

HIRING AND RETENTION PROGRAM

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1 SCOPE (*RUANG LINGKUP*)

- 1.1 This procedure applies to Human Resources management activities within PT UTC Aerospace systems Bandung Operations.

Prosedur ini berlaku untuk aktifitas pengelolaan Sumber Daya Manusia di lingkungan PT UTC Aerospace Systems Bandung Operation

2 PURPOSE (*TUJUAN*)

- 2.1 The purpose of this procedure is to ensure that the company establishes and provide the necessary Human Resources, operates and maintains a Quality Management Systems and makes continuous improvements to its effectiveness.

Tujuan prosedur ini adalah untuk memastikan bahwa perusahaan menetapkan dan menyediakan Sumber Daya Manusia yang diperlukan, menjalankan dan mempertahankan Sistem Manajemen Mutu dan melakukan perbaikan secara berkesinambungan terhadap efektivitasnya.

- 2.2 This procedure meets with the standard requirements of AS 9100 and ISO 9001: 2000.

Prosedur ini memenuhi standar persyaratan AS 9100 dan ISO 9001: 2000.

3 REFERENCE & ASSOCIATED DOCUMENTS (*REFERENSI DAN DOKUMEN TERKAIT*)

- | | | |
|-----|---------------|--|
| 3.1 | BDG-QI-01-POL | Quality Assurance Manual (policy) (23-01-01) |
| 3.2 | AS9100 | Aerospace Standard |
| 3.3 | BDG-HR-01-PRO | Competency and Training |

4 DEFINITION (*DEFINISI*)

- 4.1 Job Test (Written and Practice Tests) - given for certain positions as part of the selection process

Tes Kerja (Tes tertulis dan Tes Praktek) - diberikan untuk posisi tertentu sebagai bagian dari proses seleksi

- 4.2 Interview - Question and answer between interviewee and interviewer to obtain more information as part of the selection process

Wawancara - Tanya jawab antara yang diwawancara dan pewawancara untuk memperoleh informasi lebih lanjut sebagai bagian dari proses seleksi

- 4.3 Medical Check Up (MCU) - general medical examination for the candidate as a consideration for recruitment and justify by company doctor



