

Myanmar Creative Technology College

Staff Handbook

Version 1

Sector : 1

1.1 Introduction

Myanmar Creative Technology College , officially established on 2018 started its backbone operation in Myanmar since early 2017 as MAGES Creative Technology Centre. With the aid from Singapore's **MAGES Institute of Excellence**. Uniquely delivering Creative technology courses in Myanmar at the Centralized location - Downtown Yangon

Across 2017 to 2018 , we have delivered 4 batches of Creative Subjects , grossing over 160 Students based in Myanmar. Opened up to 10 classes of 48 hours short courses , and successfully introduced Advanced Digital Illustration and Art to Myanmar People by running 2 batches of 10 hours Masterclasses.

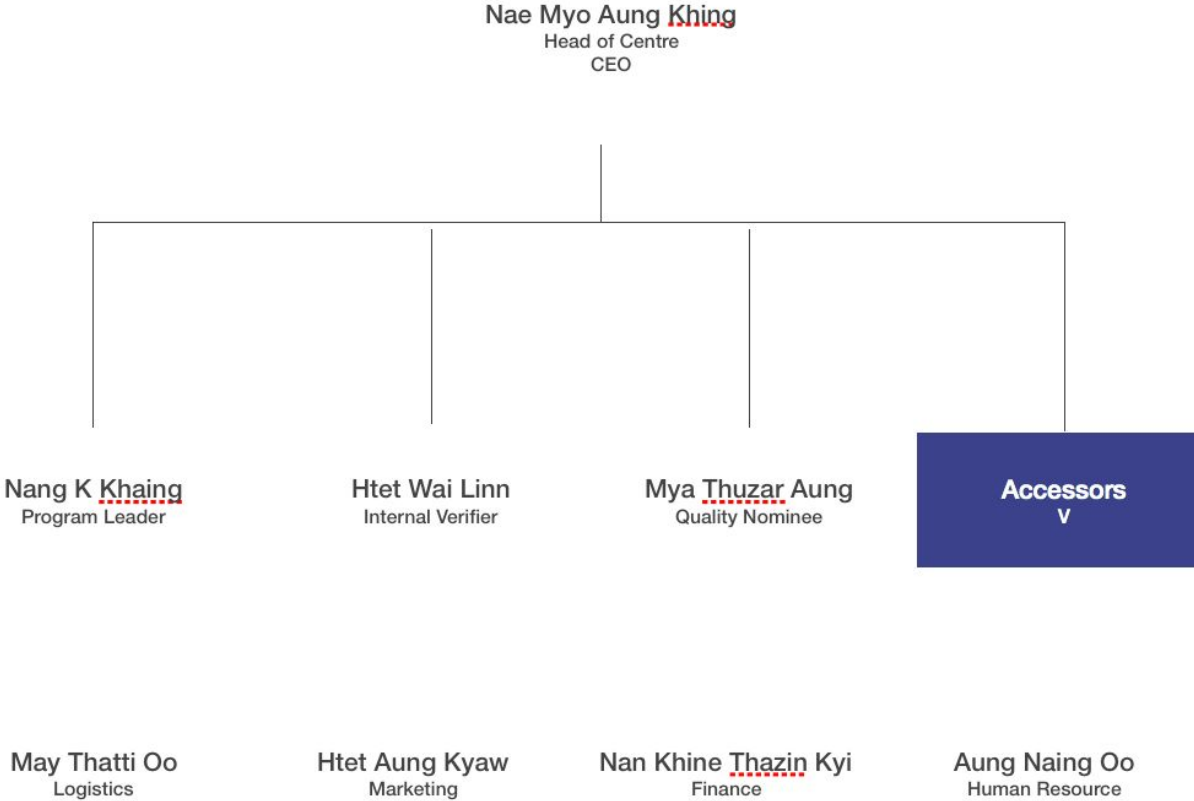
International Professional like Dong Jun Lu , who has worked for Koei Game Company as Art Director came and demonstrated and shared his knowledge and skills , both in class and public area (Junction City Yangon). Another International Professional , Mr.Rajesh whom is academic head of Singapore's MAGES Institute of Excellence came and demonstrated VR technology for Serious Games and Business usages.

As Myanmar Creative Technology College delivering diploma level creative studies in Myanmar , MAGES Singapore remains one of the affiliation and MCTC acts as local agent for the MAGES Singapore.

