

# EMPLOYEE ORIENTATION

Win Brothers Group of Companies Limited



# OBJECTIVE

- Employee orientation **makes** the employees **familiar** with the organizational culture, norms, code of conduct, people and work.
- ဝန်ထမ်းများ၏ လမ်းညွှန်မှုသည် ဝန်ထမ်းများအား အဖွဲ့အစည်းဆိုင်ရာ ယဉ်ကျေးမှု၊ စံနှုန်းများ၊ ကျင့်ဝတ်စည်းကမ်းများ၊ လူများနှင့် အလုပ်တို့ကို ရင်းနှီးစေသည်။
- Employee orientation **clarifies the criteria** for leaves, benefits and, basic amenities and many more.
- ဝန်ထမ်းလမ်းညွှန်ချက်သည် ခွင့်ရက်များ၊ အကျိုးခံစားခွင့်များ၊ အခြေခံအကြောင်းအရာများနှင့် အခြားများစွာသော စံသတ်မှတ်ချက်များကို ရှင်းလင်းစေသည်။
- Contributes to a more effective, productive workforce
- ပိုမိုထိရောက်ပြီး အကျိုးရှိသော လုပ်သားအင်အားကို ပံ့ပိုးပေးပါသည်။
- Promotes communication between the supervisor and the employees.
- ကြီးကြပ်သူနှင့် ဝန်ထမ်းများကြား ဆက်ဆံရေးကို မြှင့်တင်ပေးသည်။

# CONTENT

- WHO WE ARE –WIN BROTHERS GROUP
- OUR MANAGEMENT
- HUMAN RESOURCES DEPARTMENT AND POLICY
- WHAT YOU NEED TO KNOW

# ABOUT WIN BROTHERS GROUP

- Win Brothers Group of Co., Ltd သည် မြန်မာ့စီးပွားရေး နယ်ပယ်တွင် နှစ်ပေါင်း (၂၀) ကျော် အတွေ့အကြုံရှိတဲ့ ကုမ္ပဏီ ဖြစ်သည်။
- မန္တလေးမြို့ရှိ ဝင်းမိသားစုက ၁၉၉၀ ခုနှစ်တွင် တည်ထောင်ခဲ့သည်။
  - ဖျော်ယမကာထုတ်ကုန်များ၊
  - စက်မှုလုပ်ငန်း သုံးဓာတ်ငွေ့များ၊
  - စိုက်ပျိုးရေးလုပ်ငန်း၊ သကြားထုတ်လုပ်ခြင်း၊
  - ဆောက်လုပ်ရေးလုပ်ငန်းသုံးပစ္စည်းများထုတ်လုပ်ခြင်း၊
  - သတ္တုတွင်းတူးဖော်ခြင်း နှင့်
  - FMCG လက်လီ ရောင်းဝယ်ရေး နှင့် ဖြန့်ဖြူးခြင်းလုပ်ငန်းများ ကို စီးပွားရေးကဏ္ဍအမျိုးမျိုးတွင် ပါဝင်လုပ်ကိုင်လျက်ရှိပါသည်။

# OUR MOTO

*“Win for our employees,  
Win for our customers,  
Win for our shareholders”*

# OUR VISION & MISSION

## VISION

To be the one of the top performing and an inspiration of Myanmar.

မြန်မာနိုင်ငံရဲ့ ထိပ်တန်းစွမ်းဆောင်ရည် အမြင့်ဆုံးနှင့် စံပြုကုမ္ပဏီ တစ်ခုဖြစ်လာစေရန်။

## MISSION

Performance base, by way of execution in delivering optimal results for partners, employees and customers.

စားသုံးသူများ၊ ဝန်ထမ်းများနှင့် စီးပွားရေး လက်တွဲဖော်များ အားလုံးအတွက် လက်တွေ့ လုပ်ဆောင်ချက်ကို အခြေခံသော အကောင်းဆုံးရလဒ်များ ယူဆောင်ပေးရန်။

## CORE VALUE

### Trust:

Holding ourselves accountable for customers, employees and partners

စားသုံးသူများ၊ ဝန်ထမ်းများ နှင့် စီးပွားရေး လက်တွဲဖော်များ အားလုံးနှင့် တစ်သားတည်းရှိခြင်း။

### Integrity:

We act with high integrity, enthusiasm and resolve.

မှန်ကန်တိကျခြင်း၊ စိတ်အားတက်ကြွခြင်းနှင့် အတူ ဆုံးဖြတ်ချက် မှန်ကန်စွာ အလုပ်လုပ်ဆောင်ပါသည်။

### Excellence:

Result driven and the ability to adapt, improve and met the expectation of customers, employees and partners

ရလဒ်ကောင်းရရှိ အောင်ဆောင်ရွက်ခြင်းနှင့် လိုက်လျောညီထွေပြောင်းလဲနိုင်ခြင်း၊ စားသုံးသူများ၊ ဝန်ထမ်းများနှင့် စီးပွားရေး လက်တွဲဖော်များ၏ လိုအပ်ချက်အလိုက် ပြုပြင်ပြောင်းလဲ ဆောင်ရွက်ခြင်း။

# OUR BUSINESS

1994

**BOTTLING (BE GROUP)**

*Production, sales and distribution of country liquor and rum began in 1994*

2007

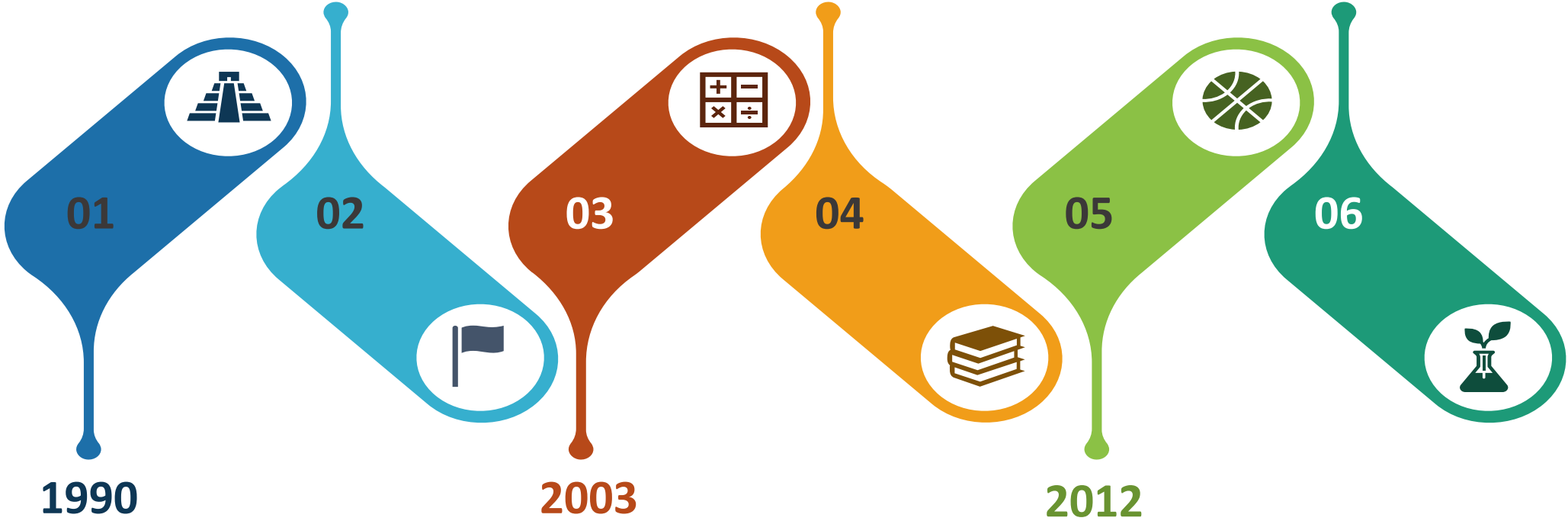
**TAUNGGYI GRAIN**

*The primary activities are contract farming, corn drying and silo storage facility. We supply local B2B and export to regional countries*

