

# SUCCEEDING IN BUSINESS

## *Company Profile*

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Industry \_\_\_\_\_  
Tel Nos. \_\_\_\_\_ Fax Nos. \_\_\_\_\_  
No. of Employees: Male \_\_\_\_\_ Female: \_\_\_\_\_  
Is your company Unionized? (Pls. Check) Yes \_\_\_\_\_ No \_\_\_\_\_

## *Factory Improvement Team Terms of Reference*

The company's Factory Improvement Team (FIT) is required to coordinate all activities under the Succeeding in Business approach and maintain close contact with project staff for the duration of the program. It is expected that the FIT will continue to operate after the completion of the project and continue to introduce additional improvements.

### *Composition*

- The FIT should be chaired by a senior manager within the company, one who has the authority to make changes and is supportive of improvement efforts.
- The FIT should have 6 - 10 members and have a reasonable balance between worker and manager representatives.
- The FIT should include the President of the enterprise trade union, if a trade union is present in the factory.

### *Records*

- The FIT should keep records of its decisions in accordance with a pro forma provided by the project.
- Copies of the decision sheet should be forwarded to the SIB project team, and also communicated to workers.

### *Frequency of Meetings*

- The FIT should meet weekly in the first instance, and more frequently if required.

### *Tasks and Responsibilities*

- Maintain regular contact with the SIB project office on all aspects of the project's operations.
- Notify the SIB project of specific factors that impede the effective operation of the FIT with a view to these being discussed and resolved as quickly as possible.
- Maintain regular contact with the company's senior management to keep management fully informed of the project's operations, and gain approval for FIT actions, as required.

- Coordinate the work of various committees and groups already in existence in the company concerned with various aspects of performance, possibly including a safety committee, welfare committee, productivity committee, and similar bodies.
- Collect and collate information on company performance and make available company records and documents for use by project consultants and experts.
- Nominate from its members the 3 persons, both manager and worker, to participate in the SIB training workshop under the project.
- Monitor the company's performance improvements under the project and advise senior management on how benefits and improvements can be shared with workers.
- Inform workers by all reasonable means of the project's activities and progress.

***Nomination for the Capacity-Building Workshop***

NAME	DESIGNATION
1)	
2)	
3)	

***Management Commitment***

The Management fully understands the requirements to successfully participate in the program and is strongly committed to allocate time and human resources to the SIB process;

The Management is willing and open to the implementation of changes;

The Management will establish its Factory Improvement Team (FIT) with representation of management (possibly senior management), workers and trade union and will remain in place for minimum the duration of the project;

The Management is willing to ensure that female employees including workers are represented on the FIT;

The Management will send appropriate staff to all training seminars – two managers and one worker representative;

The Management agrees to continuously monitor and report progress of the implementations under SIB including attending and reporting at a mid-term review meeting (if held) and the crucial wrap-up meeting.

**Signature** \_\_\_\_\_  
**Name of Representative** \_\_\_\_\_  
**Position** \_\_\_\_\_  
**Date** \_\_\_\_\_