



RELEASE OF NEW DOCUMENTS

NOTIFICATION HEADER			
Related Edition No.	Vol 11	Related Edition Date	January 2016
Issued By	QA Department	To	All staff subsidiaries

NOTIFICATION DETAILS		
1	Document Name	EMPLOYEE NDA
	File Name	CBS_F_HR_10_Employee_NDA_3.0
	Latest Version	3.0
	Description	<p>Purpose of the Employee Nondisclosure Agreement is an agreement by the employee that he or she may not disclose TCG subsidiaries trade secrets without permission. Employee agrees to keep Company's Confidential Information, whether or not prepared or developed by Employee, in the strictest confidence.</p> <p>This document shall be managed by the HR department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder
2	Document Name	COMPLETION OF PROBATION NOTICE
	File Name	CBS-F-HR-24_Completion_of_Probation_Notice_1.0
	Latest Version	1.0
	Description	<p>The purpose of this notice (letter) is to inform employees under probation, of the completion of their probation period.</p> <p>This document shall be managed by the HR department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder
3	Document Name	EMPLOYEE NO CLAIM LETTER
	File Name	CBS-F-HR-20_Employee_No_Claim_Letter_2.0
	Latest Version	2.0
	Description	<p>This is for the employee exiting the company, to state that there shall not be any claim whatsoever against the company, CBS/CBH and to confirm all payments have been settled and paid in a proper manner.</p> <p>This document shall be managed by the HR department.</p>
	Location	Storage Centre\CBS Templates Prod\HR Folder

4	Document Name	ORIENTATION SCHEDULE FORM
	File Name	CBS-F-HR-15-Orientation_Schedule_Form_1.0
	Latest Version	1.0
	Description	A job orientation is conducted, whenever a full time employee or an intern joins TCG subsidiaries. This provides him/her with more information about the company, including the mission and vision for the future, code of conduct as well as support and resources necessary to begin their career journey. This document shall be managed by the HR department.
	Location	Storage Centre\CBS Templates Prod\HR Folder
5	Document Name	EMPLOYEE APPRAISAL FORM
	File Name	CBS_F_HR_08_Employee_Appraisal_Form_3.0
	Latest Version	3.0
	Description	Performance appraisal is the process of reviewing the work performance of an employee. This motivates the employee to focus on set objectives, goals, to identify and rectify gaps and to encourage better future performance. This form is used to appraise employees for their performance, every half yearly. HR will send out this form and all employees have to follow the instructions as given in the form. This document shall be managed by the HR department.
	Location	Storage Centre\CBS Templates Prod\HR Folder
6	Document Name	EMPLOYMENT TERMINATION NOTICE
	File Name	CBS-F-HR-23_Employment_Termination_Notice_2.0
	Latest Version	2.0
	Description	This is a notice issued to an employee in the unfortunate event of the employee's termination by HR Department. This document shall be managed by the HR department.
	Location	Storage Centre\CBS Templates Prod\HR Folder
7	Document Name	INTERNAL MEMO
	File Name	CBS-F-HR-22_Internal_Memo_2.0
	Latest Version	2.0
	Description	This letter is used primarily as a formal means of communication issued by the corporate or a department (HR) to staff members to announce particular message. This document shall be managed by the HR department.
	Location	Storage Centre\CBS Templates Prod\HR Folder



NOTIFICATION GUIDELINE

1. This is the latest version and all staff is instructed hence forth to use these templates. Please discard any previous versions of the template or form and if you see any colleague of yours using it, inform them.
2. All Templates and Forms will be available for use from the following path:
\\Server\Storage Centre\CBS Templates Prod
3. If you have any clarifications or comments, please email at:
swapna.gopinathan@cbs-uae.ae