2020

**NEW DAWN LOGISTIC**

*Our primary activities are domestic transportation throughout Myanmar with over 50 prime mover and boxer truck*



**SHWE MYIN PYAN DISTILLERY**

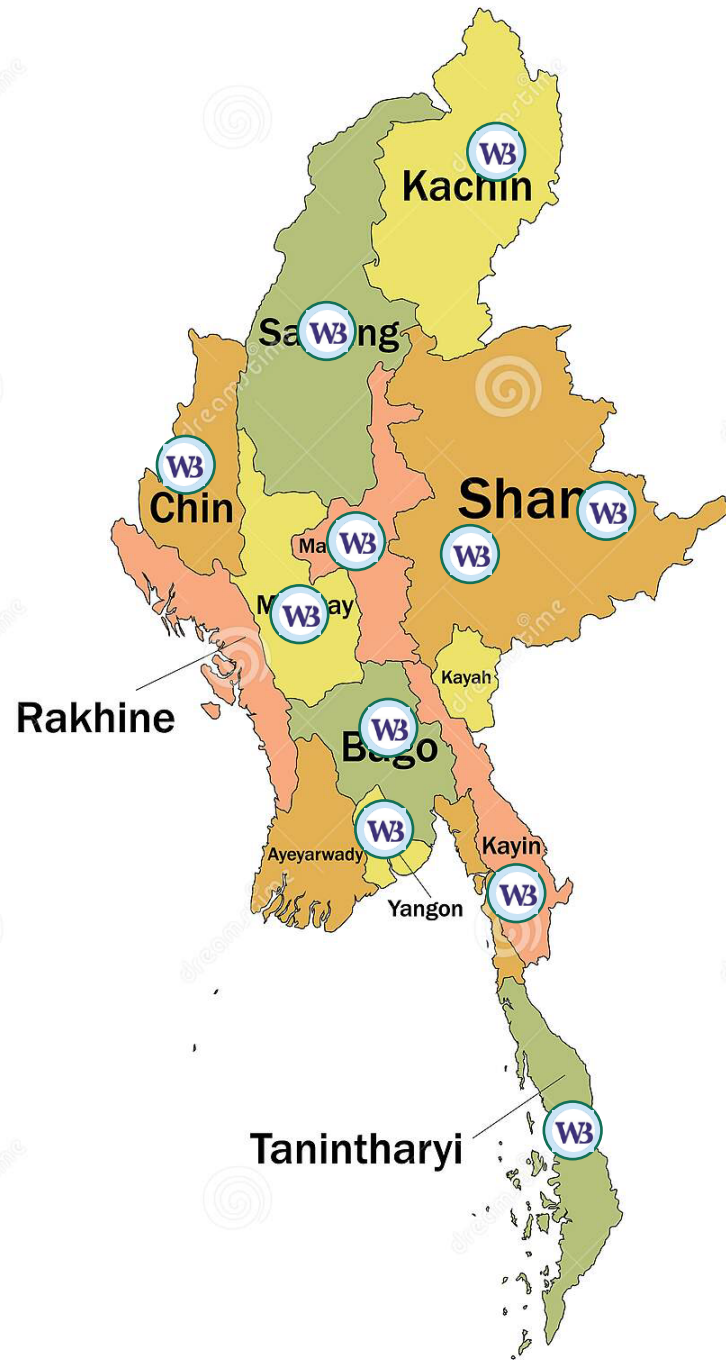
*Shwe Myin Pyan Distillery was established in 1990 for the distillery industry and today the largest producer in Myanmar. We specialized in manufacturing of GNS (Grain Neutral Spirits) and ENA (Extra Neutral Spirits)*

**SMP CO., LTD**

*SMP Company started in 2003 and is FSSC certified.*

**MANDALAY GOLDEN FRIENDS**

*Mandalay golden friends was established in 2012 and extracts coal from the ground by open cut method and underground coal mining*



**YANGON OFFICE**

Zone C, First Floor, Golden City Business Center,  
Yankin Road, Yankin Township,  
Yangon, Myanmar.

**MANDALAY OFFICE**

No.17 ,22 Street, Between 81x82 Street,  
Pale Ngwe Yaung Quarter,  
Aungmyaythazan Township, Mandalay





WELCOME TO  
**WIN BROTHERS  
GROUP OF  
COMPANY**

## WB Website

- <https://winbrothersgroup.com>  
Learn more about the  
company

# WB MANAGEMENT



**Htun Win**  
Group Managing Director

- WIN BROTHERS BACK-OFFICE GROUP
- TAUNGGYI VINEYARD & WINERY COMPANY LIMITED
- INVESTMENT GROUP
- AGAING GROUP
- SMP COMPANY LIMITED



**Myint Win**  
Managing Director

- BE GROUP
- NEW DAWN COMPANY LIMITED



**Zaw Win**  
Managing Director

- SHWE MYIN PYAN GROUP
- TAUNGGYI GRAIN COMPANY LIMITED
- MANDALAY GOLDEN FRIEND MINING COMPANY LIMITED

# LEADERSHIP TEAM

## WIN BROTHERS BACK-OFFICE GROUP

- CENTRAL PURCHASE DEPARTMENT
  - FINANCE DEPARTMENT
  - GOVERNMENT RELATIONS
- HUMAN RESOURCES DEPARTMENT
  - ADMIN DEPARTMENT
  - GROUP SECRETARY DEPARTMENT
- IT DEPARTMENT
- AUDIT DEPARTMENT



CENTRAL PURCHASE DEPARTMENT  
KYAR CHANG@ ZAW WIN  
HEAD OF CENTRAL PURCHASE



GOVERNMENT RELATIONS DEPARTMENT  
KHIN AUNG  
GOVERNMENT RELATIONS GENERAL MANAGER



ADMIN DEPARTMENT  
TIN PA PA LINN  
ADMIN GENERAL MANAGER



FINANCE DEPARTMENT  
MYINT SAN AYE  
HEAD OF FINANCE



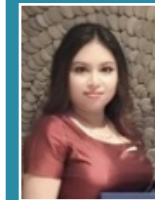
HR DEPARTMENT  
KHAM NANDAR PHE  
HEAD OF HR



