**Human Resource Policy**

⮚ Driven to the Excellence based on Employee’s

⮚ Performance Appraisal

⮚ Skills Development with Training by In-house Trainer

⮚ Job Enrichment & Job Enhancement

⮚ Job Empowerment

⮚ Dedication, Loyalty, Work Ethics and Team Work

⮚ Develop and maintain a Human Resource Management System.

⮚ Provide a work environment that fosters growth and retention of all employees. ⮚ Become the employer of choice within our industry.

⮚ Hire best available employees based on qualifications and experience. Maintain adequate staffing levels.

⮚ Provide training to employees in accordance with the Quality Management System. ⮚ Evaluate effectiveness of training through internal audits, customer

feedback and performance evaluations.

⮚ Ensure employees are aware of how their work activities contribute to the achievement of quality.

⮚ Establish a process for individual staff to develop personal annual goals.

Conduct individual staff performance reviews