

ETHICS UNIT MEETING JULY 29, 2024

MEETING MINUTES

1. Attendance

Chair: Tran Thi Lan Huong – Director, Human Resources

Secretary: Phan Xuan Phuong – Senior Officer, Human Resources

Attended

1. Pham Thanh Thuy – Manager, Human Resources
2. Nguyen Thi Minh Thu – Manager, Human Resources
3. Nguyen Dieu Trang – Associate Manager, Human Resources
4. Nguyen Thi Minh Loan – Senior Officer, Human Resources
5. Tran Phuong Thuy – Officer, Human Resources

Absent with apologies

2. Meeting minute and action points

	<i>*Passed</i>
	<i>*Follow-up actions needed</i>
	<i>*Did not pass</i>

No.	Agenda item	Decision	Discussion	Action Required
1	Welcome & confirmation of minutes from previous meeting		- The Chair confirms the minutes from the previous Senate meeting with all members. The minutes were sent to all members for review and have been signed by the Chair. No question/comment was raised regarding the minutes.	
2	Review previous action points		- Phuong will revise the Compensation & Benefits and Policies in the HR Portal. - Phuong will create additional pages for Learning & Development and other	

No.	Agenda item	Decision	Discussion	Action Required
			information such as Vision, Mission, Values, and Recruitment.ss	
3	<i>Highlight report from Meetings</i>		Phuong presented the team with the updated structure of the following pages on the SharePoint site: • Compensation & Benefits • Important Policies • Learning & Development (L&D) • Other information: Vision, Mission, Values, Recruitment The other members provided feedback for updates. One member suggested adding a page to include photos of staff activities, and the team agreed. Therefore, Phuong will add this new page. To push up the process, some other members are assigned to update the details policy in Compensation & Benefits page.	- Phuong will revise the pages as agreed. - Phuong will create additional pages to upload photos of staff activities. - Thuy update the details policy in Compensation & Benefit page.

On behalf of Ethics Unit

Tran Thi Lan Huong
Chair of Ethics Unit
British University Vietnam