IT DEPARTMENT  
KYAW ZAYAR TUN  
IT MANAGER



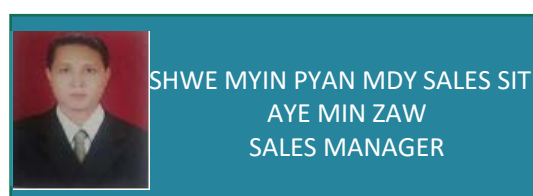
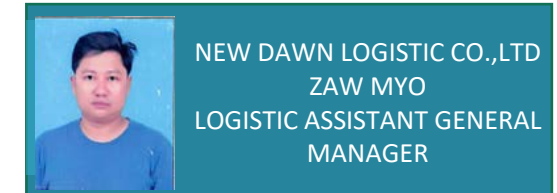
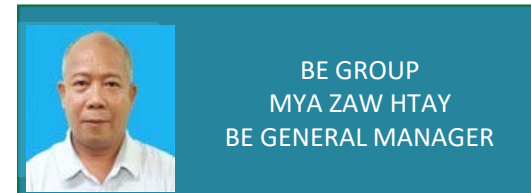
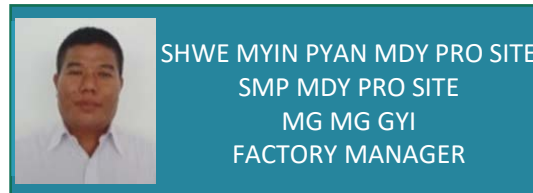
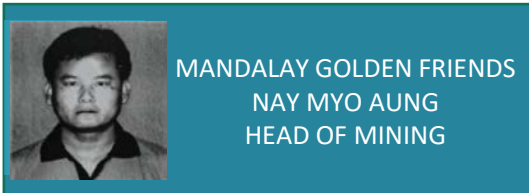
AUDIT DEPARTMENT  
EI EI PHYTO AUNG  
AUDIT ASSISTANT MANAGER



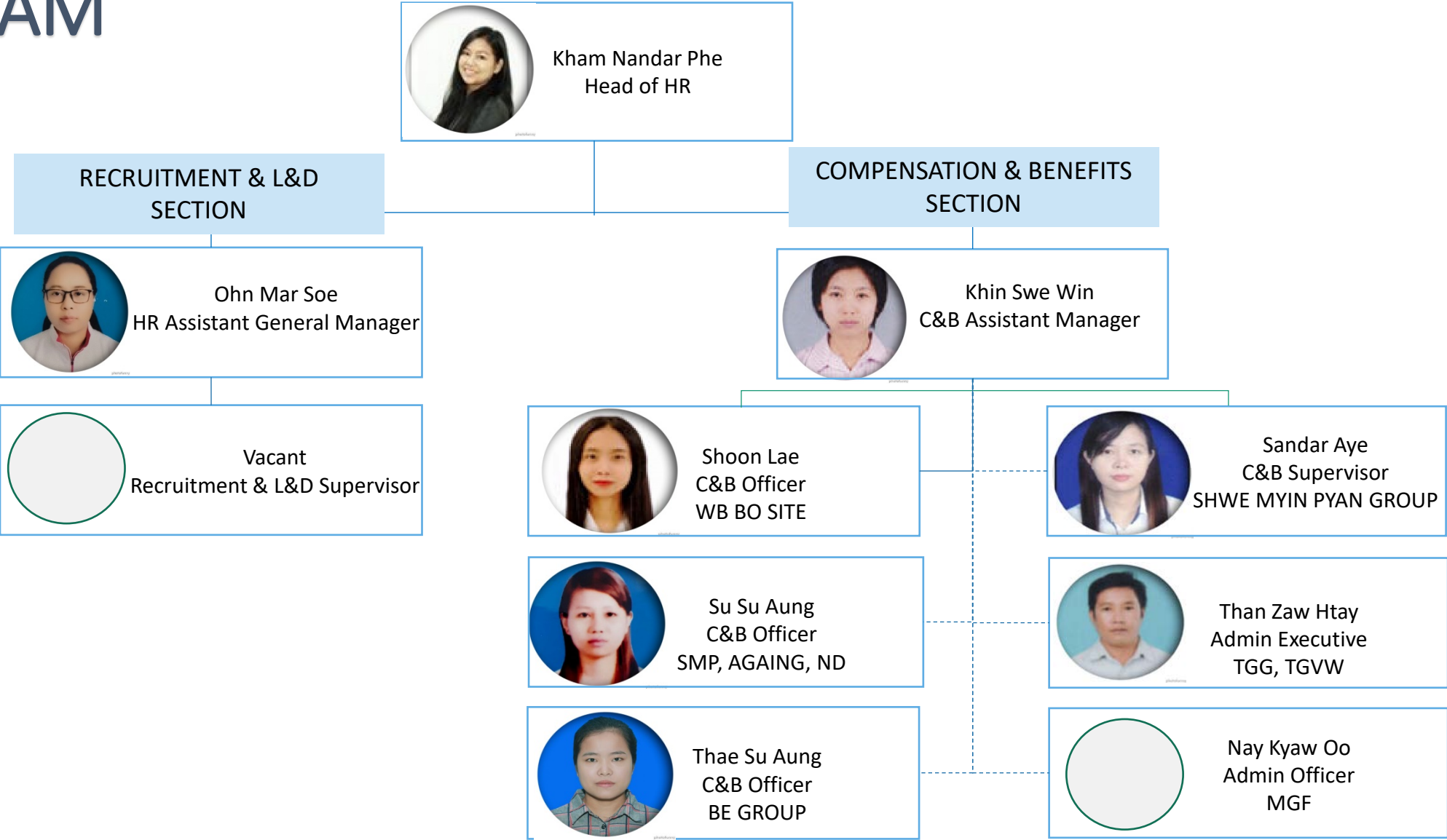
GROUP SECRETARY DEPARTMENT  
TINT LA PYAE  
EXECUTIVE SECRETARY

# LEADERSHIP TEAM

- SHWE MYIN PYAN GROUP
- SMP COMPANY LIMITED
- BE GROUP
- TAUNGGYI GRAIN COMPANY LIMITED
- TAUNGGYI VINEYARD & WINERY COMPANY LIMITED
- MANDALAY GOLDEN FRIEND MINING COMPANY LIMITED
- AGAING GROUP
- NEW DAWN COMPANY LIMITED
- INVESTMENT GROUP



# HR TEAM



# What you need to know

- WORKING HOURS
- WORKING SCHEDULE
- PROBATION PERIOD
- LEAVE & HOLIDAYS
- EMPLOYEE BENEFITS
- RESIGNATION & TERMINATION
- PAYMENT OF SALARY
- PERFORMANCE EVALUATIONS CONCEPTUAL FRAMEWORK
- Q&A



# Working Hours

- Due to the extensive nature of our organization, working hour will vary depending on the operation of each entity and working hours will be established accordingly by the individual entity.

## Example

- For an employee designated for OFFICE DUTIES, the working hours are Monday to Saturday 9:00 am to 5:30 pm)
- For production entities, when there are SHIFT DUTIES (day shift/night shift) working hours will be determined by the Entity Manager



# Working Schedule

Based on operations nature and business requirements there was three types of working schedule

- Holiday (Sunday/Public Holiday)
- One day Off (Sunday)
- No Holiday



# Probation Period



- Probation period is 3 months
- Employer to set clear expectations and ensure the employee's skill & performance meet the standard / criteria.
- During the probation period, the Employer may terminate or dismiss the Employee with the adequate reason-
  - At least TWO Weeks (notice) in advance\*
  - If the Employer fail to provide ONE-month advance notice or the time remaining to notify is less than ONE month, the employment may be terminated.

