

**Welcome:**

- * **Rabia Fatima–Assistant Manager, Finance**
- * **Omer Jawaid–KAM Lahore**
- * **Mohsin Abbas-Section Supervisor, DG Khan**
- * **Mohsin Nadeem-Senior HR Officer, Comp & Ben**

Farewell:

- * **Khalil Ahmed-Branch Manager, Hyderabad**

Key Vacancies:

- * **CS&L Supervisor–Pir Mahal & Jhang**
- * **Supplier Supervisor-Quetta**
- * **Sub D Supervisor-Pir Mahal**
- * **Merchandiser– Karachi**

Send your referrals to HR to assist in filling these vacancies and winning referral reward

No. of referral rewards given last month=5

SNEAK PEAK INTO THE LAST MONTH**Internship Program 2013**

Abudawood Pakistan is proud of its prestigious 6 week Internship Program wherein bright graduating students from top universities are enrolled to get developed in the challenging yet rewarding Corporate environment with ample learning and guidance to help them have successful careers ahead. This year 13 interns have been recruited after a rigorous screening exercise that continued for a month. The students were shortlisted from the best universities in Pakistan including IBA, CBM, LSE, NUST and KSBL during recruitment drives earlier this year. These interns have been placed in different departments (CBD,SD,CS&L,IT, Finance and Accounts) and 3 locations (Karachi, Lahore and Islamabad).

**IDP Process**

The IDP process was in full swing in June carried out by Performance Management team. Major tasks included coordinating and overlooking the process to ensure that it is closed in time and followed prudently. Liaison was ensured with IT to resolve glitches and support the team in following the timelines.

As of now, data analysis has been done and presented to analyse the rating trend of the Company. Promotions have been coordinated with, discussed and aligned with the Functional Heads and the Country Manager. The promotion recommendation exercise was a thorough one in which each promotion was looked at in comparison with the entire function in order to ensure that only deserving candidates are promoted. Promotion justification was done on the basis of individual contribution of each employee in his/her relevant area of work.

Health Tip of the Month



KEEP THE MOTION GOING!

Do you need to share a word with a colleague at the other end of the office? Walk over to him/ her instead of using the phone or e-mail. Do you have an urgent request from the support staff on a different floor? Walk up or down the stairs to them. This simple effort will keep your blood circulation in tune.

Welcoming the Management Trainees

HR warmly welcomes the bright 9 Management Trainees of the year 2013; **Laraib Yousuf (CS&L)**, **Merriyem Alinoor (CBD)**, **Amna Farooq (SD)**, **Somaya Mukhtar (CS&L)**, **Wafa Zehra Naqvi (HR)**, **Haider Ali Khan (CBD)**, **Zaid Nomani (CBD)**, **Burair Akhtar (CBD)** and **Abeer Khan (CS&L)**. For the initial 4 months, all of them will be rotated to 2 different functions before being moved into their respective functions.

GROUNDS COVERED

* HIGHEST NON-MANAGEMENT RECRUITMENT

June saw the highest number of non-management inductions taking place. 78 employees were taken on board in total through transparent and vigorous recruitment process. This robust recruitment was an attempt to support the earlier surge of resignations caused by degree verification projects.

* VOICE OF EMPLOYEE

VOE Initiative was launched by HR in order to give a platform to the employees in the Company to raise their concerns or report any violation that they witness. Each and every complaint is taken seriously, issues are investigated and allegations are verified, after which detailed reports are submitted to management for final action.

* COBEC IMPLEMENTATION CONTINUES

Nation-wide verification project was initiated in April for which updated educational degrees and employment forms were requested from all on-ground employees. This was in-line with the principal that any document submitted by the employee should be authentic and immediate termination would be given to anyone found to have submitted fake documents to HR. A total of 251 educational documents have been verified so far. This includes new employees as well as random sampling of on ground employees. Quite a few employees have been dismissed on account of submitting bogus degrees to HR. The spirit of this exercise is to abide by the principles of integrity that are a part of our underlying values and in order to promote meritocracy.

HR ANNOUNCEMENTS OF THE MONTH

EDUCATIONAL UPDATE

Pan Pakistan employee educational update was initiated in May and completed in June. HR now has the complete and most authentic educational data for the

first time in ADP's history.

TIME TRAX REVAMPED

Timetrax was refurbished to streamline online attendance and to view real time data (e.g. as per current roles and

locations). Major fields that were updated include but are not limited to: Designations, Departments, Levels, Confirmation Dates, Leaves and Locations