Further to ensure that our courses stay relevant with the latest technology, we work closely with our technology partners and suppliers to tap their knowledge to combine academic vigour with up-to-date software and equipments.

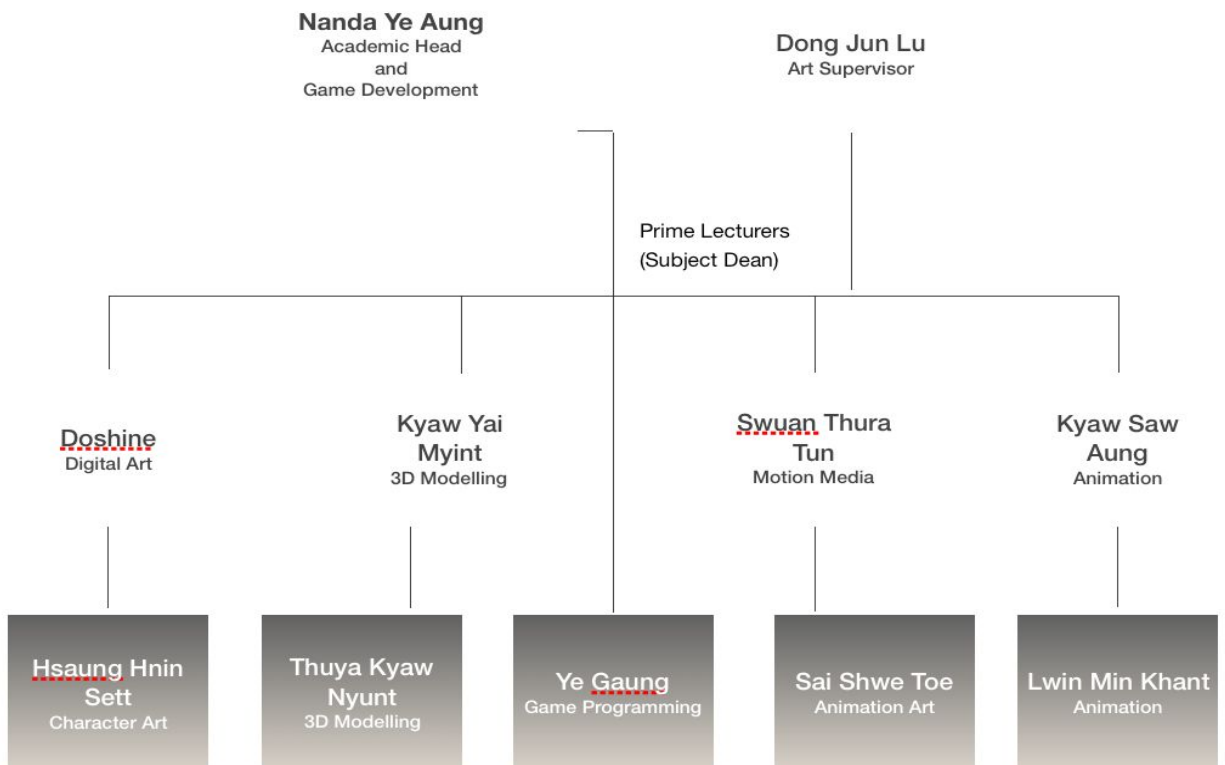
More information available at our website www.mctc-edu.com

1.2 Organizational Structure



1.3 Academic Structure

Accessors/Tutors



1.4.1 Mission

- Unlock creative latent potency of Myanmar people to innovate and grow together while enhancing the future.
- To bring Creative Technology Academics to Myanmar.

1.4.2 Vision

- To be reliable A Technological Cocoon of Creativity for Myanmar People.
- To empower Creative industry of Myanmar with excellent artists by delivering top-level education.
- To become very first Creative Technology College that provide UK degrees in Myanmar while satisfying above visions.

1.4.3 Core Values

Myanmar Creative Technology College helps enabling people to chase their Creative dreams by

Creative Cocoon

MCTC aim to exist as Reliable Creative Cocoon for the People of Myanmar , empowering students and Allowing Creative communities to conjure highly capable artist and developers from MCTC

Bring Quality

MCTC vows to deliver highest quality level of Creative Technology academics by bringing best local lecturers in Myanmar with decent industrial experience.

