

ETHICS UNIT MEETING MAY 30, 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

Absent with apologies

1. Tran Phuong Thuy – Officer, 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: Compensation & Benefits. - Phuong: Learning & Development. - Huong: Important Policies.	

No.	Agenda item	Decision	Discussion	Action Required
			Trang: Other Information.	
3	Highlight report from Meetings		Due to busy schedules, some members have not yet completed their tasks. However, the following areas have been completed and discussed by the Unit regarding their content and structure: • Compensation & Benefits • Important Policies Unit members gave feedback to update the above contents. The team will discuss additional topics once the other members have finished their parts.	Team members to be responsible for selecting appropriate content for the portal as follows: - Thuy: update Compensation & Benefits. - Phuong: need to complete Learning & Development. - Huong: update some more Important Policies. Trang: Complete the content for Other Information. -Phuong pilot the structure of Compensation and Benefit in HR Portal.

On behalf of Ethics Unit

Tran Thi Lan Huong
Chair of Ethics Unit
British University Vietnam