

People

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What do I need to know about People?

- How Kino Biotech engages and develops staff in alignment with its vision, mission and values?
- How Kino Biotech compensates and rewards staff to achieve high performance?



Staff Engagement & Well-being

- Team breakfast treats
- Afternoon snacks
- Company dinners & incentive treats
- Department outings
- Annual Company D&D
- Special events (e.g. CNY Celebrations, Christmas Gift Exchange)
- (Upcoming HR Initiative) Birthday month for staff



Setting Performance Standards

Job Description

Annual Approiso

Job title and scope of work is stated on every job ad

- a. Product training by our nutritionist, Tiffany for all new staff.
- b. On-the-job training for specific functions

Staff are evaluated on:

- a. Pace of work
- b. Initiative
- c. Responsibility/
- d. Dependability
- e. Organisation of work
- f. Attitude
- g. Staff relationsships / Teamwork
- h. Leadership
- i. Quality of work
- j. Learning ability
- k. Knowledge of work
- I. Customer external relations
- m. Decision making

Monitored on a weekly and monhtly basis.

- Weekly progress updates on projects
- Monthly sales figures are reported by department managers. Review of sales performance by staff and by outlet

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Performance & Recognition

- The middle management uses regular group/team meetings, effectively to do goal-setting, encouragement and performance management
- Rewarding outstanding sales promoters:
- ✓ Best Groomed Promoter
- ✓ Outstanding Promoter
- ✓ Top Promoter
- Sales commission (for promoters)
- Incentive treats
- Opportunities for further learning
 and staff development



One of our sales promoters, Ms Foo Suan Lan, was also recently awarded the Best Health Advisor award during Guardian Health & Beauty Award 2015.