# Leave & Holidays

**After probation passed**, all associates are entitled to enjoy variety of leave, and need to request leave in accordance with policy, he/she entitled the following-

- Casual Leave - 6 days per annual
- Annual leave - 10 days per annual
- Sick Leave - 30 days per annual (need to apply with medical certificate)
- Maternity Leave - 6 weeks before deliver and 8 weeks after deliver (need to apply with medical certificate)

*All employees are entitled to Public Holidays, Gazette for each calendar year. Depending on the nature of the operation, where it is deemed necessary for an employee to work on public holidays, the employee shall be paid a certain suitable payment accordingly*

# Casual Leave

- All permanent staff are entitled to casual leave
- Entitled 6 days
- *Casual leave cannot be enjoyed with any other type of leave*
- Except for religious, social or funeral affairs, and special matters, more than 3 days of Casual Leave shall not be entitled on each time

# Annual Leave

- All permanent staff are entitled to Annual leave
- Entitled 10 days per annual
- Employee can carry forward half of the leave balance to next year, maximum 5 days of balance
- Need to submit at least (3) days in advance

# Sick Leave/Medical Leave

Entitled 30 days

All permanent staff are entitled to 30 days of Paid Medical Leave

If the Employee is injured by accident while serving duty in work, the Employee is entitled to enjoy Medical Leave in accordance with the relevant law.\*

Need to submit Doctor's recommendation & Medical treatment documents

# Maternity Leave

Pregnant mothers are provided six weeks of prenatal leave and 8 weeks of postnatal leave, for a total of 14 weeks of maternity leave.

If the mother is expecting twins she is eligible for an additional two weeks on top of the eight weeks. Should the employee wish to extend their maternity leave this is permitted under Labour Law by using Medical leave.

Need to submit Doctor's recommendation & Medical treatment documents

# Absence Without Leave



Enjoying more leave than approved and being absent from duty without reporting shall be determined as Absence Without Leave.



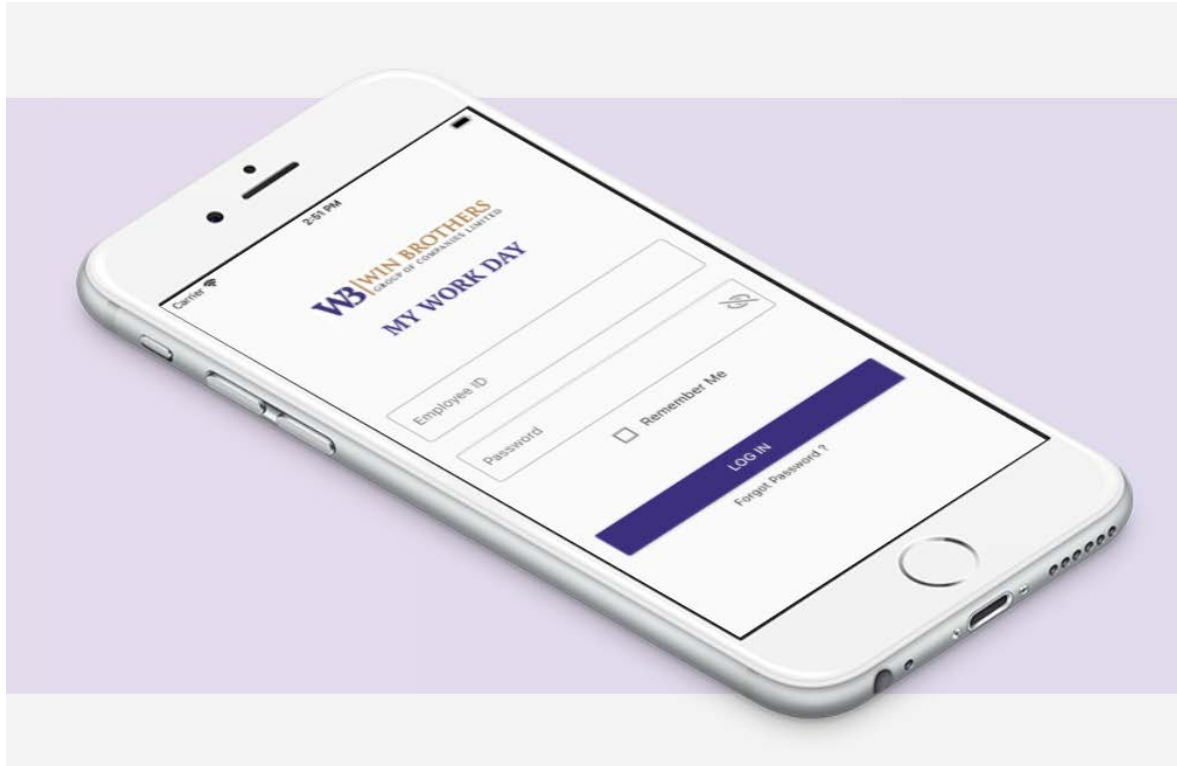
For Absence Without Leave days, wage/salary shall not be entitled to enjoy (these are unpaid)



Without any approval from the Employer or the Manager or the Administrator, THREE consecutive days of Absence Without Leave, the Employee shall be taken necessary action or be terminated from work.



Any compensation shall not be entitled to enjoy for the termination of work. (No severance pay is required.)



# How to apply leave?

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Employee need to apply Leave WB WORK-DAY mobile app application

- Annual leave
  - Casual Leave
  - Sick leave and
  - Unpaid leave
- 
- Except the above leave type (Maternity leave, workplace accident etc.) employee need to apply with leave form and need the following actions.
    - need to apply with Leave application form
    - get manager approval in advance
    - submit Leave Form to HR

# Personal Actions Required by You

*During your employment, there will be certain items that you will be responsible for updating the HR Department. These items include:*

- Birth/Adoption of child (together with birth certificate)
- Change in Marital Status
- If your spouse loses or starts a job
- Taking a parent on as a dependent
- Death of a parent who is a dependent or other dependent
- Loss of bank card which salary transfer
- Notifying when passport/visa will expire
- Change in other personal information, including but not limited to, emergency contact, personal contact information, change of qualifications, and home address.



