



## New Staff Awareness Briefing

QEP-0720-01-06R0

<b>Name of Staff:</b>		<b>Date Joined</b>	
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<b>SN</b>	<b>Areas to be oriented and awareness</b>	<b>Tick when done</b>	<b>Done by (Sign)</b>	<b>Remarks</b>
1	Company Rules and Regulations			
2	Organization Structure			
3	Roles and Responsibilities			
4	Quality & Environmental Policies and relevant objectives			
5	Contribution to the effectiveness of the quality management system including the benefits of improved performance			
6	Implication of not conforming to the quality & environmental management system requirements and not fulfilling the organization's environmental compliance obligation			
7	Significant environmental aspect and related actual or potential environmental impacts associated with staff's work			
8	The implication of not conforming with the environmental management system requirements, including not fulfilling the organization compliance obligation			
9	The Company provide proper Grievance Procedure to handle complaints to the most reasonable solution by adopting a "give and take" position for both parties			

Remarks:

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Acknowledged by the staff  
(Name, Sign & Date)

Briefed by  
(Name, Sign & Date)