Develop Community

MCTC will fully aid in developing the Creative Technology community of Myanmar

1.4.4 Culture

Myanmar Creative Technology College aims to Inculcate its values by fostering a culture amongst its staff and students wherein:

- Each individual is allow to present their own Creative ideas no matter the circumstance
- Emphasize in Creativity Freedom with necessary obligation
- Innovate and Grow Together.
- Always deliver High-end Creative Products.
- All are treated as equal from supervisor to subordinates

Sector 2

2.1 Defining Responsibilities

According to the rule of MCTC, Responsibilities are mainly defined by the CEO and Academic Head of the Company. Majority of Responsibilities, necessities and requirements are defined from the stakeholders meeting.

2.2 Strategic Planning

The following is the procedure for the strategic Planning at Myanmar Creative Technology College.



MEETING SCHEDULE

PERIOD	FEBRUARY 2019 TO AUGUST 2019	PLACE	42ST CENTRE	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Administrative Meeting 10 am to 11am	Business Development Meeting 11 am to 12 pm	Logistic Meeting 2 pm to 3 pm	Marketing Meeting 10 am to 11 am	QA and IV Meeting 10 am to 11 pm
Stakeholder Meeting 4 pm to 5 pm	Assessment Board Meeting 4 pm to 5 pm		BTEC Management Meeting 1 pm to 3 pm	Finance 10 am to 11 pm

Meeting Type	Executive	MCTC Management	BTEC Management
Who Involve	<ul style="list-style-type: none"> • Stakeholder • Directors • CEO 	<ul style="list-style-type: none"> • CEO , • Administrative Manager • Logistic Manager • Marketing Manager • Finance Manager • Officers 	<ul style="list-style-type: none"> • CEO , • Internal Verifier • Quality Nominee • Academic Head • Prime Lectures • Student Service • Officers
<ul style="list-style-type: none"> • Schedule must go-on unless there are special circumstance or notice from the MCTC Management • Absent on meeting schedule without notice will result in huge-salary pay-cut. • Under any circumstance , Staff are not allowed to miss more than twice meeting in a month. • Extra Lecturer and Assessment Meeting will be on either Saturday and Sunday according to lectures availability • Urgent meeting can be hold anytime with short notice. 			

2.3 Code of conduct

The rules and standards of conduct Myanmar Creative Technology College are very important, and the company regards them seriously. All staffs are expected to be aware of the policies and procedures of the Company. A staff that deviates from these rules and standards will be subjected to corrective actions, including termination of employment in severe cases.

All staff should observe the following rules:

Rules Code	Rules
1.1.1	All staff must wear IDs at all times during office hours.
1.1.2	All staff must observe regular and punctual attendance.
1.1.3	All staff members are to go for lunch on a rotational basis.
1.1.4	Call forwarding should only be allowed from 6:00pm to 9:30am
1.1.5	If you have to leave your workplace more than half an hour or need to leave earlier than your work schedule, please notify your respective department and HR.

While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace staff should exercise own judgment during the course of employment.

The following are some examples of unacceptable behavior:









Rules Code	Unacceptable Behaviors to avoid	Code Breach Severity Color
1.2.1	Using company equipment for personal purpose (e.g. Playing PC games).	Considerably Breach
1.2.2	Unauthorized use of telephone.	
1.2.3	The non-disclosure of previous medical history leading to failure to perform duties at work.	Severly Breach

1.2.4	Abusing paid sick leave.	
1.2.5	Insubordination and other disrespectful conduct.	
1.2.6	Violation of safety, health or security policy, rule or procedure of the Company.	
1.2.7	Immoral/indecent/unlawful conduct in the Company.	
1.2.8	Absenteeism without notice.	
1.2.9	Provoking a fight or fighting in the workplace.	
1.2.10	Falsification of employment records and information and other important documents;	Intolerably Severe Breach
1.2.11	Negligence or improper conduct leading to damage of company-owned or customer-owned property, data and materials.	
1.2.12	Misconduct which will bring discredit upon the Company and/or its customers.	
1.2.13	Refusal or failure to comply with local laws, rules or regulations	
1.2.14	Unauthorised disclosure of confidential or proprietary information through any medium and platform.	
1.2.15	Working under the influence of alcohol or illegal drugs.	

2.4 Disciplinary Process

Myanmar Creative Technology College has a progressive discipline policy requiring a set number of warnings and counseling sessions.

Examples of Progressive discipline may include:

Progressive Discipline process	Severe Code Activities
Counseling/Coaching	 
Verbal warning	  
Written Warning	 
Termination/Dismissal	 

2.5 Employment , Termination

Following type of employee are exist in Myanmar Creative Technology College

- Internship
- On Job Training
- Part-time
- Full-Time

Interns

- Recruited either from External or through On Job Training or Through internship offer from MCTC class. Some of the interns are recruited with certain payment while some are without getting paid.
- Most of interns in MCTC are eligible to join the class of MCTC with minimal or free of charge.

