

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0700</b>
<b>Training &amp; Education</b>	

## Revision Record

<b>Revision No.</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Prepared (W. Leung)</b>	<b>Reviewed (Peter Lee)</b>	<b>Approved (Peter Lam)</b>
--	1-6-99	New Issue	W. Leung	Peter Lee	Peter Lam
A	21-7-99	<ul style="list-style-type: none"><li>- Training course application form revised to LAM/HRM/0700/F2Aa</li><li>- Add Orientation Procedure (HRM0710)</li></ul>	W. Leung	Peter Lee	Peter Lam
B	30-7-01	<ul style="list-style-type: none"><li>- HRM0700, Clause 3.3.2 has been revised</li><li>- HRM0700, Clause 6.1.5 has been revised</li><li>- HRM0700, Clause 7.3 has been revised</li><li>- HRM0700, Clause 7.4 has been revised</li><li>- HRM0710, Clause 3.2 has been revised</li><li>- Application Form For Education Scheme revised to LAM/HRM/0700/F1a</li><li>- Application Form for Assigned Training Courses (LAM/HRM/0700/F2b) Deleted</li><li>- Application Form for Training Course revised to LAM/HRM/0700/F2a</li><li>- Change Declaration Form to LAM/HRM/0700/F3a</li><li>- 迎新會回應表 Revised to LAM/HRM/0700/F7a</li></ul>			

<b>Issue No. : 1</b>	<b>Revision: B</b>	<b>Effective Date : 30-7-01</b>	<b>Page 1 of 10</b>
----------------------	--------------------	---------------------------------	---------------------

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0700</b>
<b>Training &amp; Education</b>	

## 1.0 Objective and Scope

- 1.1 It is the Company's policy to encourage its employees to upgrade their knowledge and skills to better job performance and for self development. Employees who are interested in pursuing any external job-related training courses may apply for Company sponsorship.
- 1.2 These are two categories of sponsorship, one is "training", the other is "education subsidy"

## 2.0 Responsibility

- 2.1 Applicants must submit required documents for application of education & training.
- 2.2 Applicants must submit examination certificate and/or attendance whichever applied to the course, for fee reimbursement. In case of "education subsidy" original of the tuition receipt should also attached.
- 2.3 Supervisor is responsible to review and recommend if the course applied is suitable for his/her subordinate, and whether the course is job-related.
- 2.4 The HR & Admin. Department is responsible to review and comment on the institution, selected course, and to process the enrollment of the training course.

## 3.0 What is the different between the education & training

- 3.1 "Training" usually refers to some uncontrolled / unexpected changes resulting from performance gaps identified in a specific area, e.g.
  - 3.1.1 change of technology such as Accounting software system
  - 3.1.2 change of the statutory requirements such as legislation.
  - 3.1.3 change of the employee's position or scope of responsibilities
- 3.2 "Education" usually refer to a course or a series of courses which lead to a formal award of a qualification.
- 3.3 How to measure the "training" with "education"
  - 3.3.1 Does the employee acquire long term benefit after taking the course, or

<b>Issue No. : 1</b>	<b>Revision: B</b>	<b>Effective Date : 30-7-01</b>	<b>Page 2 of 10</b>
----------------------	--------------------	---------------------------------	---------------------

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0700</b>
<b>Training &amp; Education</b>	

even after leaving the Company?

3.3.2 Is there any award bearing upon completion of the course ? Is the certificate/diploma/degree he/she obtained marketable ?

## 4.0 Eligibility

4.1 All full time monthly paid employees who have been confirmed as permanent staff with the Company are eligible to apply.

## 5.0 Criteria for Approval

Granting of approval is solely and entirely at the discretion of the Management for the Company. However, the Management shall take into consideration the following factors :

- 5.1 relevancy of the course in relation to the applicant's present job
- 5.2 applicant's job performance
- 5.3 applicant's commitment and ability to complete the course
- 5.4 applicant's present position in the Company
- 5.5 applicant's length of service with the Company
- 5.6 the extent of interruption of work if the course is held during office hours
- 5.7 the amount of the course fee involved
- 5.8 the reputation of the Institution – whether a recognised institution or otherwise

## 6.0 Administrative Procedure for “Education Sponsorship”

### 6.1 How to apply

6.1.1 Applicants should complete the ‘Application Form for Education Subsidy Scheme’ which is available from the HR & Admin. Department.

6.1.2 The completed application form together with a copy of the course outline/descriptions shall be endorsed by the respective supervisor. HR & Admin. Department shall review the application and submit the form to the GS-EVP for approval.

6.1.3 The original of the application form will be retained by HR & Admin. Department, and a photocopy of the same will be returned to the applicant upon approval.