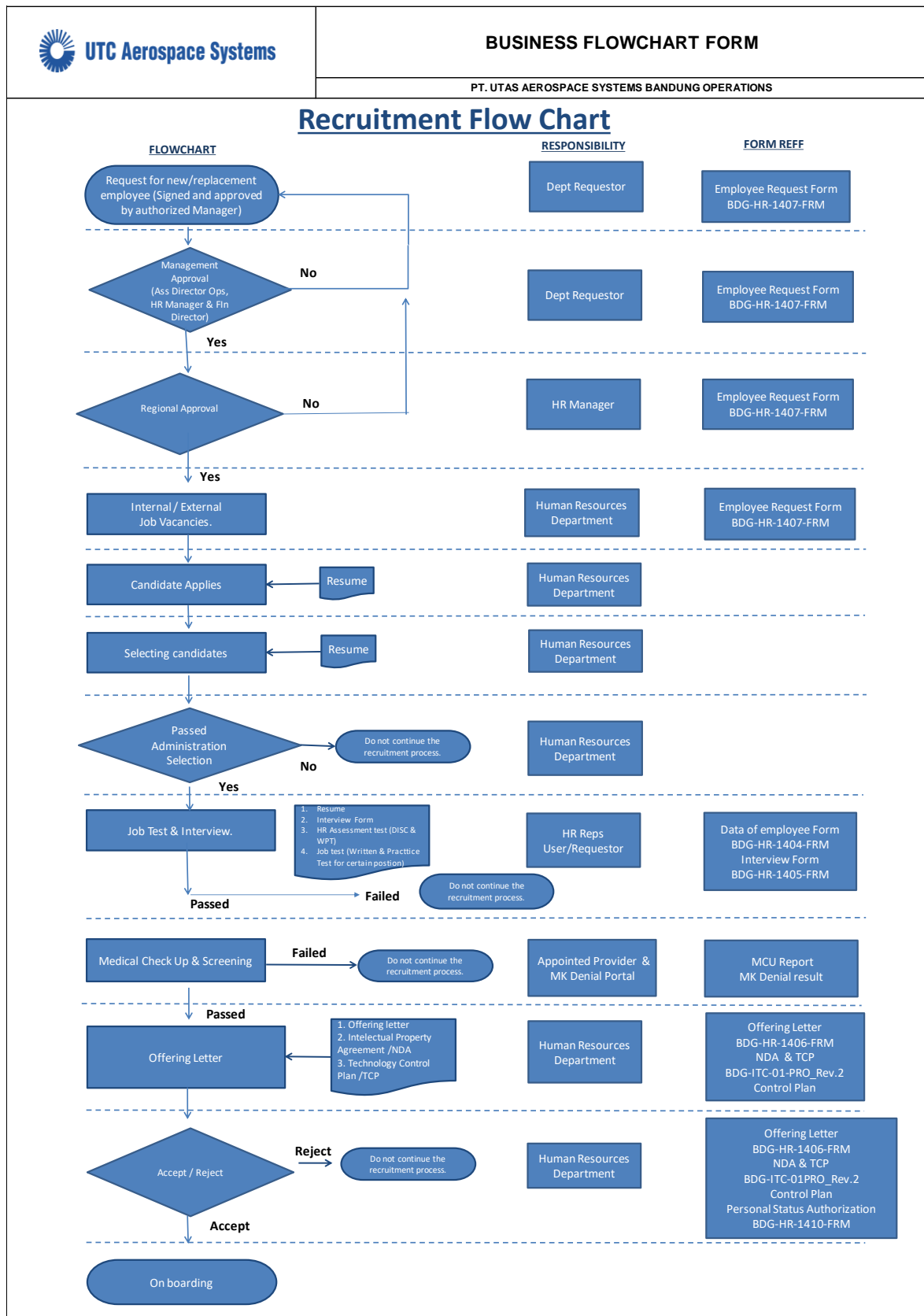
Cek Kesehatan – pemeriksaan kesehatan secara umum untuk kandidat sebagai pertimbangan perekrutan dan di benarkan oleh dokter perusahaan

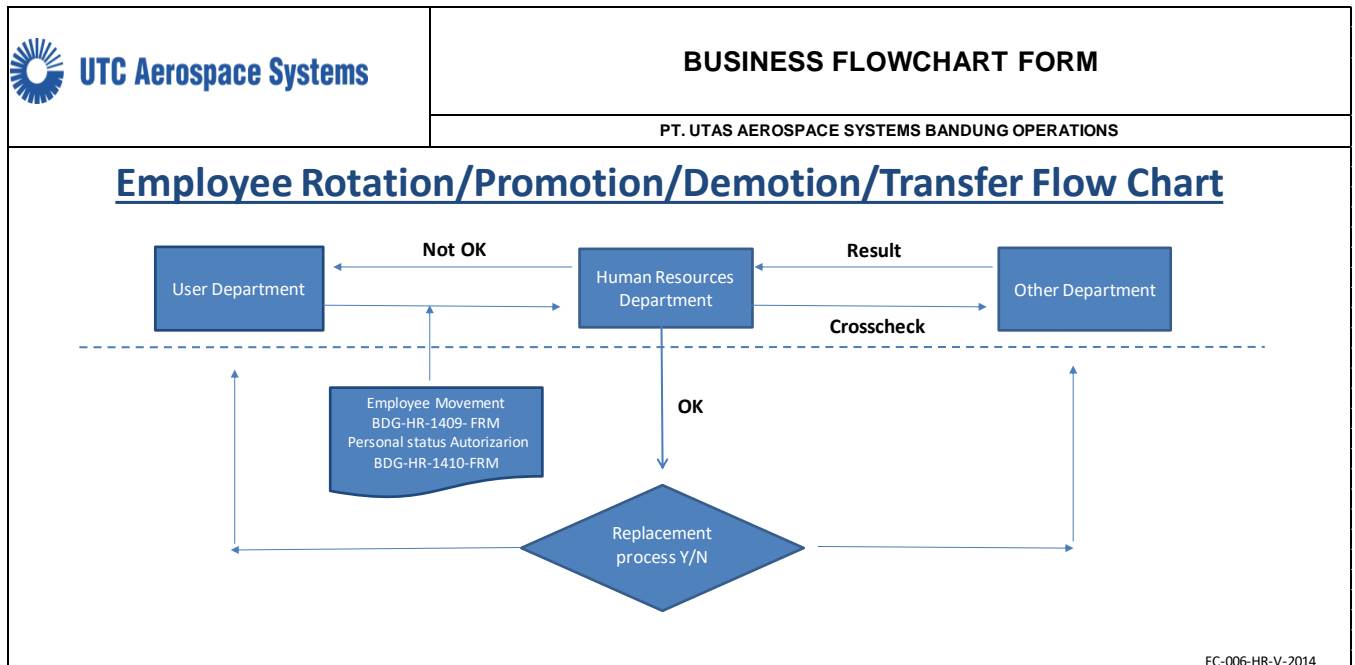
4.4 MK Denial – Employee background cek portal
MK Denial - Portal pengecekan latar belakang karyawan

