

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Employee Birthday</b>	<i>CODE:</i> 04.01.047
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The scope of this instruction is to recognize the natal day of each employee, to make each employee feel that they are remembered and to uplift the employee's morale.

该指令的范围是确认每个员工的生日，使每个员工都觉得自己并没有被忘记，从而提升员工的士气。

- 1- Monthly birthday list is prepared and corresponding birthday cards are printed with their first name.  
编制每月员工生日名单，相应的生日贺卡上均印有其名字。
  
- 2- The birthday cards are circulated to all Department Heads for signature or greetings. Lastly, it is forwarded to the General Manager / Executive Office for signature or remarks.  
生日贺卡分发给各部门主管签名或题写问候语。最后，将生日贺卡转送给总经理/行政办公室签名或写祝词。
  
- 3- The cards are traced then to their birth date and the card is handed over to the employee by the Human Resources Manager.  
然后跟踪生日贺卡至各相关员工的出生日期，并由人力资源部经理将生日贺卡交给员工。

**N.B. Cost of the card and the envelop is \$2.00**

注意：生日贺卡和信封的成本是\$ 2.00美元