

Benefits of following this mythology are:

- To avoid micro management of employees in terms of productivity of their task and assignments;
- To be used as a tool for staff appraisal performance activity;
- To enable a disclosed and a transparent picture of TCG's operation for third parties (Example: External Auditors, ISO Consultants).

How to follow the mythology:

1. Predefined meeting are set for the whole calendar year automatically as per the approved Terms of References (TOR's). For the ad-hoc meetings, you need to send calendar invite manually,
2. Follow habit of agenda circulation of the target meeting at least 2 working days via email,
3. The meeting coordinator as per TOR is in charge of all steps involved in before, during and after the meeting,
4. Follow habit of MOM circulation within 72hrs after the meeting is over by having MOM draft signed by all attendees
5. Don't forget archiving the hard copy and soft copy of the signed MOM in designated folder over the server
6. In case of the recurrence meeting has been cancelled for a particular date for whatever reason, please note down the reason and the meeting cancelled date as an Action item line in the next MOM draft.

Definitions:

TOR: it defines the purpose and structures of a committee, meeting and list of all people who are required at the meeting. TOR will be accessible in the upcoming new employee handbook and in the storage center (link: <\\192.168.2.52\Storage Centre\CBS Templates Prod\EMPLOYEE HANDBOOK>)

Calendar Meeting YYYY: it refers to the calendar in your outlook in which meeting and appointment are recorded for that designated year. It is done in advance before start of the following year and for ad-hoc meetings, it is done manually by the meeting coordinator

MOM Template: This is the template designed to capture all the details of the meeting, including date & time of the meeting, attendees, agenda and actions to be followed. The template is available in the Storage Center (link: <\\192.168.2.52\Storage Centre\CBS TEMPLATES PROD\CORPORATE DEPARTMENT\Forms>)

QA Department along with help of Internal Auditors will conduct random inspection on Archive MOM at your designated folder. All meeting coordinators shall be questioned at any time in case there were observations of non-compliance with the mythology. We expect you to adhere to the said policy which started from Jan 2017

For further clarification and details of the TOR, please contact HR Department.