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6 PROCESS FLOW CHART (DIAGRAM ALIR PROSES)





7 RESPONSIBILITY (*TANGGUNG JAWAB*)

- 7.1 The Human Resources Manager is responsible for maintaining and reviewing these procedures.
Manajer Sumber Daya Manusia bertanggung jawab untuk memelihara dan meninjau ulang prosedur ini.
- 7.2 The Human Resources Manager is responsible for policies regarding employee activities including recruitment, training, salary and other benefits, industrial relations, communications and other general matters.
Manajer Sumber Daya Manusia bertanggung jawab atas kebijakan mengenai kegiatan karyawan termasuk rekrutmen, pelatihan, gaji dan tunjangan lainnya, hubungan industrial, komunikasi dan hal-hal umum lainnya..
- 7.3 The Human Resources Manager is responsible for implementing agreed policies and managing day-to-day personnel activities.
Manajer Sumber Daya Manusia bertanggung jawab untuk menerapkan kebijakan yang disepakati dan mengelola aktivitas personel sehari-hari

8 REQUIREMENTS (*PERSYARATAN*)

- 8.1 Recruitments Process (*Proses Perekrutan*)
- 8.1.1 The recruitment process is carried out based on the request of the department in accordance with Man Power Planning
Proses perekrutan dilakukan berdasarkan permintaan departemen yang sesuai dengan rencana tenaga kerja



8.1.2 The Human Resources Department will make advertisements and or hold job fairs and or internal vacancies (if necessary)
Departemen Sumber Daya Manusia akan membuat iklan dan atau mengadakan job fair dan atau lowongan Internal (jika perlu)

8.1.3 The Human Resources Department will select selected candidates according to the qualifications and requirements in the new employee request form BDG-HR-1407-FRM
Departemen Sumber Daya Manusia akan menyeleksi kandidat terpilih sesuai dengan kualifikasi dan persyaratan di form permintaan karyawan baru BDG-HR-1407-FRM,

8.1.4 Human Resources Department will arrange HR assessment test schedule, BDG-HR-1405-FRM Interview and practical test (for certain positions) for selected candidates
Departemen Sumber Daya Manusia akan mengatur jadwal HR assessment test, Interview BDG-HR-1405-FRM dan test praktek (untuk posisi tertentu) untuk kandidat terpilih

8.1.5 Candidates who pass the HR assessment test selection, interview, and practice test (for certain positions) are registered for a health check at the designated hospital and background check at the MK Denial portal
Kandidat yang lulus seleksi HR assessment test, wawancara, dan test praktek (untuk posisi tertentu) didaftarkan cek kesehatan di rumah sakit yang di tunjuk dan cek latar belakang di MK Denial portal

