

Ethics Unit Report: January - December 2024

Prepared by: Ethics Unit Secretariat

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Date: December 2024

1. Introduction

This report summarizes the key discussions, decisions, and actions taken by the Ethics Unit from January to December 2024. The Unit focused on improving HR policies, streamlining information accessibility, and launching an HR portal for employees.

2. Key Developments and Decisions

2.1 Establishing an HR Data Storage Solution (January - April 2024)

- **HR policies and data were previously scattered across various folders, leading to inefficiencies.**
- **The Unit identified the need for a centralized data storage system.**
- **Initial solutions explored included Microsoft Lists and internally coded pages.**
- **The Unit ultimately decided to adopt Microsoft SharePoint for better accessibility and user experience.**

2.2 HR Portal Development and Implementation (April - August 2024)

- **Microsoft SharePoint was approved as the official internal HR portal.**
- **Team members were assigned to develop key sections:**
 - **Thuy: Compensation & Benefits**
 - **Phuong: Learning & Development**
 - **Huong: Important Policies**
 - **Trang: Other Information**
- **Additional sections, such as company Vision, Mission, Values, and staff activity photos, were added in July.**

- The HR Portal was piloted in August, with a full launch scheduled for September.

2.3 HR Portal Launch and User Feedback (September - November 2024)

- The HR Portal was officially launched in September.
- A feedback survey was conducted in November, receiving a 4.5/5 rating.
- Positive comments included:
 - "Super convenient"
 - "Excellent resource"
- Suggestions included integrating an AI chatbot for quick HR inquiries, which the Unit acknowledged for future consideration.

2.4 December 2024 Review

- The Unit reviewed the year's progress and found no outstanding issues requiring immediate action.
- No new agenda items were raised in the December meeting.
- The team will reconvene in 2025 to further enhance the HR Portal and explore new initiatives.

3. Action Points and Follow-ups

Completed Actions:

- Development and launch of the HR Portal.
- Assignment of HR team members to manage and update portal content.
- Collection and review of user feedback post-launch.

Ongoing and Future Actions:

- Ms. Huong to continue overseeing portal enhancements.
- Consideration of AI chatbot integration for improved user experience.
- Further promotion of the HR Portal to ensure wider adoption across the organization.

- Regular reviews of the HR Portal to ensure content accuracy and relevance.
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4. Conclusion

The Ethics Unit successfully implemented the HR Portal, streamlining access to policies and benefits. Initial feedback has been positive, and future enhancements, such as AI integration, are under consideration. The Unit will continue monitoring and improving HR communication and accessibility within the organization.

On behalf of the Ethics Unit

Tran Thi Lan Huong

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