

HR DEPARTMENT	REVISION 00	DATE EFFECTIVE 09 Dec	PROCEDURE No. HR-017
ANNUAL CHECK-UP		WRITTEN BY	APPROVED BY

<p>I. OBJECTIVE :</p> <ul style="list-style-type: none"> • To take care employee's health when working at ABC align with global policy. • To guide all ABC staff how to implement when executing annual check up. <p>2. POLICY</p> <ol style="list-style-type: none"> 1. The policy is applied to all staff who has contract from 01 year & over with ABC directly or through the Labour Service which has agreement on check up annually . 2. Admin & HR are responsible to execute this policy 3. Check-up will be executed by annually. 4. It depends on working environment, Adm & HR will discuss with Departments Head & consult with the professional doctor to decide which appropriately parts will be checked to staff. <p>3. PROCEDURES</p> <p>A. ANNUAL CHECK – UP</p> <ol style="list-style-type: none"> 1. Staff has to arrange their works to check-up when informing 2. Annual check up will be organized at factory 3. If failed, staff can go directly to defined Health Center to check but no later than one week at the date to check at factory. 4. When checking, staff go the reception desk to receive their health record & check-up list 5. Based on check-up list, staff orderly go to each of desk to be checked , please keep orderly, no jostle or make noisy at check-up desk/area. If too crowded, staff is flexible to another desk to ensure all parts at check list will be completed. 	<p>1. MUÏC NÍCH</p> <ul style="list-style-type: none"> • Quan taâm ñeán söùc khoeû cuâa nhaân vieân laøm vieäc vòùi ABC theo chinh saùch chung cuâa ABC toaøn caâu. • Höôùng daân nhaân vieân vieäc thöïc hieän khaùm söùc khoeû ñònh kyø . <p>2. CHÍNH SAÙCH :</p> <ol style="list-style-type: none"> 1. Qui trình naøy aùp dùïng cho taát caû caùc nhaân vieân còù hôïp ñoàng 01 naêm trôû leân tröïc tieáp vòùi ABC hoaëc qua doch vuï lao ñoäng maø ñaô còù thoâu thuaän vòùi ABC veà vieäc khaùm ñònh kyø . 2. Boä phaän Haønh Chính & Nhaân söï (HC&NS) chòu traùch nhieäm thöïc hieän chinh saùch naøy. 3. Vieäc khaùm söùc khoeû seð ñööïc thöïc hieän haøng naêm. 4. Döïa vaøo ñieàu kieän laøm vieäc, BP HC & NS seð tham khaûo vòùi Tröôùng caùc Khoái & tö vaán vòùi Baùc sæ chuyeân moân ñeå quyeát ñònh neân khaùm caùc muïc naøo phuø hôïp cho töøng ñoái tööïng nhaân vieân. <p>3. QUI TRÌNH:</p> <p>A - KHAÙM SÖÙC KHOÛE ÑÒNH KYØ</p> <ol style="list-style-type: none"> 1.NV phaûi saép xeáp coâng vieäc cuâa minh ñeå ñi khaùm söùc khoeû ngay khi còù thoâng baùo. 2.Vieäc khaùm söùc khoûe seð ñööïc toâ chöùc taïi nhaø maùy 3.Neáu nhaân vieân khoâng khaùm ñööïc taïi nhaø maùy còù theå ñeán taïi trung taâm ñaô chæ ñònh ñeå khaùm nhöng khoâng quaù 01 tuaàn sau khi khaùm taïi nhaø maùy. 4.Khi khaùm SK taïi nhaø maùy, nhaân vieân seð ñeán baøn höôùng daân nhaân phieáu khaùm söùc khoûe & baûng lieät keâ caùc muïc caàn phaûi khaùm. 5.Döïa vaøo baûng lieät keâ nhaân vieân seð laàn lõïït ñeán caùc baøn khaùm , giöõ traät töï , khoâng chen laán hoaëc laøm oàn aøo taïi baøn khaùm. Neáu quaù ñoâng, nhaân vieân seð linh ñoäng ñeán caùc baøn khaùm khaùc ñaûm baûo caùc muïc ñööïc lieät keâ ñeàu ñööïc khaùm ñaày ñuû.
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<p>6. When finished, staff has to return to reception desk to sign-in the list not to confirm that staff has done the check-up but also for payment</p> <p>7. For staff who come to Health Center to check , please</p> <ul style="list-style-type: none"> • Contact HR to get the recommendation letter • Contact the right person and they will guide where will check • When finished, please back to the contact person then sign-in on the list. <p>8. Based on result, The Service will summary , classify staff's health and send all records to HR. If staff need to make reference , please contact HR . The result will be a fact based to execute the policy of health recovery stipulated by Social Insurance at the calendar year-end.</p> <p>4. DOCUMENTATION</p> <ul style="list-style-type: none"> • Health record • Check-up list 	<p>6.Khi ñaõ hoaøn taát , nhaân vieân quay laïi baøn hööùng daân ñeå kyù teân vaøo danh saùch, vieäc kyù teân naøy nhaèm xaùc ñònh nhaân vieân ñaõ hoaøn taát vieäc khaùm SK & duøng ñeå thanh toaùn.</p> <p>7.Noái vôùi nhaân vieân khaùm taïi Trung Taâm</p> <ul style="list-style-type: none"> • Lieân heä NS ñeå laáy giôùi thieäu. • Khi ñeán khaùm taïi TT, lieân heä ñuùng ngöôøi theo giaáy giôùi thieäu & theo sôø hööùng daân cuâa nhaân vieân taïi Trung Taâm • Khi hoaøn taát, kyù teân vaøo danh saùch <p>8. Döïa vaøo keát quaû, Trung taâm seõ toång keát vieäc ñaùnh giaù phaân loaïi söùc khoeû & gôùi veà phoøng NS , nhaân vieân caàn tham khaûo coù theå lieân laïc vôùi nhaân söï. Keát quaû naøy cuõng laø cô söû ñeå thöic hòeän chinh saùch phuïc hoài söùc khoeû theo cheá ñoä cuâa Baûo hieäm Xaõ hoäi qui ñònh vaøo moái cuoái naêm lòch.</p> <p>4. CHÖÙNG TÖØ</p> <ul style="list-style-type: none"> • Hoà sô söùc khoûe • Danh muïc phaûi khaùm
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