- Basic pay bracket of internship at MCTC - 100\$ - 250\$

On Job Training

Usually placed at partner companies of MCTC and studio sector. Main responsibility of OJT staffs is to learn and evolve through the process so that they can be ready for jumping into work.

Part-time

Part time working at MCTC is accepted. There must be communication between part-timer and full-time through report toward HOD/General Manager.

Full-Time

6 workings day staffs eligible to most of the benefit that MCTC offer and with high responsibility.

2.6 Hiring Standard

Candidates are hired based on merit, qualifications and abilities. Myanmar Creative Technology College does not discriminate in employment opportunities or practices because of race, color, religion, gender, national origin, age or medical/disability (as long as the candidate can fulfill the job scope).

Employees hired by the company must provide the HR the following documents:

1. Personal history (detailed CV's)
2. Copies of educational certificates & achievements
3. Necessary documents required by Ministry of Labour Myanmar

2.7 Employment Processes

Usually , This process is handle by CEO , General Manager and HR Manager.

Step:1 Featured Job Opening

- Job advertisement

Step:2 Accept CV

Through following channel

- Email
- Physical CV

Step:3 Review CV

- Check Qualifications
- Check Background
- Check Previous Employment

Step:4 Arrange Interview

- Interview usually happen at MCTC office and have 2 stages.
- 1st interview - General Manager , HR Manager
- 2nd Interview - CEO

Step:5 Job offer and Placement

Job Placement regarding the result of Interview. Following placement are possible

- Full-Timer
- Part-Timer
- Internship offer
- On Job Training offer

2.8 Terminating Processes

Please see below for circumstances under which employment may be terminated:

- **Resignation** – Voluntary employment termination initiated by a staff
- **Termination** – Involuntary employment termination initiated by the company
- **Layoff** - involuntary employment termination initiated by the Company for non-disciplinary reasons.

2.8.1 Resignation

Staff who wishes to leave the Company should take the following procedure:

- A written notice 30 days in advance should be submitted to his/her respective HOD and inform HRD immediately.
- Proper handover and clearance of outstanding matters before leaving should be done one week before staff last day in the Company.
- Departing staff should undergo Exit Interview to be conducted by the HRD.
- Final payment of salary will be given on the next payday upon the completion of Exit clearance and interview.

2.9 Probation

For Probation staff, the following guidelines should be taken:

1. First three (3) to six (6) months are the probationary months for junior level staff and 2 months for Management level staff.
2. Part time staff who is on his/her probation can be terminated immediately upon notice.
3. Full time staff who is on his/her probation can be terminated within 1 day notice.

Before confirmation, staff will undergo performance evaluation. Also, Company does not guarantee performance appraisal for staff who will be subject for confirmation.

A written notice of confirmation will be given to employee that has **passed probationary period**.

2.10 Grievance Procedure

The Company recognizes the value and benefit of mutual discussion. In a situation that a staff feels aggrieved, he or she encouraged to discuss such matters directly with immediate HOD and where necessary, the Management.

In settling problems the following procedure will be followed:

1. An involved staff should raise issue with his/her immediate HOD, who will investigate and provide solution or explanation
2. If the issue is not yet been resolved at the HOD level, staff should raise the issue in writing to the HRD.
3. If the staff is still not satisfied and wants further consideration of his/her grievance, he/she shall have the opportunity to raise the grievance with Senior Management in

charge of HR matters or directly to the Management to make necessary investigation and provide final decision.

Sector : 3

3.1 WORKING HOURS AND COMPENSATION

3.1.1 Working Hours

The company working hours will be Monday to Friday 8:30am to 4:30pm and half day on Saturday from 9.30am to 1pm or as detailed as according to company's requirements, except for statutory holidays.

Staff assigned to specific project offices around the region may be subject to different working hours. In such an event, the HOD in accordance with the local conditions shall determine the working hours.

3.1.2 Clocking of Attendance

All staff is required to enroll their fingerprint in the biometric system or in the manual sign-in and sign-out register. Staff should log in/out when he/she arrives at and leave from work.

Staff is advised to be punctual and report for their duties on time as part of their performance evaluation.

