

HR DEPARTMENT	REVISION 00	DATE EFFECTIVE 23 October	PROCEDURE No. HR-008
COMPANY ASSETS CONTROL		WRITTEN BY	APPROVED BY

<p>I- OBJECTIVE : To control the assets which are temporarily provided by ABC to the staff as supportive resources to assist them perform their tasks and assignment</p> <p>II- DEFINITION: Company assets : portable assets to be provided to each individual such as laptop, plugs, mobile phone, SIME card....</p> <p>III- POLICY :</p> <ul style="list-style-type: none"> - The company assets will be provided to the staff with the approval of the Department Heads for company purpose only. Those assets must be returned in good condition before the staff leaves the company. - Based on the approval of Department Heads, the IS Supervisor is responsible for delivering the assets to the staff and record all relevant information. <p>IV – PROCEDURE :</p> <ul style="list-style-type: none"> - Staff gets the approval from Department Head on the personal asset requisition form and send it to IS. - Staff has to sign in the delivery asset form when receiving assets from IS and has responsibility to return to IS 02 weeks before leaving. . - IS will manage and provide those assets in good condition to staff within one week after receiving the requisition. - IS is responsible for filing all property forms and send a copy to HR. - HR is responsible for informing to IS of the staff's leaving . - IS has to confirm the status of the returned assets to HR one week before the staff's leaving. In case of losses or damages, IS has to calculate the compensation and gets 	<p>I- MŨIC NÍCH : Ñeã kieãm soaùt cauc taøi saùn maø ABC taïm caáp cho nhaân vieân nhö laø nguoaøn löïc hoã trôï ñeã giuùp hoï thöïc hieän coâng vieäc vaø nhieäm vuï cuûa mình.</p> <p>II- ÑÒNH NGHIAO : Taøi saùn coâng ty : nhöõng taøi saùn coù theå xaùch tay ñöôïc cung caáp cho töøng caù nhaân nhö maùy tính caù nhaân, daây caém, ñieän thoãï di ñoãng, theù ñieän thoãï.</p> <p>III- CHÍNH SAÙCH :</p> <ul style="list-style-type: none"> - Taøi saùn coâng ty seõ ñöôïc cung caáp cho nhaân vieân vöüi söï chaáp thuaän cuûa tröôûng boä phaàn ñeã phuïc vuï cho hoaït ñoãng cuûa coâng ty. Nhöõng taøi saùn naøy seõ phaûi hoøan traû laïï trong tình traïng hoaït ñoãng toát khi nhaân vieân thoãï vieäc. - Döïa vaøo chaáp thuaän cuûa caùc Tröôûng phoøng, Boä phaàn Thoãng Tin (IS) coù traùch nhieäm giao vaø ghi laïï taát caù caùc taøi saùn coù lieân quan ñeán thoãng tin khi giao cho nhaân vieân <p>IV THUÛ TUÏC</p> <ul style="list-style-type: none"> - Khi nhaân ñöôïc söï chaáp thuaän cuûa Tröôûng phoøng, nhaân vieân phaûi göûi phieáu yeâu caàu cung caáp taøi saùn caù nhaân cho IS - Nhaân vieân phaûi kyù nhaän vaøo baùng giao nhaän taøi saùn khi nhaän caùc taøi saùn töø IS vaø coù traùch nhieäm hoøan laïï cho IS 02 (hai) tuaàn tröôùc khi nghæ vieäc. - IS seõ thu xeáp ñeãø cung caáp nhöõng taøi saùn theo yeâu caàu trong tình traïng hoaït ñoãng toát cho nhaân vieân trong voøng 01 (moät) tuaàn sau khi nhaän ñöôïc phieáu yeâu caàu. - IS coù traùch nhieäm löu nhöõng baùng giao nhaän taøi saùn vaø sao moät baùn cho nhaân söï .
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<p>approval of General Director and inform to HR for final settlement issue.</p> <ul style="list-style-type: none"> - The final settlement will be issued based on the confirmation of IS. In case of deduction, HR has to clarify the case and explain to the staff. <p>V - DOCUMENTATION</p> <ul style="list-style-type: none"> - Personal asset request - Delivery asset form 	<ul style="list-style-type: none"> - Boả phần Nhân sỡ còu traùch nhiệã thông bàù cho IS càu thông tin khi nhân việã saép nghæ việã. - IS pháùỉ xàùc nhấn tình trấng càu tặi sắn nắu trầu lắỉ cho BP Nhân sỡ mắtt tuần trồềuc khi nhân việã nghæ việã. Trồềong hờp mátt hoặcc hờ hờng, IS còu traùch nhiệã tính toần giáù trò tặi sắn, trình Toắng Giầm Nốac đuyềtt, sau nờu thông bàù cho BP Nhân sỡ nếả pháùt haồnh bàùng thanh toần cuốỉ cườg cho nhân việã. - Bầùng thanh toần cuốỉ cườg sẽ pháùt haồnh đờiả vầo xàùc nhấn củầ IS . Trong trồềong hờp còu khaúu trồề , BP Nhân sỡ còu traùch nhiệã lầm rỏ vầo giáùỉ thớch cho nhân việã <p>V - CHỒỪNG TỒỒ</p> <ul style="list-style-type: none"> - Mầù yeầu cầu cung cááp tặi sắn - Mầù giao nhấn tặi sắn
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