

ETHICS UNIT MEETING JUNE 27, 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 Thi Minh Loan – Senior Officer, Human Resources
4. Tran Phuong Thuy – Officer, Human Resources

Absent with apologies

1. Nguyen Dieu Trang – Associate Manager, Human Resources

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		Team members to be responsible for selecting appropriate content for the portal as follows: - Thuy: update Compensation & Benefits. - Phuong: need to complete Learning & Development.	

No.	Agenda item	Decision	Discussion	Action Required
			- Huong: update some more Important Policies. Trang: Complete the content for Other Information.	
3	<i>Highlight report from Meetings</i>		Phuong presented the team with the structure of the Compensation & Benefits and Important Policies on the SharePoint page. The other members provided feedback, and some revisions need to be made such as Photos and design. The team discussed the content and structure of the following subjects: • Learning & Development (L&D) • Other information: Vision, Mission, Values, Recruitment.	- Phuong will revise the Compensation & Benefits and Policies in the HR Portal. - Phuong will create additional pages for Learning & Development and other information such as Vision, Mission, Values, and Recruitment.

On behalf of Ethics Unit

Tran Thi Lan Huong
Chair of Ethics Unit
British University Vietnam