3.1.3 Lunch Break

Daily lunch break is restricted to one (1) hour and normally scheduled between 12:30am -1:30 pm. When required, HOD will arrange for shifting/rotation of lunch schedule to ensure that there are sufficient staffs present in the office at all operating hours.

The company does not object to staff from taking occasional short break(s) outside of the daily lunch break subjected to work demands.

3.1.4 Overtime Compensation for Hourly Staff

Overtime compensation is paid to staff on hourly work scheme in Myanmar. A half day compensatory leave will be given for every four hours overtime for staff on hourly work scheme.

All overtime work performed by an hourly work scheme employee must have confirmation and HOD's prior authorization. Staff may agree with HOD for cash payment for the overtime or off in lieu for time accumulated.

3.1.5 Overtime Compensation for Full Time Staff

1. Full time staff may also be required to work on Sundays or be expected to work longer hours from time to time.
2. Full time staff is not entitled to overtime compensation but will receive off in lieu as per hours accumulated, subjected to Management's approval.
3. Full time staff will be entitled off in lieu as per additional hours accumulated, subjected to Management's approval.
4. Overtime compensation will not be applicable for Managerial Staff if longer working hours are related to fulfillment of KPIs.
5. Full time staff that work overtime for a period of three hours and above will be entitled to a meal.
6. Full time staff will be entitled to half a day compensatory leave for a five hour period of overtime.
7. Full time staff member who works on a Public Holiday will be entitled to double the compensatory leave as approved by HOD.
8. All staff must apply for leave at least 3 days in advance. All leave must be approved by the HOD.

3.2 Wages and Salary Administration

3.2.1 Salary payment

Full time staff salary is paid on the last day of the month. Salaries shall be paid by cash and staffs must sign salary receiving paychecks.

Part time staff salary is paid monthly after the submission of the time sheet and written approval of the CEO.

Intern staff salary is paid monthly.
(Intern paid ratio in MCTC - 4 nonpaid Intern:1 paid intern)

3.2.2 Bonuses and Other

Bonuses and other payment is paid in 3months , 6months circle with written approval of the CEO.

3.3 Benefits

3.3.1 Leave Entitlement

Upon confirmation of service, staff will be entitled to a pro-rated annual leave calculated from his/her first day of work.

The annual leave entitlement of a regular staff is 12 working days. Staff is entitled to 1 additional day for every year of service, subject to a maximum of 7 additional days of annual leave.

No accumulation of annual leave shall exceed 7 working days per calendar year. Any excess shall be forfeited unless a transfer of excess leave to the following calendar year is approved by the Management.

3.3.2 Compensatory Leave

Staff that is required to work on their non-working day or over time is able to claim off-in-lieu as approved by their HOD.

3.3.3 Compassionate Leave

All confirmed staff shall be eligible to apply for paid compassionate leave within one (1) week following the occasion as follows:

Three (3) consecutive days in case of deaths of spouse, children, parents, parents-in-law, and siblings;

One (1) consecutive day in case of spouse, children, parents, parents-in-law, grandparents, and siblings being diagnosed with critical illness.

For Unmarried staff, (2) consecutive days in case of deaths of grandparents.

Critical illness means illness requiring the patient to be hospitalized for weeks/months of medication.

All compassionate leave applications must be supported by relevant documents, example: death certificate.

3.3.4 Leave Application

All leaves should be pre-planned and submitted for approval to HOD. Submission should follow these application procedures:

Application Beforehand	Days applied for Annual Leave
Minimum 3 Days	Less than 3 Days of leave
Minimum 7 Days (1 week)	More than 3 Days of leave

Annual leave must be taken at a time to suit the convenience of the company and the staff concerned.

3.3.5 Medical Benefits

All confirmed staff is entitled to paid sick leave.

The number of days of paid sick leaves an employee is entitled to depends on whether he/she is:

Hospitalized* – up to 60 working days; or

An employee is deemed to be hospitalized if he/she is certified by a doctor to be in need of hospitalization, even if he/she is not hospitalized.

Not hospitalized – 14 working days. (pro-rated for incomplete year of service)

Staff that exceeded the 14 medical days entitlement within one calendar year would not be entitled to further paid medical leave within the same calendar year. Medical leave not taken in one year shall neither be carried forward to the following calendar year nor be converted to annual leave or encashed.

3.3.6 Travel Expenses

While travelling on Company business, reasonable expenses for suitable transport, board and lodgings will be charged to the Company's account. The Company will book tickets and hotel at their expense and an allowance per day for food and travel will be determined and given before each trip.

