
	Standard Operating Procedures GHCD	DOC NO: 1.1	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
TITLE	Introduction & Definition	PAGE: 1/2	

1.0	Introduction <p>1.1 The purpose of this Standard Operating Procedures (SOP) is to provide all staff with written statements on policies and procedures, relating to all aspects of GHCD, affecting MTD Group of Companies.</p> <p>1.2 It is the responsibility of the GHCD to issue this SOP and to ensure that it is kept up-to-date.</p> <p>1.3 This SOP is prepared in four (4) parts:</p> <ol style="list-style-type: none"> 1. Pre-Arrival 2. Arrival 3. In Stay Employment 4. Departure <p>1.4 This SOP is applicable to all staff of MTD Group of Companies.</p> <p>1.5 Most of the procedures in this SOP may apply unless otherwise specified in their respective contracts of service/employment contracts.</p> <p>1.6 The SOP will be reviewed on an annual basis so as to ensure that any changes/additions to its contents are updated accordingly.</p> <p>1.7 The amendments will be incorporated in the SOP, and the revision number as well as date will be indicated accordingly. The holders of the SOP will be responsible for ensuring that the SOP is updated</p> <p>1.8 HOD shall be responsible to maintain a copy of the SOP for the respective Company/Division/Department.</p>													
	2.0 Definition <p>2.1 The following definitions shall apply unless otherwise expressly stated in this SOP.</p> <table border="1"> <tr> <td>"The Company"</td><td>MTD Group of Companies and its subsidiary companies</td></tr> <tr> <td>"BOD"</td><td>Board of Directors of MTD Group.</td></tr> <tr> <td>"GEC"</td><td>Group Executive Chairman of MTD Group</td></tr> <tr> <td>"GEDC"</td><td>Group Executive Deputy Chairman of MTD Group</td></tr> <tr> <td>"CEO"</td><td>Chief Executive Officer of MTD Group</td></tr> <tr> <td>"COO"</td><td>Chief Operating Officer of MTD Group</td></tr> <tr> <td>"ED"</td><td>Executive Director of ANIH Berhad</td></tr> </table>	"The Company"	MTD Group of Companies and its subsidiary companies	"BOD"	Board of Directors of MTD Group.	"GEC"	Group Executive Chairman of MTD Group	"GEDC"	Group Executive Deputy Chairman of MTD Group	"CEO"	Chief Executive Officer of MTD Group	"COO"	Chief Operating Officer of MTD Group	"ED"
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"BOD"	Board of Directors of MTD Group.													
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"GM"	General Manager
"HOD"	Head of Company/Division/Department
"HM"	Hiring Manager
"GCCD"	Group Corporate Communications Department
"GHCD"	Group Human Capital Division
"GFTD"	Group Finance & Treasury Division
"GSD"	Group Health, Safety, Security & Environment Department
"HQ"	Head Quarters/Head Office
"Confirmed Staff"	Staff on permanent employment who have successfully completed the probationary period and are confirmed in the employment
"Children"	Employee's legal dependent, natural and/or legally adopted up to 21 years of age (before celebrating 22nd^h birthday) and is still not married and/or working
"Spouse"	Staff's legal wife or husband registered with the Company
"Immediate Family"	Staff's legal spouse and children
"Panel of doctors"	Company's approved panel clinics
"Outstation"	Locations or destinations which are 100 km away from the normal place of work
"Group"	Companies and subsidiaries as well as Associate Companies within MTD Group
"Top Management"	Staff in designation ED and above
"Senior Management"	Staff in designation Senior GM/ GM/Assistant GM
"Management"	Staff in designation Senior Manager/ Manager/Assistant Manager
"Executive"	Staff in designation Senior Executive/Executive
"Supervisory"	Staff in designation Senior Supervisor/Supervisor/Junior Supervisor/Secretary
"Clerical"	Staff in designation Group Staff/Clerical
"Operative/Workers"	Staff in designation Despatch/ Driver/Operative/Toll Collector/unskilled workers.