8.1.6 Candidates who pass the health check and background check and are ready to join are required to sign the job offer letter BDG-HR-1406-FRM, Personal Status Authorization BDG-HR-1410-FRM, NDA and TCP reference to BDG-ITC-01-PRO_Rev.2 Control Plan
Kandidat yang lulus cek kesehatan dan cek latar belakang dan siap bergabung diperlukan penandatanganan surat penawaran kerja BDG-HR-1406-FRM, Personal Status Authorization BDG-HR-1410-FRM, NDA dan TCP referensi ke BDG-ITC-01-PRO_Rev.2 Control Plan

8.2 New Employee (*Karyawan Baru*)

8.2.1 Every new employee must follow the regulatory requirements of PT UTC Aerospace Systems Bandung Operation such as attending induction training on the first day of joining to ensure they understand the company's description as regulated in the BDG-HR-01-PRO Competency and Training procedure
Setiap karyawan baru harus mengikuti persyaratan peraturan PT UTC Aerospace Systems Bandung Operation seperti mengikuti training induksi di hari pertama bergabung memastikan mereka memahami tentang gambaran perusahaan yang di atur dalam procedure BDG-HR-01-PRO Competency and Training

8.3 Internal Recruitments (*Perekrutan Internal*)

8.3.1 Company provides system of internal recruitment to meet Company needs such as promotion and develop employees, rotation, demotion and transfer of employee within the company's environment and its business units in accordance with the requirement and ability of the employees and the company's interest

Perusahaan menyediakan sistem perekrutan internal untuk memenuhi kebutuhan perusahaan. seperti promosi dan pengembangan karyawan, rotasi, demosi dan perpindahan karyawan di lingkungan perusahaan beserta unit-unit usahanya sesuai dengan kebutuhan dan kemampuan karyawan maupun kepentingan perusahaan.

- 8.3.2 **At the request of the Department Manager**, Human Resources Department will conduct recruitment process for employee replacement with priority announcement to employees and employee members prior first to external recruitment.

Berdasarkan permintaan dari Department Manager, Departemen Sumber Daya Manusia akan melakukan proses perekrutan untuk karyawan pengganti dengan prioritas pemberitahuan kepada karyawan dan keluarganya sebelum dilakukan perekrutan dari luar.

- 8.3.3 Any change or renewal of employee status shall be recorded and followed by the Personal Status Authorization form BDG-HR-1410-FRM with the approval of the Department Manager and HR Department.

Segala bentuk perubahan / pembaharuan status karyawan harus dicatat dan diikuti oleh formulir personal authorization BDG-HR-1410-FRM dengan persetujuan Department Manager dan HR Departemen,

9 RETENTION PROGRAM (PROGRAM RETENSI)

The company provides several special programs to support the health level of its business, these programs are designed to increase motivation and or provide encouragement for both individuals and or teams to be able to work with the company longer and be loyal to the company.

These programs are categorized as part of the Compensation and Benefit Program of PT UTC Aerospace Systems Bandung Operations

Perusahaan memberikan beberapa program khusus untuk menunjang tingkat kesehatan usahanya, program-program tersebut dirancang untuk meningkatkan motivasi dan atau memberikan dorongan baik bagi individu maupun/atau tim untuk dapat bekerja lebih lama dengan perusahaan dan loyal kepada perusahaan. Program-program ini dikategorikan sebagai bagian dari Program Kompensasi dan Benefit PT UTC Aerospace Systems Bandung Operations

9.1 SCHOLARSHIP (BEASISWA)

Selected employees are given the opportunity to continue their education, and the company will provide financial support based on the company's financial capabilities in accordance with the BDG-HR-15-PRO scholarship program procedures.

Karyawan terpilih diberikan kesempatan untuk melanjutkan pendidikan, dan perusahaan akan memberikan dukungan finansial berdasarkan kemampuan finansial perusahaan sesuai dengan prosedur program beasiswa BDG-HR-15-PRO.

9.2 PENSION PLAN (JAMINAN PENSIUN)

DPLK is a term for the company's pension program, one of the benefits for permanent employees as stated in the Company Regulations.

DPLK adalah istilah untuk program pensiun perusahaan, salah satu benefit untuk karyawan permanen seperti yang tercantum di dalam Peraturan Perusahaan.