Receipts must be collected and produced after each trip so that accounts will be closed. Before any trip commences, a travel budget must be approved by the Head of Finance and Compliance Director.

Travel allowance is only applicable for management level staff upon approval from the Head of Finance and Compliance Director on a case by case basis

3.3.7 Recreational Activities

To encourage team bonding and rapport within the Company, various activities are organized that can be for departments, divisions, high performers and/or across the Company.

Sector : 4

4.1 EDUCATION, TRAINING AND DEVELOPMENT

In order to ensure that staff remains competent and updated on their job, all staff must undertake a training plan each year. It is mandatory that all staff must attend a minimum of 30 hours of Training per year.

Training will be first provided on core issues that impacts on the job. HOD may recommend staff for additional training(s) to enhance staff competencies. Training may be planned on a case-to-case basis in accordance to division and job requirements. Training is important for staff development and will be planned according to the objectives, goals, needs of each division.

All staff is encouraged to pursue lifelong learning as part of Company's core values. As such, high-performing and loyal staff may receive (partial/full) scholarship to pursue and further their studies with Myanmar Creative Technology College.

4.2 Performance Management

4.2.1 Staff Performance Review

Half year Performance Reviews usually take place in July & December of each year. They provide an open discussion between Staff and his/her HOD creating the opportunity for the staff to identify their achievements, plans and aspiration.

Managers have the opportunity to evaluate the performance of his/her staff every six (6) months in an honest and equitable manner.

Performance Review is also given to all probationary staff that is considered for a permanent position in the Company on a periodic basis.

All performance appraisal forms should be signed by the staff and his/her HOD. Forms should be forwarded to HRD for reviews and for management endorsements before filing.

Continuing Professional Development Plan

Myanmar Creative Technology College defined CPD as any activity undertaken for the purposes of updating knowledge or developing skills to perform the job.

One of the mission of Myanmar Creative Technology College is to be a reliable Technological Cocoon of Creativity for Myanmar People. Lecturers of MCTC are well-known and qualify to carry out the respective subject.

MCTC support in life-long learning. All the lecturers and staffs in MCTC are being encouraged to develop more skills while working together.

Following are basic bonus for lecturer and staff to pursue the new creative subject

Prime Lecturers	Free for any class from MCTC.
Lecturer	Up to 3 Free 48 hours Short Course/Skill based Course allowance.
Staff (> 6 months)	Up to 2 Free 48 hours Short Course/Skill based Course allowance.
Staff (< 6 months)	50% Discount for any class. Must avoid working days.

Interaction with industrial partners

MCTC is well-known for working together with major industrial companies as partners. On certain case , staffs from MCTC may be assigned to work together with respective industrial partner. This will gain more experience.

Self assessment

All staffs and Lecturer are expected to fill the self-assessment form for CPD by the end of every month. We expected everyone to fill it.

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion

CPD record

All Prime Lecturers , Lecturers and Assistant Lecturer are required to fill up 4 mandatory CPD record. All other staffs are required to fill after any CPD action they have done (Eg. Attending Course)

Key dates	What did you do?	Why?	What did you learn from this?	How have/will you use this?
January				
May				
September				
December				

4.2.2 Career Advancement/ Promotion Review

Staff may be considered for promotion based on the rating which the staff has attained for their performance appraisal, achievement of individual work objectives/ performance indicators/targets or based on recommendations of their immediate supervisor or HOD.

Any staff who manages to prove himself/herself to be competent may be recommended by his/her HOD to move up more than one (1) level at each advancement. Senior Management in charge of HR would consider on a case- to-case basis based on the staff's performance appraisal, achievement of individual work objectives/performance indicators/targets and recommendations.

4.2.3 Succession

This is a form of promotion in the same career route. It involves the identification of a few potential staff that has the ability to work towards the core values and objectives of the company. The staff must also be able to replace a higher position holder. The staff identified will be coached and mentored to meet the requirements of the higher position.

4.3 Security

Myanmar Creative Technology College Security Service operates 24 hours a day every day of the year and is always available to assist students, staff and visitors on any security related issue.

Emergencies (internal only) tel. 095019635

Sector : 5

5.1 General Rules

**** Staff briefing on every Monday and Thursday Morning 10:00 am. ****

5.1.1 Dress Code

Staff is expected to exercise good judgment when it comes to their appearance. A professional appearance is important as you come in contact with customers or potential customers.