# MOBILE SIM CARDS

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Corporate Postpaid Plans	Grade 3-4 (Sale & Procurement Only)	Grade 5-12
Monthly Price (Kyats)	5,000	10,000
Voice (All Operator)	100	Unlimited
SMS (All Operator)	100 SMS	Unlimited
Data (GB)	1 GB	3.5 GB
IDD (min)	-	25 Minutes
Roaming (Data)	-	Opened
Validity	Calendar month (Refresh 1st day of the month)	

As per operational requirement, mobile sim cards will be provided to the eligible associates by the company

# Employee Allowance

## သာရေး/နာရေး ထောက်ပံ့ငွေ

- ဝန်ထမ်းကိုယ်တိုင်မင်္ဂလာဆောင်အထောက်အထားတင်ပြပြီး (၁၀၀,၀၀၀) ကျပ်ငွေကို ထောက်ပံ့ငွေ အဖြစ် လျှောက်ယူနိုင်သည်။ နောက်တစ်ကြိမ် အိမ်ထောင်ပြုသူများ ဖြစ်ပါက လျှောက်ယူခွင့် မရှိပါ။
- ဝန်ထမ်း၏မိဘ၊ အိမ်ထောင်ဘက် (သို့မဟုတ်) သားသမီးဆုံးပါက (၁၀၀,၀၀၀)ကျပ် ငွေကို နာရေး ထောက်ပံ့ငွေအဖြစ်ကို လျှောက်ယူနိုင်သည်။ လုပ်ငန်းအတွင်း ညီအစ်ကိုအရင်း ဝန်ထမ်းများ ရှိပါက ၎င်းတို့ထဲမှတစ်ဦးသာ လျှောက်ထားရယူခွင့်ရှိသည်။

## မီးဖွားထောက်ပံ့ငွေ

- ဝန်ထမ်းကိုယ်တိုင် (သို့မဟုတ်) အိမ်ထောက်ဖက်မှ မီးဖွားခဲ့ပါက(၁၀၀,၀၀၀)ကျပ်ငွေကို မီးဖွားစရိတ် ထောက်ပံ့ငွေအဖြစ် လျှောက်ထားယူနိုင်သည်။
- ဇနီးမောင်နှံနှစ်ဦးစလုံး ကုမ္ပဏီဝန်ထမ်းဖြစ်ခဲ့ပါက ၎င်းတို့ထဲမှတစ်ဦးသာလျှောက်ထားယူခွင့် ရှိသည်။

# Traveling Allowance

- ကုမ္ပဏီတွင်တာဝန်ထမ်းဆောင်နေသောဝန်ထမ်းများ တာဝန်အရခရီးသွားလာခြင်းအတွက် စားစရိတ်နှင့် တည်းခိုစရိတ်ကို ရာထူးတာဝန်အပေါ်မူတည်၍ အောက်တွင်ဖော်ပြသကဲ့သို့ ခံစားခွင့်ရှိမည်။
- **မှတ်ချက်**
- Grade 1 to 2 ဝန်ထမ်း(1)ဦး တစ်ခန်းထဲတည်းခိုပါ က စရိတ်အား (15000/-) နှုန်း အဖြစ် ထုတ်ယူခွင့်ပြုသည်။
- နေချင်းပြန်ခရီးသွားလာခြင်းကို အလုပ်လုပ်ချိန်ကာလ(နာရီအလိုက်) သတ်မှတ်ပြီး စားစရိတ်ကို ခံစား ခွင့်ပြုမည်။

Sr.no.	Grade	Meal Allowance	Accommodation
1	Grade 9-10	15,000	45,000
2	Grade 7-8	15,000	35,000
3	Grade 5-6	12,000	25,000
4	Grade 3-4	10,000	15,000
5	Grade 1-2	8,000	13,000

ကုမ္ပဏီမှဝန်ထမ်းများ ချေးငွေရယူခြင်းနှင့်ပတ်သက်၍ အောက်ပါအတိုင်းသတ်မှတ်လိုက်ပါသည်။

စဉ်	အကြောင်းအရာ	ခံစားခွင့်သတ်မှတ်ချက်	ခွင့်ပြုပေးမည့် အကြောင်းအရာ
၁	လုပ်သက်အနည်းဆုံး (၁) နှစ်ပြည့်ပါက	အများဆုံး(၂)လစာ ခွင့်ပြုပေးမည်။	ဝန်ထမ်း၏ကိုယ်တိုင် (သို့) တိုက်ရိုက်ဆွေမျိုး
၂	လုပ်သက်(၃)နှစ်ကျော်ပါက	အများဆုံး(၃)လ ခွင့်ပြုပေးမည်။	(မိဘ၊ဇနီး/ခင်ပွန်း၊သားသမီး)တို့နှင့် ပတ်သက်သော ကျန်းမာရေး ကိစ္စ၊ ပညာရေးကိစ္စ၊ နေထိုင်ရေးကိစ္စ များကိုသာ ခွင့်ပြုပေးမည်
၃	လုပ်သက်(၅)နှစ်အထက် (၃-လစာကျော်လွန်ပါက)	ချေးငွေရယူလိုသည့် အကြောင်းအရာပေါ်မူတည်၍ MD မှခွင့်ပြုပေးမည်။	

မှတ်ချက်။

- ချေးငွေပြန်ဆပ်ရန် သတ်မှတ်ချက်မှာ အနည်းဆုံး မိမိလစာ၏ ၅၀% ကို ပြန်လည်ပေးဆပ်ရ မည် ဖြစ်သည်။
- ယခင်ရယူထားသောချေးငွေရှိပါက ခွင့်ပြုပေးမည် မဟုတ်ပါ။

# Employee Loan

# Service Year Award

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We recognize that an employee has served an appreciated period of time in the organization.

- You are eligible every 5 years of services US\$ 500 & Appreciation Certificate
- The award ceremony will be held annually and will provide during the annual event of the company.
- If the Company does not hold the Annual event for the year will arrange at the end of each year in December.



# Social Security

## Filing and Payment

- Employers must file and pay social security monthly before the 15th of the month following the salary payment with the relevant social security township office
- Employers must withhold employees' social security contributions from the salaries
- Total rate of contribution is 5% of wages (including all recurring allowances and benefits), 3% and 2% of which are contributed by the employer and the employee respectively (total monthly contribution is limited to a maximum amount of MMK 15,000)
- Social security contributions must be made in MMK

## Non-Compliance

- Employers in default may be punished with imprisonment, a fine, or both

# Salary Structure

- ဝန်ထမ်းများအားလုံး၏ တစ်လအခြေခံလစာရင်းကို အတန်း (၁၀)မျိုး ခွဲခြားထားသည်။
- အတန်းတစ်မျိုးစီ တိုင်းတွင် အဆင့်(၁၀)ဆင့်မှ (၁၆)အထိ ခွဲခြားထားသည်။
- ရာထူးအဆင့်များ၏ အခြေခံလစာ များကို သတ်မှတ်ထားသည်။

Position	Job Grade	Salary Level
Director	G-10	L-01 to L-08
Head	G-09	L-01 to L-08
General Manager	G-08	L-01 to L-10
Assistant General Manager	G-07	L-01 to L-10
Manager	G-06	L-01 to L-10
Assistant Manager	G-05	L-01 to L-10
Executive	G-04	L-01 to L-10
Supervisor/Senior	G-03	L-01 to L-10
Officer/Team Leader	G-02	L-01 to L-16
Staff/Worker/Operator	G-01	L-01 to L-16



# Salary Review & Increment



Annually review and increase based on Company performance, Department performance and Individual performance.



Review period based on financial year



# Personal Income Tax

## Taxable Income

Any income received by an employee from the employer is taxable:

- salary, wages, annuity, pension, gratuity; and
- any fees, commissions or perquisites received in lieu of or in addition to any salary and wages.