<b>Issue No. : 1</b>	<b>Revision: B</b>	<b>Effective Date : 30-7-01</b>	<b>Page 3 of 10</b>
----------------------	--------------------	---------------------------------	---------------------

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0700</b>
<b>Training &amp; Education</b>	

6.1.4 The applicant will require to sign a “Binding Service Declaration” by which he or she agrees to work for the Company for a prescribed period of time following the completion of the course. Applicants shall be required to reimburse the full course fee to the Company if they failed to serve the Company for the duration in the undertaking.

6.1.5 The applicant will firstly pay the course fee. Upon successful completion of the course, he/she will be eligible to apply for course fee reimbursement. (Note: Education sponsorship is paid on a “after-the-course” reimbursement basis. For reimbursement procedure, please refer procedure 6.5)

## 6.2 When to apply

6.2.1 To ensure that all applications can be processed in time, applicants are strongly advised to seek proper approval well in advance before the commencement date of the course. It should be noted that late applications beyond the course commencement date will not be accepted.

## 6.3 Maximum Subsidy Amount

### 6.3.1 Permanent staff with over 2 years’ service

6.3.1.1 Maximum cumulative annual allowance : 50% basic monthly salary at the end of the previous year.

6.3.1.2 Maximum allowance for individual training courses/seminars : HK\$5000 (balance to be borne by the applicant)

6.3.1.3 Maximum number of training course/seminar allowable per year :  
6

### 6.3.2 Permanent staff other than clause 6.3.1 above

6.3.2.1 Maximum cumulative annual allowance : HK\$2,000.00

6.3.2.2 Maximum allowance for individual training courses/seminars : HK\$2,000.00 (balance to be borne by the applicant)

6.3.2.3 Maximum number of training course/seminar allowable per year :  
6

<b>Issue No. : 1</b>	<b>Revision: B</b>	<b>Effective Date : 30-7-01</b>	<b>Page 4 of 10</b>
----------------------	--------------------	---------------------------------	---------------------

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0700</b>
<b>Training &amp; Education</b>	

- 6.4 Course Fee
- 6.4.1 The education subsidy only involves tuition fee. Others, like registration fee, examination fee, membership fee, books, transportation & meal, etc. are to be borne by the employee him/herself.
- 6.5 Reimbursement Procedure
- 6.5.1 Upon the completion of the course/seminar, the applicant is liable to provide evidence of proof for HR & Admin. Department to process.
- 6.5.2 Evidence of proof include (a) photocopy of the transcript bearing a passing point; or certificate of attendance showing a minimum of 70% attendance if transcript is not available; (b) the original receipt of the course fee.
- 6.5.3 The HR & Admin. Department will handle the refund procedure on behalf of the applicant. No refund will be made without fulfilling clause (6.5.1) & (6.5.2)
- 7.0 Administrative Procedure for Training – External training
- 7.1 If employees or his/her supervisor find courses suitable for their own or his/her subordinates' training purpose, they should complete the “Application Form For Training” which is available from the HR & Admin. Department.
- 7.2 The completed application form together with the course outline/descriptions should be submitted to his/her supervisor for recommendation. HR & Admin. Department shall review the application and submit the form for GS-EVP's approval.
- 7.3 Please note that the participant is obliged to return to the HR & Admin Department a copy of the attendance Certificate within 30 days from the last date of the training or the seminar. A penalty of HK\$500.00 as administration fee will be imposed to the participant who fails to return the attendance certificate within the stipulated period.
- 7.4 A penalty of HK\$500.00 as administration fee will also be imposed to the employee who was absent to attend the training without obtaining prior approval from supervisor.

<b>Issue No. : 1</b>	<b>Revision: B</b>	<b>Effective Date : 30-7-01</b>	<b>Page 5 of 10</b>
----------------------	--------------------	---------------------------------	---------------------

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0700</b>
<b>Training &amp; Education</b>	

## 8.0 Administrative Procedure for Training - Internal Training

- 8.1 There may be some “Internal Training” organizing by the company, the Organizer is required to complete a “Internal Training Proposal Form” detailing the objective of this training, target participants, date of the proposed training, tutor’s name, cost budget, etc. for President’s approval. Upon the approval from President, the organizer should liaise with the participant’s and his/her supervisor to endorse such event.
- 8.2 Copy of the approved “Internal Training Proposal Form” should be kept by HR & Admin. Department prior to the training takes place. Objectives are to match the whole company’s event and to provide assistance.
- 8.3 After the training/workshop, the organizer should complete the “Internal Training Record” stating the course details, applicant’s information and actual training cost per person to HR & Admin. Department for record update.

## 9.0 Records

- 9.1 All the training records will be input into the computer by HR & Admin. Department.

