

ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

To: All Staff	Originator:	Thomas Baake / MdAzim
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Reference Number:
OMG.STF.M11470.1002.A

Date:
23-Nov-2022

☐ Urgent ☐ Review ☐ Comment ☐ Reply ☐ Retain
☐ Action ☒ Info ☐ Note ☐ Call me ☐ Sign & Return

Attachment(s): ☐ None ☒ As listed below

Reinstate E-MAS Improvement Programme (EIP) Monetary Rewards and Certificates

Reference is made to Memo ref.no.OMG.STF.M11470.1001.A [Postponing E-MAS Improvement Programme Monetary Rewards and Certificates] dated 5th October 2021.

We are pleased to inform the E-MAS Improvement Programme monetary reward is back. All staff are eligible to submit via our E-MAS portal. **EIP General Process Flow** ref.no.G00.OMM.M11470.CC.1002.A shall be observed and adhered for processing an EIP.

Those EIP which were implemented during the postpone period will be rewarded accordingly.

Please do not hesitate to contact Document Controller at ext:7709 should you need further clarifications.

Note: The release of this memo supersede earlier memo ref.no.OMG.STF.M11470.1001.A

Thank you.

Sincerely,

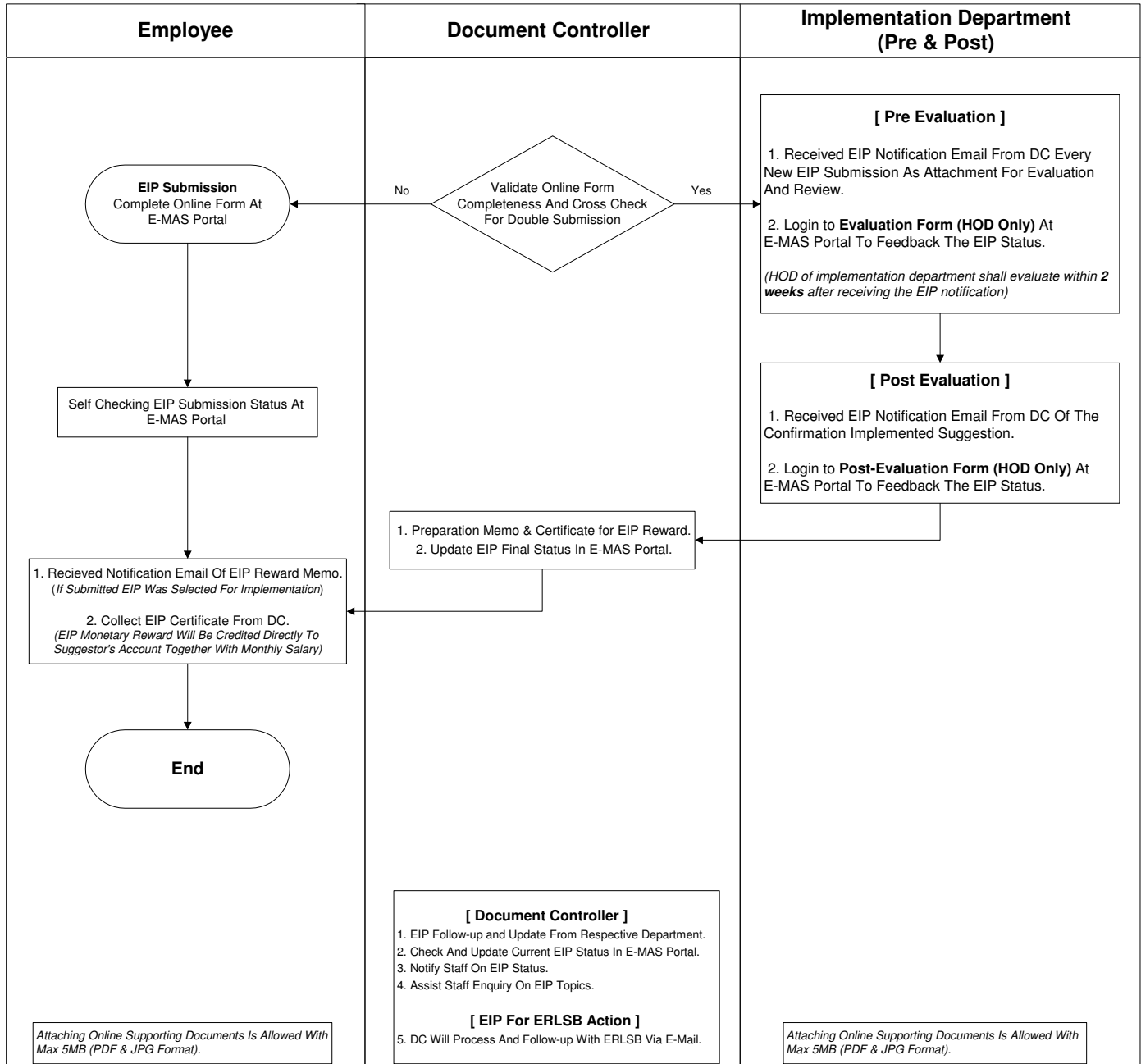


Thomas Baake
Chief Executive Officer

Attachments: EIP General Process Flow [G00.OMM.M11470.CC.1002.A]
cc: Nil

E-MAS Improvement Programme [EIP] General Process Flow

The Paperless Process



EIP Shall Be Evaluated Based On The Following Criteria :

- * Safety & Health Improvement
- * Process Improvement
- * Security Improvement
- * Environmental Impact Improvement
- * Working Condition Improvement
- * Financial Savings

The Following Items Shall Be Observed For Processing Of EIP :

1. If the suggestion have been approved for implementation but cannot be implemented within 90 days period due to unforeseen circumstances, it may be extended based on complication of the suggestion or the implementation department could seek CEO advise for decision. This is to avoid suggestion being pending for too long.
2. If identical suggestions were submitted, the suggestion bearing the earliest date of receipt by Document Controller will be considered and accepted for evaluation.
3. Any dispute on origin of ideas must be discussed with CEO for final decision.
4. All successfully implemented EIP will either receive monetary reward of **RM150.00** or certificate only or both based on the final post evaluation feedback. Special monetary awards could be recommended via memo subject to CEO approval when an employee's suggestion is adopted with results in savings.

| CEO - Chief Executive Officer | HOD - Head Of Department | DC - Document Controller | ERLSB - Express Rail Link Sdn. Bhd. | E-MAS - ERL Maintenance Support Sdn. Bhd. |