## Tax Rate

- Personal income tax is levied at progressive rates of 0–25%
- Income below MMK 4,800,000 is exempted from taxation

	TAXABLE AMOUNT	TAX RATE
1st	2,000,000	0
2nd	8,000,000	5
3rd	20,000,000	10
4th	20,000,000	15
5th	20,000,000	20
6th	99,999,999,999	25

# Payment of salary to the employee

- Payment to be made on a working day, 5<sup>th</sup> of the end of the month
- Salary will be directly deposited into your bank account
- We are using AYA Bank and KBZ Bank
- We provide by cash only for exceptional cause



# Resignation & Termination

- Employee need to submit resignation letter at lease one month notice in advance
- Employee need to submit Exit Clearance Form and need to return company prosperities
- Employee need to get resign acceptance from HOD and need to fill up Exit Clearance Form from related department for any outstanding and get acknowledgement signature, after that need to submit to HR Department with complete approved signature.
- Terminated employee also need to fill up Exit Clear Form and submit to HR.

# Termination of Service

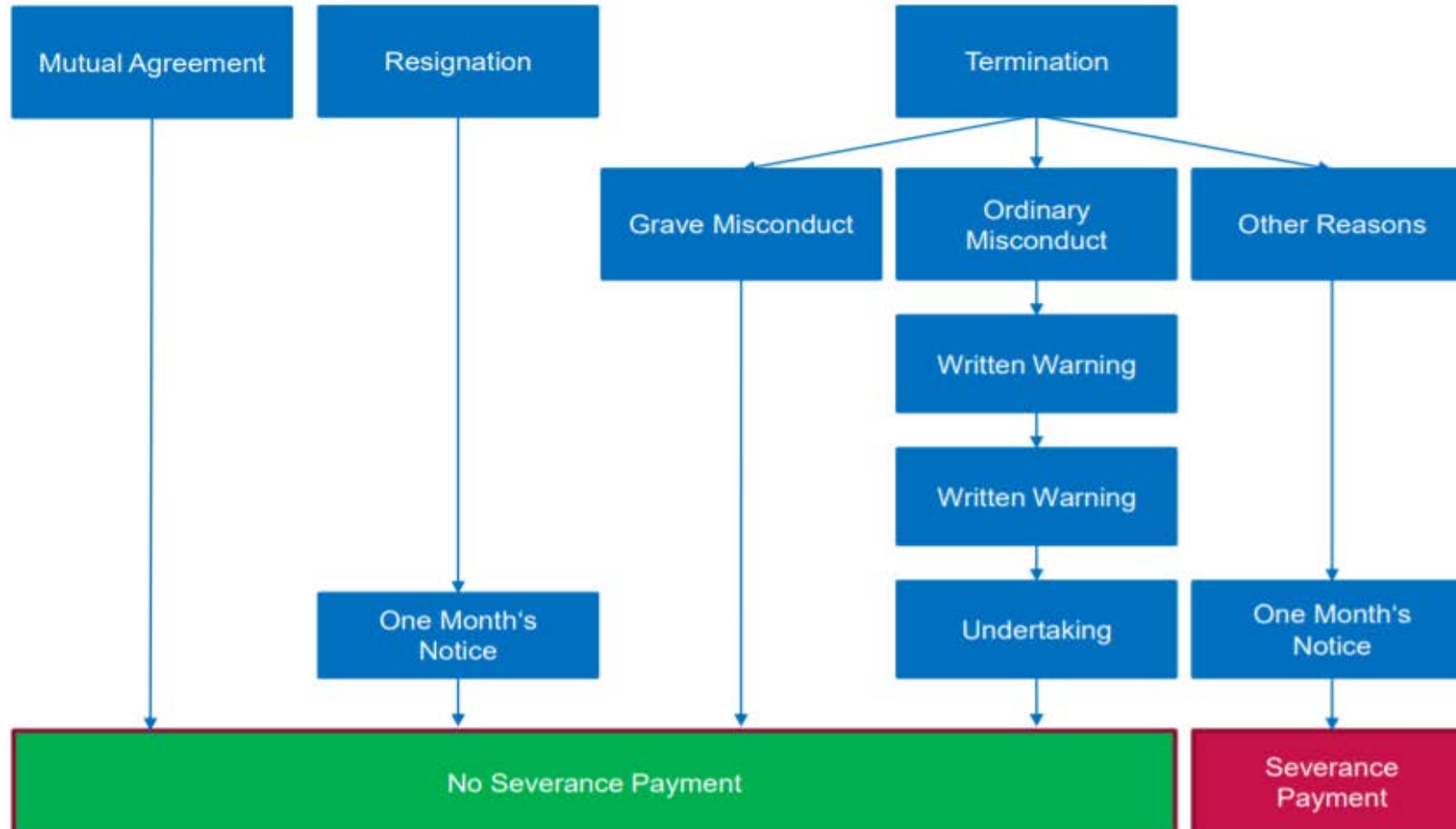
## Termination of service / Dismissal

- Three warnings constitute:
- Verbal warning for the first time;
- Written warning as the second time
- Third time, getting the Employee's signed admission not to violate anymore.

### Exception

- the Employer may terminate the employment with ONE month notice in advance by giving the specified compensation (notice allowance), in accordance with the existing laws, rules, and regulations.
- Gross misconduct

# Official Employment Contract and Employment Law.



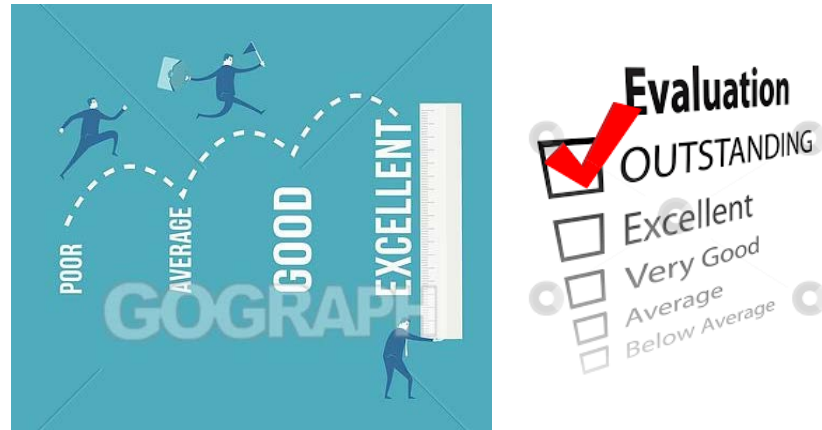
# Official Employment Contract and Employment Law

## Severance Pay

- Severance pay was formally introduced by Notification 84/2015
- During Probation, only outstanding payments at the time of termination are payable
- In case of a dismissal with reason or resignation of the employee, no severance payment is payable
- In case of a termination by notice, or for insufficient reason, severance is payable as follows:

Term of Employment	Notification
6 months – 1 year	½ monthly salary
1 – 2 years	1 monthly salary
2 – 3 years	1 ½ monthly salaries
3 – 4 years	3 monthly salaries
4 – 6 years	4 monthly salaries
6 – 8 years	5 monthly salaries
8 – 10 years	6 monthly salaries
10 – 20 years	8 monthly salaries
20 – 25 years	10 monthly salaries
More than 25 years	13 monthly salaries

# Performance Evaluation Conceptual Frame



စွမ်းဆောင်ရည်အကဲဖြတ်ခြင်း အယူအဆရေးရာ သတ်မှတ်ချက်

# What makes employees work comfortably and loyal organization ?

မည်သည့်အချက်များက ဝန်ထမ်းများအနေဖြင့် သက်တောင့်သက်သာရှိပြီး အဖွဲ့အစည်းကို သစ္စာစောင့်သိစေသနည်း။

“ **Fair Evaluation system and get Recognition** “

“မျှတသောအကဲဖြတ်မှုစနစ်နှင့်အသိအမှတ်ပြုခံရမှု”

**Fair** = get benefits, rewards, compensation and promotion based on knowledge, capability, acceptability from measurable satisfaction results.