## 10.0 Standard Form

- LAM/HRM/0700/F1a - Application Form for Education Subsidy Scheme  
LAM/HRM/0700/F2a - Application Form for Training  
LAM/HRM/0700/F3a - Declaration Form  
LAM/HRM/0700/F4 - Internal Training Proposal Form  
LAM/HRM/0700/F5 - Internal Training Record  
LAM/HRM/0700/F6 - Course Evaluation Form

## 11.0 Appendix

Nil

<b>Issue No. : 1</b>	<b>Revision: B</b>	<b>Effective Date : 30-7-01</b>	<b>Page 6 of 10</b>
----------------------	--------------------	---------------------------------	---------------------

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0710</b>
<b>Staff Orientation</b>	

## 1.0 Objective

- 1.1 To introduce company history, vision and mission, organization structure and Code of Practice of various admin. procedure.
- 1.2 To introduce the 'Right' and 'Obligation' of being a staff member in Lam Group.
- 1.3 To introduce the concept of total quality management to new staff members.

## 2.0 Responsibility

- 2.1 HR & Admin. Department is responsible to organize one full day staff orientation quarterly during the year (i.e. approximately 4 times per year) in one and a half consecutive days.
- 2.2 HR & Admin Department is responsible to liaise with other business/support units on current information in order to update the presentation materials.
- 2.3 HR & Admin. Department is responsible to inform participants and their supervisors for attending staff orientation.
- 2.4 The Heads of business/support units are responsible for providing up-to-date information upon request.
- 2.5 The Heads of business/support units are responsible for re-allocating the tasks of their staff, in order to release the participating staff to attend the orientation without affecting their daily duties.
- 2.6 One of the Management Board members are responsible for introducing the 'Vision' and 'Mission' of the Company.

## 3.0 Procedure

- 3.1 Staff Orientation Schedule will be prepared by HR & Admin. Department at the beginning of the year.
- 3.2 HR & Admin. Department will inform the Management Board member the said event, and reserve the conference room and all necessary presentation materials.
- 3.3 Following are the contents and time table for staff orientation :

### One Day Orientation

<b>Issue No. : 1</b>	<b>Revision: B</b>	<b>Effective Date : 30-7-01</b>	<b>Page 7 of 10</b>
----------------------	--------------------	---------------------------------	---------------------

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0710</b>
<b>Staff Orientation</b>	

Time	Content	Who
09:15 – 09:20	Program run down	
09:20 – 09:35	Vision & Mission	
09:35 – 10:00	Puzzles game	
10:00 – 10:30	Chapter One * The meaning of Quality * Five Pillars	Tape Venue
10:30 – 11:30	Chapter Two * The cost of the Quality * 冰山 * 方格	Tape 方格 Exercise
11:30 – 11:45	Break	
11:45 – 12:45	Chapter Three * The meaning of “Customer” * Internal & External Customer * Application of “PRIDE”	Tape Exercise
12:45 – 14:00	Lunch Break	
14:00 – 15:00	Chapter Four * Continuous Improvement * Fix – Prevent – Improve * 1-10-100	Tape Exercise
15:00 – 15:15	Break	
15:15 – 17:15	* The History of Lam Group * The Introduction of Employees’ Handbook * Introduction of the Business Units and the functions of Group Services * Q & A * Quiz	

## 3.2 Administration :

3.2.1 Target number of staff per session is 10 - 15.

<b>Issue No. : 1</b>	<b>Revision: B</b>	<b>Effective Date : 30-7-01</b>	<b>Page 8 of 10</b>
----------------------	--------------------	---------------------------------	---------------------



# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0710</b>
<b>Staff Orientation</b>	

3.2.2 Venue to held is the conference room in Head Office.

3.2.3 Normally, it will be held on Saturday.

3.2.4 All staff (except Chainman, Watchman and Direct Labor) who has joined the company within three months will be nominated to attend.

3.2.5 Nominated staff will be informed about the event via email/dept secretaries, with a copy to supervisors for confirmation 2 weeks before the commencement of the staff orientation. They are required to reply HR & Admin. Dept before the deadline for admin. preparation.

3.2.6 A Group Lunch will be provided by the company. It will provide an opportunity for participants, HR & Admin and EVP to meet each other since they are from different Business/Support Units.

3.2.7 All useful forms of HR & Admin. Dept and important circulars or recent changes on company policies will be introduced.

## 4.0 Process Flow Chart

Nil

## 5.0 Report

5.1 Breakdown of total expenses prepared by HR&Admin.

5.2 Evaluation Report of TQA session, summarized of collected forms from participants

5.3 Evaluation Report of HR briefing session, summarized of collected forms from participants

5.4 The attendance of participants will be recorded in the training record in the HR System.

## 6.0 Standard Form

LAM/HRM/0700/F7a - 迎新會回應表

<b>Issue No. : 1</b>	<b>Revision: B</b>	<b>Effective Date : 30-7-01</b>	<b>Page 9 of 10</b>
----------------------	--------------------	---------------------------------	---------------------

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0710</b>
<b>Staff Orientation</b>	

7.0 Appendix

Nil