9.3 MEDICAL CARE PROGRAM (*PROGRAM PERAWATAN MEDIS*)

The company provides Health Care programs for employees and their families (husband/wife and a maximum of 3 children), this program is provided by the company **as stated in the Company Regulations**, in addition to the Social Insurance Program that has been implemented by the Government of Indonesia

Perusahaan memberikan program Perawatan Kesehatan bagi karyawan dan keluarganya (Suami/Istri dan maksimal 3 Anak), program ini diberikan oleh perusahaan seperti yang tercantum di dalam Peraturan Perusahaan, selain Program Asuransi Sosial yang telah dilaksanakan oleh Pemerintah Indonesia

9.4 LSA (LONG SERVICE AWARD) (*LSA (PENGHARGAAN ATAS LOYALITAS BEKERJA)*)

This award is an acknowledgment of Loyalty at Work, the award is given to employees who have worked for five years or multiples **as stated in the Company Regulations**

Penghargaan ini merupakan pengakuan atas Loyalitas dalam Bekerja, penghargaan diberikan kepada karyawan yang telah bekerja selama lima tahun atau kelipatan seperti yang tercantum di dalam Peraturan Perusahaan

9.5 COMPANY PERFORMANCE BONUS (*BONUS PENCAPAIAN KINERJA PERUSAHAAN*)

The bonus will be paid annually based on the achievement of company performance and employee performance **as stated in the Company Regulations**.

Bonus akan dibayarkan pertahun berdasarkan pencapaian kinerja perusahaan dan kinerja pekerja seperti yang tercantum dalam Peraturan Perusahaan

9.6 THE 13th SALARY (*GAJI KE 13*)

The thirteenth salary will be paid no later than June in the amount of 1 (one) time the basic salary in December of the previous year. For Workers whose working period is less than 1 (one) year until December last year, the payment will be paid on a prorata basis, based on the period of service in the previous year until December **as stated in the Company Regulations**.

Gaji ketiga belas akan dibayarkan paling lambat dibulan Juni sebesar 1 (satu) kali gaji pokok bulan Desember tahun sebelumnya. Bagi Pekerja yang masa kerjanya kurang dari 1 (satu) tahun sampai bulan Desember tahun lalu, maka pembayarannya akan dibayarkan secara prorata, berdasarkan masa kerja di tahun sebelumnya sampai dengan bulan Desember seperti yang tercantum dalam Peraturan Perusahaan

9.7 ANNUAL INCREMENT SALARY (*KENAIKAN GAJI TAHUNAN*)

The Company conducts periodic review of wage increases by taking into account the Company's capabilities and productivity, which is conducted once a year in April.

The review of wage increases will refer to the provisions applicable to the Company **as stated in the Company Regulations**.

Perusahaan melakukan peninjauan kenaikan upah secara berkala dengan memperhatikan kemampuan Perusahaan dan produktifitas, yang dilakukan sekali setahun pada bulan April. Peninjauan kenaikan upah akan mengacu kepada ketentuan yang berlaku pada Perusahaan seperti yang tercantum dalam Peraturan Perusahaan.

10 LIST OF FORM (DAFTAR FORMULIR)

10.1	BDG-HR-1404-FRM	Data of Employee Form
10.2	BDG-HR-1405-FRM	Interview Form
10.3	BDG-HR-1406-FRM	Offering Letter
10.4	BDG-HR-1407-FRM	Employee Requisition
10.5	BDG-HR-1409-FRM	Employee Movement
10.6	BDG-HR-1410-FRM	Personal Status Authorization

11 LIST OF APPENDIX (DAFTAR APENDIKS)

N/A

12 REVISION RECORDS (CATATAN REVISI)

Rev. No.	Description
0	New format of document
1	Delete : 2.1.b; 2.2;3.3.2;3.3.3; 8.8.1;8.8.2;9.1.2;9.1.6;9.1.7;9.1.8;9.2; 9.4;9.5; Revise : para 4; para 8.1.3 – 8.1.6; para 8.2.1; para 8.3.1 – 8.3.2; para 9