## Expectation :

- do Good Performance (Growth, achieve target) , get Good rewards
- Good Relation ,Good support, Good collaboration , get good
- acceptability
- Good Performance, work hard – Smart , get Recognized by Management
- High Discipline, high Responsibility, get Good appreciation

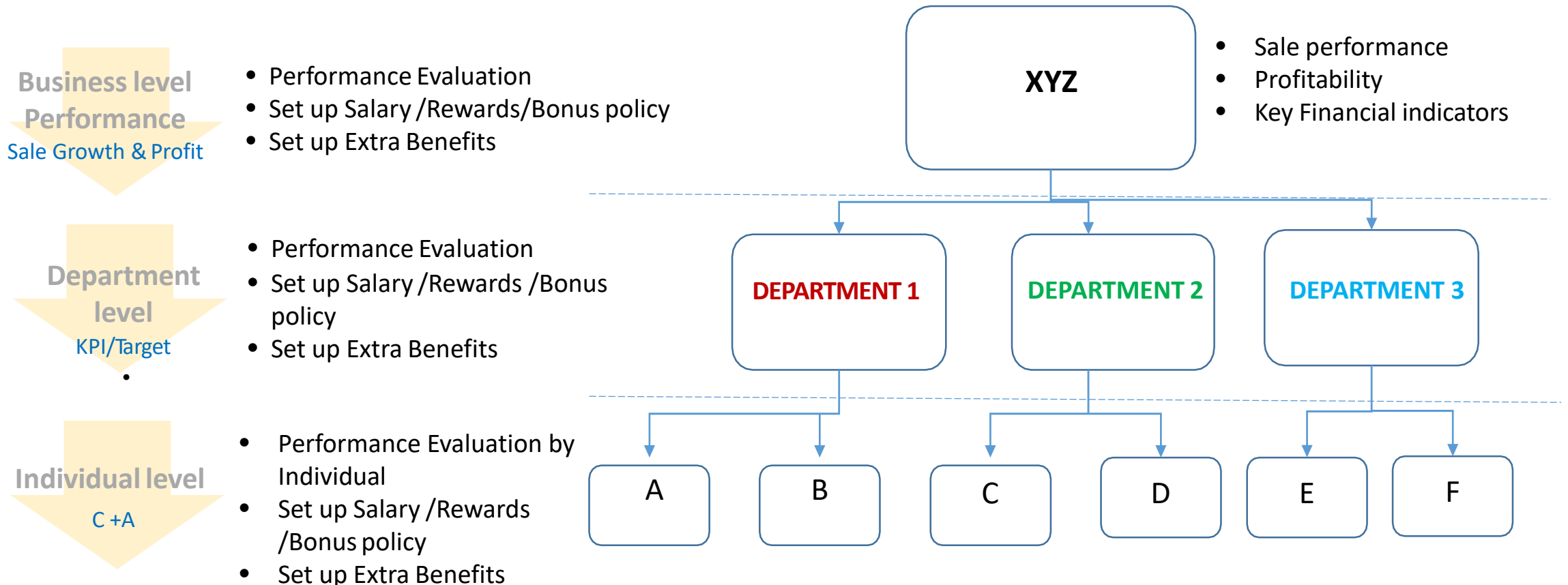


# Performance Evaluation Conceptual Frame

1. Business Unit level (Company)

2. Department level

3. Individual level



## Business Performance in Company level

Example

Performance Results (Grade)	Sales Growth (Target%)	Profitability Growth from LY	Budget Set up	Salary adjustment	Fixed Bonus	Extra Bonus
<b>A+</b> Better target	Gr.15% from Target Growth LY	Very Satisfied	Xxx	15%	1	3.5 to 4
<b>A</b> Achieved target	Equal to target Growth LY	Satisfied	Xxx	10%	1	2 to 3
<b>B+</b> Achieved 90% Tar	Lower than 10% Growth LY	Quite satisfied	Xxx	8%	1	1.5 to 2
<b>B</b> Achieved 80% Tar	Lower than 20% Growth LY	Unsatisfied	Xxx	6%	1	0 to 1

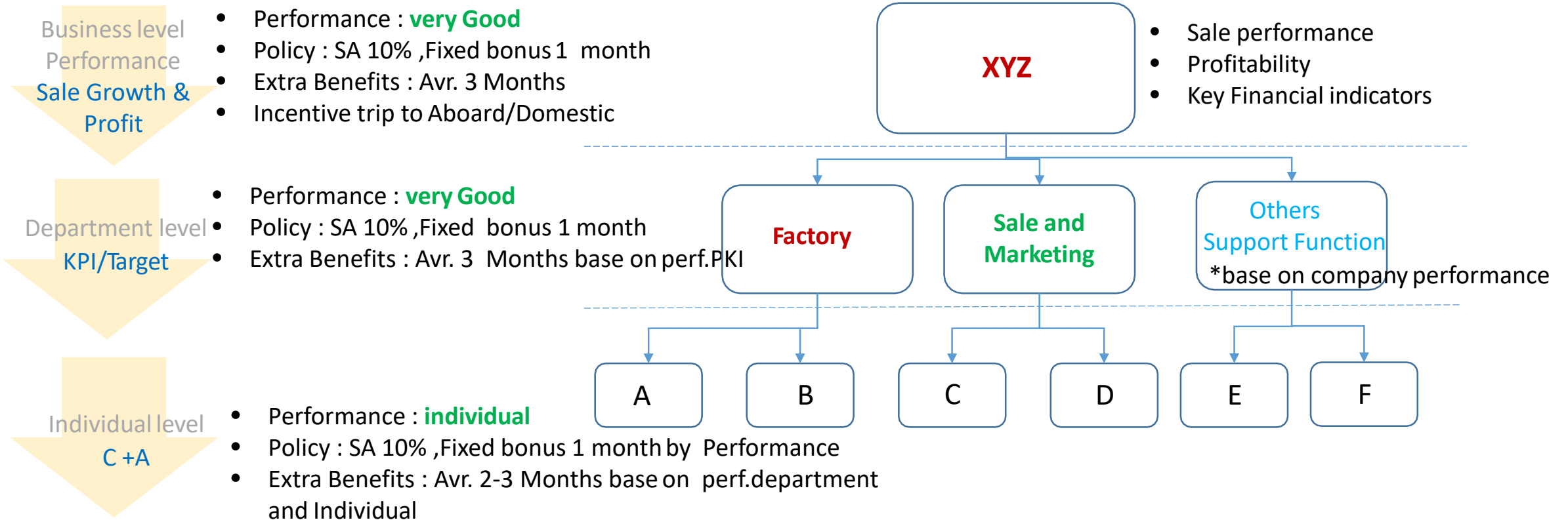
Remarks : market survey

- Inflation rate 7%
- Top 10 companies salary adjustment Avr.8%
- Fixed Bonus 1 months
- Extra Bonus average 2 months /year in Top 10 companies

