

## **HUMAN RESOURCES COMMITTEE 2023 / 2024**



**KAKA SINGH**  
Chair



**ERIC LEE**



**CYNTHIA TAN**



**WONG MAY LYN**



**JIM LEE**



**DICKON ADDIS**



**PAUL LIM**

### **HUMAN RESOURCE COMMITTEE<sup>1</sup>**

#### **Terms of Reference**

**Scope: DAS Group (DAS, DAS ACADEMY DAS INTERNATIONAL)**

The functions of the HR Committee include reviewing and approving personnel policies, job descriptions, salary structures, the annual reviewing of staff salaries and benefits package as proposed by management. It is also tasked in guiding development, review and authorisation of HR policies and procedures prepared by management and to subsequently obtain the approval of the Board.

The HR Committee will act on formal written grievances against the Chief Executive Officer (CEO), or when an employee formally appeals a decision by the CEO to the Board.

#### **Quorum**

The quorum shall be  $\frac{1}{3}$  of the Committee membership or at least two (2) members of the Committee, whichever is higher. In the absence of the Committee Chair, the remaining members present shall elect one of the members to chair the meeting.

#### **Term Limits**

The Committee shall be appointed by the Board for a one (1)-year term. During the term, new members can be added. At the end of each term, the whole Committee steps down. The exiting Committee members may be re-appointed by the Board for another term.

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<sup>1</sup> The updates were discussed and approved during the Board meeting on 16 September 2023