All staff must be in office attire from Monday to Wednesday.

Thursday to Sunday - **Smart-Casual**

Staff will always wear uniform on events, appointments and outdoor activities.

Staffs must always put-on MCTC's team tag and will leave the tag at the place when the office time is over.

5.1.2 MCTC Office Attire

Female: Coat with Burmese Attire

Male: long sleeve with Burmese Attire

Inappropriate attire should be avoided

Smart-Casual - Every Friday smart casual is allowed. The inappropriate attire is also not allowed on thursday , friday and during weekends in our office premises.

5.1.3 Other Rules

- Reach the MCTC office by the 9:00am (Max) <Every 15 Mins Late = 1000mmk Fine)
- Do not Talk loudly in Office Area and Teaching premises.
- Do not Eat, or Drink at Teaching premises
- No smoking and No chewing Betel in MCTC premises
- Clean the pantry after usage.
- Lunch allowance is 45 Minutes, Afternoon Tea Break allowance is 15 minutes.

5.2 Procedures , Daily Routine

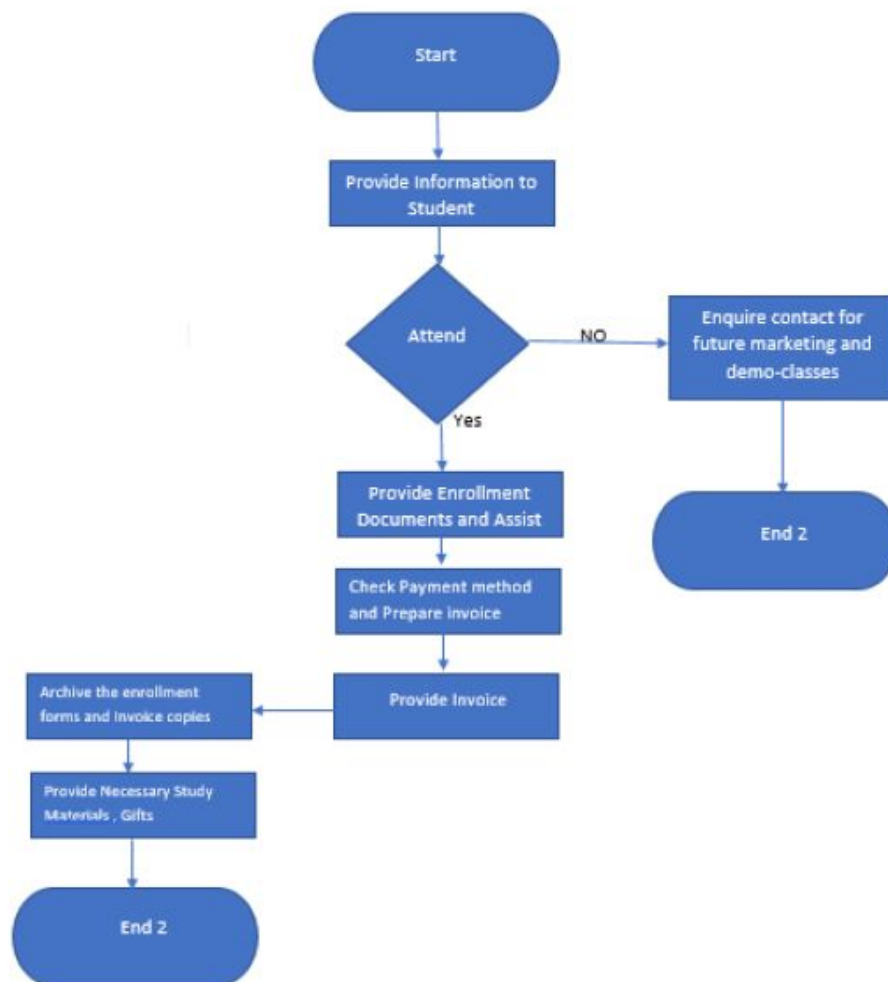
5.2.1 Daily routine for Admin staffs

- Open the keys to MCTC office
- Open Power and Water Motor (Close the motor when the tank is full)
- Cleaning of desks, teaching area, pantry. Vacuum Cleaning every morning on the carpet. Apply air freshers.
- Pests Control (If necessary)
- Refill of Foods, Drinks, Candies and Water
- Open Pcs and Projectors
- Always put the appropriate sign at the front door of the office (Open, Close, Lunch Break, Coffee Break , etc) as the following.
- Check garbage cans regularly.
- If it is rainy, provide plastic bags for the umbrellas before entering the office.