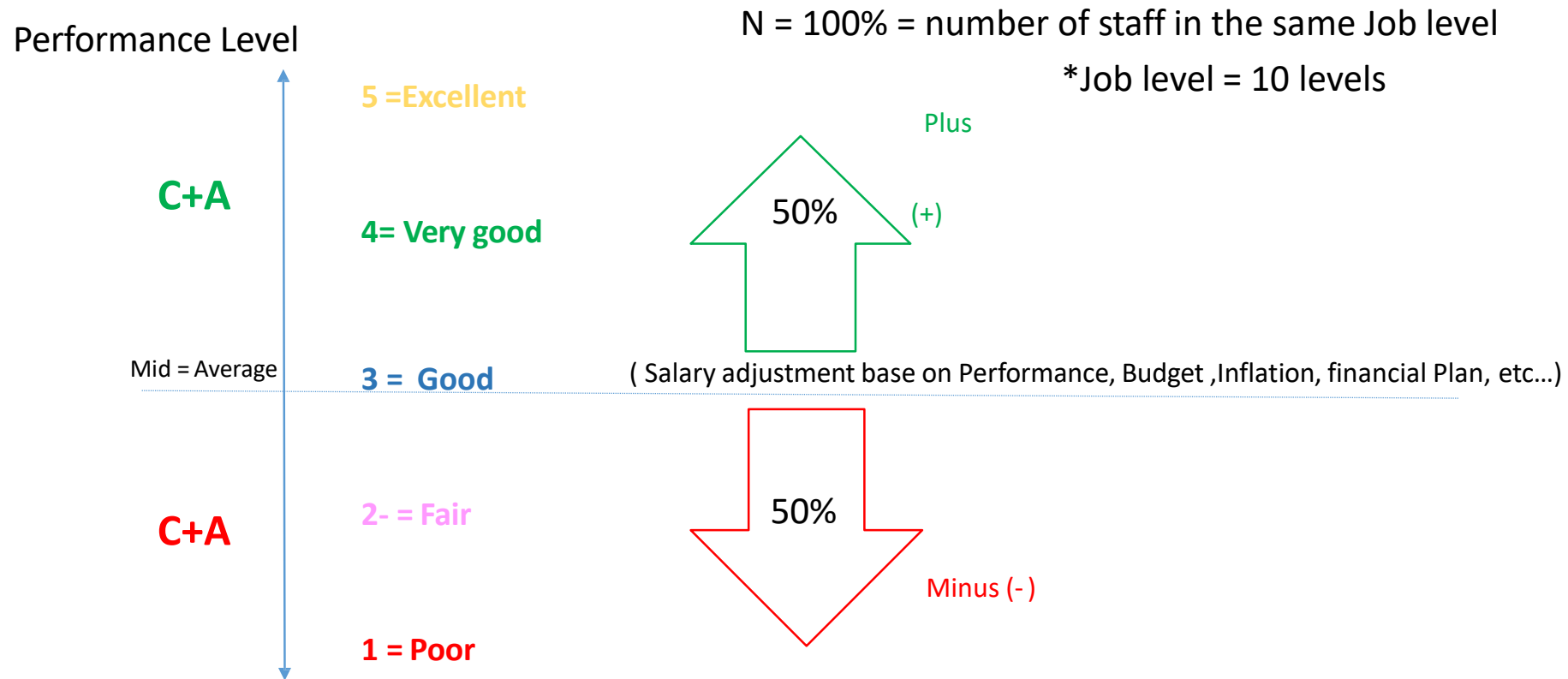
# XYZ Company

## Example

- Factory Run Full Capacity
- Sale volume 35,000,000 Drum Gr.% 30% ,Market share increase 5%
- Profit growth 20%+
- Cost Reduction 5% + , Expense 2%+



# Individual Level Evaluation ( Capability + Acceptability)



## Criteria :

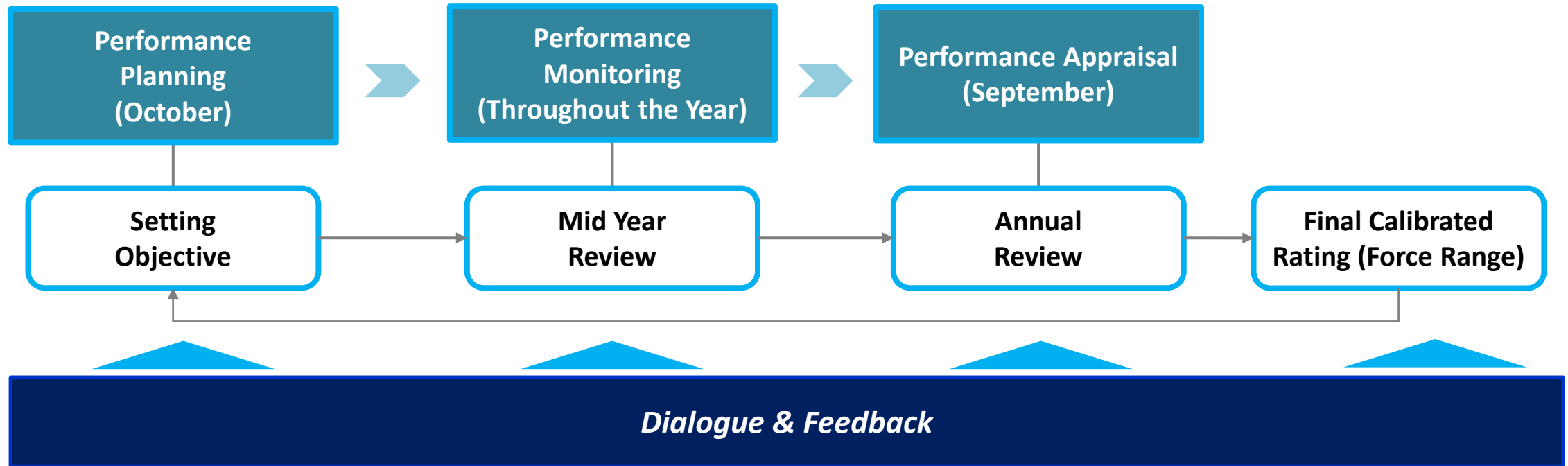
**C** : JDs , R&R , Execution, Plan, KPI ,Target

**A** : 360degree, Leadership, Mobilizing, Collaboration, Support , Relationship, teamwork )





# Performance Management Cycle



- 2-way conversation creates better alignment and commitment
- It is a key driver throughout the Performance Management cycle to ensure its success
- formal performance conversations should take place between the Immediate Manager and employee within the year



THANK  
YOU

Conclusion

Questions?  
Suggestion's welcome

