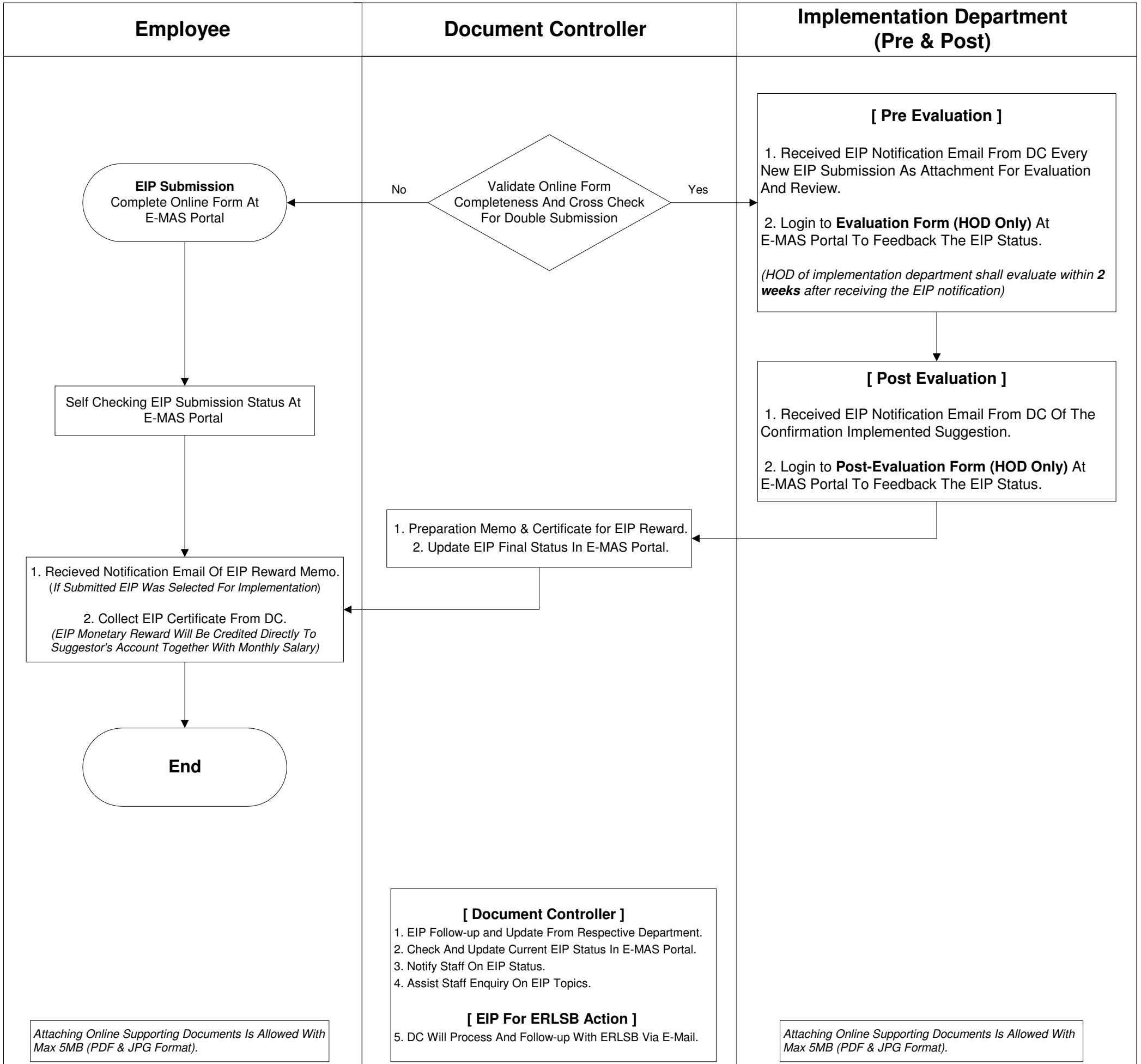


# E-MAS Improvement Programme [EIP] General Process Flow

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. |