

SARAWAK BANK EMPLOYEES' UNION

MANAGEMENT HANDBOOK

28TH EDITION 2025/2025

PROGRAMME OF ACTIVITIES

1. We manage to implement more than 90% of all activities for the year
2. Branches must endeavor to carry out the activities as planned. If they are unable to follow the schedule, approval must be obtained from the respective Principal Officials in charge. Approval will only be granted if there are justified reasons.
3. Branches need to seek approval for any changes 1 week before in the budget/schedule if necessary of the planned activities. Reports for each activity must be submitted within 2 weeks after the event.
4. Principal Officials at both HQ and Branches will be held accountable for the implementation of the programme. Officials must continue to enhance the quality of the organisation and to improve on the participation rate of Members in these activities.
5. Resourcefulness, initiative and smart organising are important criteria.