5.2.2 Procedure for Student Admission (Receptionist)

- Provide necessary documents and materials to explain to potential student
- Provide Enrollment form and necessary assist
- Check payment method (Installment =, Fully paid) and count money
- Prepare invoice (Make sure carbon copy of the invoice is well collected)
- Provide enrolled student necessary materials (Timetable, gifts , textbooks ,etc)
- Make sure to reserves all the enrollment forms and invoice in the MCTC archives.

5.2.2.a Student Admission Procedure of MCTC



5.2.2.b Enquiry Process

Use the enquiry sheet for most of the enquiry processes.

5.2.2.c For Email enquiries

- Try to reply the enquiry email within 2 working days.
- Only include the appropriate response, material in the replies
- If necessary, ask to Academic head or Management Representative for the information and permission required.

5.2.2.d For Facebook Message replies

- Try to reply within 1 working days
- If there are any problem, convince the customer to call to MCTC phone.

5.2.2.e For Facebook comment replies

- Always check public comment on MCTC Facebook.
- Provide accurate information politely
- Always double-check before posting and commenting (Due to the sensitive nature of Myanmar Facebook Audience)

5.2.2.f For Phone enquiries

- Answer Politely
- Provide accurate information
- If there are in-sufficient information to answer, take contact details and call back later
- Always note down or record phone enquiries

5.3 Procedure for Student Assistance

- Update the student notice board regularly.
- Provide students attendance sheet for each class and check them every day.
- Check what kinds of document are required to be printed more. Provide technical assist if required
- Provide assist to Lecturers if necessary.
- Notify the students timetable and class changes via Email, Viber Groups and Phone.
- Notify enquire student who absent more than 3 classes without giving information to MCTC.

5.4 Computer Usage

Staff is allowed to use of the Internet and e-mail when necessary to serve customers and conduct the company's business. Staff is not allowed to use internet or computers in general for personal emails or otherwise and not allowed to keep copies of their personal emails and correspondences in office computers.

5.5 Confidentiality

During course of appointment, staff may have access to, and acquire knowledge from, material, data, systems and other information proprietary to clients and/or one or more of their other affiliated and/or related companies, or in respect of which the clients and/or one or more of their affiliated and/or related companies, or in respect of which the client and/or one of them has user rights, which information may not be or is not accessible to or known to the general public ("Information"). Unless otherwise authorized in writing and in advance by the Company, any Information or knowledge acquired by the staff from such Information shall not be stored, used, published or divulged except to the extent required for the proper performance by the staff's obligations hereunder. Staff will take all steps reasonably necessary to protect the confidentiality of such Information and knowledge during and after employment with the Company.

At the same time Myanmar Creative Technology College is committed to maintaining the confidentiality of our staff's personal information and undertakes not to divulge such information to any unauthorized third party (except to government authorities) without the consent of the Staff.

5.6 Myanmar Creative Technology College Personal Data Policy and Procedure and Copyright

Myanmar Creative Technology College is committed to maintaining the confidentiality of all students and staffs personal information and undertakes not to divulge such information to any unauthorized third party (except to government authorities) without the prior consent of related parties.

Myanmar Creative Technology College respects the privacy of individuals and recognizes the importance of the personal data you have entrusted us with and believe that it is our responsibility to properly manage, protect, process and disclose your personal data. As such, MCTC personal data policy is to ensure that individuals' personal data is safeguarded against misuse by regulating the processing and management of personal data and to assist you in understanding how we collect, use and/or disclose your personal data.

All materials and documents that have come into your possession or created by you during staff employment shall remain the property of the Company and shall be delivered up to the Company forthwith upon termination of employment.

5.7 Commercial Bribery and Inducement

During your employment you are expected to exercise the highest level of integrity in business transactions and relationships which may affect the Company. In no circumstances must you directly or indirectly offer, pay, demand or accept any form of bribe or inducement during your employment.

Effective Date

These Policies and Procedures may be revised from time to time to meet changing needs of the Company and the Staff.

In case of any conflict with the employment letter, policies mentioned above supersede the employment contract. Please feel free to contact MCTC HR for clarifications or enquires on Staff concerns not covered by this Handbook.

Appendix

For more reference ,

MCTC_SystemManual.docx - Guideline for using MCTC fingerprint and Database system.
MCTC.Handbook.docx