personal data, staff may use the PPF to update the information.</p> <p>2.5 Staff is covered by the Group Personal Accident (GPA) insurance and required to nominate their beneficiary or beneficiaries by completing the NF accordingly.</p> <p>2.6 A briefing on background information about the Company will be conducted thereafter.</p> <p>2.7 All staff will be given an Identification/Security Access Card and are responsible for the safe custody and usage of the same. Staff is required to promptly report the lost/damage of any card to GSD.</p>
3.0	<p>On-boarding Briefing</p> <p>3.1 New recruits joining the company shall first undergo an On-boarding Briefing.</p> <p>3.2 The briefing will be conducted by the following personnel:</p> <ul style="list-style-type: none"> i) GHCD's personnel for the Head Office staff ii) Executive, Administration for site offices and factories iii) Executive, Operation for toll plazas <p>3.3 The purpose of On-boarding Briefing is to introduce new recruits to the Company's policies, procedures and their roles and responsibilities in meeting Company's objectives. The On-boarding Briefing shall also cover, among others :</p> <ul style="list-style-type: none"> 3.3.1 Corporate Profiling and Mission Statement 3.3.2 History of Company; Products and Services 3.3.3 Overview of Company; Structure and System 3.3.4 Conditions of Employment and Procedures 3.4.5 Company's Policies, Rules and Regulation 3.4.6 Virtual Tour of office <p>3.4 The HOD or immediate superior is responsible to conduct a briefing session to new staff to explain and discuss about the following;</p> <ul style="list-style-type: none"> 3.4.1 Organization chart of Company/Division/Department 3.4.2 Staff's Job Description (JD) so as to ensure that staff has a clear understanding of the job requirements

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3.4.3 Formal introduction to the HOD. The HOD or his/her immediate superior is to introduce the new staff to other staff in the department.

3.4.4 The respective HOD or immediate superior is required to complete the **SOC** which must be returned to GHCD within two (2) weeks from the completion of the On-boarding Briefing.

4.0 Appendices

No.	Form Title	Appendix
4.1	Personal Particular Form	Appendix 1
4.2	Nomination Form (Eng)	Appendix 2.1
	Nomination Form (BM)	Appendix 2.2
4.3	Authorization for Salary Deduction (Parking)	Appendix 3
4.4	Employment Rules (Eng)	Appendix 4.1
	Employment Rules (BM)	Appendix 4.2
4.5	Authorization for Salary Deduction (Sports Club)	Appendix 5
4.6	Requisition for Access Card Form (Security Department)	Appendix 6
4.7	Payment of Salary Form (AmBank)	Appendix 7.1
	Payment of Salary Form (CIMB Bank)	Appendix 7.2
	Payment of Salary Form (MBB)	Appendix 7.3
4.8	Medical Examination Form	Appendix 8
4.9	User ID Request Form (Security Department)	Appendix 9
4.10	Member Enrolment Form (Medical TPA)	Appendix 10
4.11	Staff Orientation Checklist	Appendix 11