

# THE HALLIGRAMS

• Indonesia • Malaysia • Thailand • Singapore • Philippines • South Korea •

**LONG SERVICE  
AWARDS &  
CHRISTMAS  
CELEBRATIONS**

**OCCUPATIONAL  
HEALTH ISSUES  
@ WORKSITE**

**Be a  
PASSIONATE  
LEADER**

**BUILD GOOD  
WORK  
RELATIONSHIPS**

**WAYS TO IMPROVE  
YOUR MEMORY**



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# Why are good work relationships important?

By Dolly Tham (HRM)

Improved Employee Morale. Given how much time employees spend in one another's presence, the development of **good relationships** in the workplace can increase employee morale. ... This may also **make work** more fun for these employees with the end result not only being a more positive workplace but also improved overall morale.



# Build good work relationships

By Dolly Tham (HRM)

As you see our colleagues for at least eight hours daily, the quality of our office relations can affect how happy we feel at work.

While it is difficult to be on good terms with everyone all the time, there are things we can do to generate goodwill.

Check out the following tips to help us build positive working relationships.

## **Be friendly**

A smile and a greeting can go a long way. Even if we are not a morning person saying 'hi' to our colleagues or smiling when we see them can help to brighten our day – especially our Mondays.

## **Offer to help**

When our co-workers go on leave or call in sick, offer to cover their work while they are away. In future, they are likely to be more willing to return the favor.



## **Show that you care**

Celebrate significant events in our colleagues' lives if we know about them, be it birthdays, weddings, or the birth of a new born.

Even a simple gesture like a congratulatory message shows that we care and are thinking about them.

## **Admit your mistakes**

Nobody is perfect. But when we make a mistake, apologies and take responsibility for it, especially if it inconveniences someone else. Likewise, be gentle with others if they slip up

# OCCUPATIONAL HEALTH ISSUES @ WORKSITE

By Raymond Tan (QEHS)

## Volatile Organic Compounds (VOCs)

VOCs are organic chemicals that have a high vapour pressure at ordinary room temperature. Their low [boiling point](#) causes large numbers of molecules to [evaporate](#) /[sublimate](#) from the liquid/solid form of the compound and enter the surrounding air acting as indoor pollutant.

## Examples of VOCs

Humans get exposed to VOCs frequently in our daily lives. VOCs can be commonly found in various activities in construction industries. Here are some example of activities of workers getting exposed to VOCs:

- Usage of oil based paint solvents
- Bonding vinyl flooring with adhesives
- Compositing wood products
- Usage of Mama Lemon cleaning agents
- Installation of upholstery fabric

## How exposure to VOCs can affect a person's health

The route of entry of VOCs are by mainly by Inhalation, Ingestion and through Dermal Contact (Skin Contact). The compound get absorbed into the bloodstream and transported to various parts of the body. Exposure to VOCs can cause significant amount of damage to the health. Some health effect symptoms of short-term exposure to VOCs are Eyes, Nose and Throat Irritation. These symptoms often disappear within a week after the removal of the compound. However, the long-term exposure VOCs can cost significant damages to the Liver, Kidney and the Central Nervous System of the body which might increase the chance of Cancer.

## How to minimize risks associated with VOCs Exposure?

We will use the hierarchy of risk control to eliminate/minimize the chances of VOCs exposure to the worksite.

Method	Work Activity	Control Measures
<b>Substitution</b>	Oil based painting work	Use paint with a lower or no VOCs content
<b>Engineering Control</b>	Compositing wood product	Ensure sufficient air ventilation at the work site
<b>Administrative Control</b>	Bonding of vinyl floorings	Practice job rotation within the workers
<b>Personal Protective Equipment</b>	Cleaning the worksite with agent containing VOCs	To use suitable PPE while cleaning

# HAPPY BIRTHDAY

By Suryani Kamis (ADM),  
Syazima (ADM),  
Pang (ADM/FIN)

<https://www.proflowers.com/blog/birthday-flowers-by-month>



**JANUARY**  
**CARNATION**

It's a new year—crisp, sparkling and chock full of anticipation about what lies ahead. Makes sense, then, that carnations are January's birth flower. Traditionally associated with fascination and intrigue, they are a fitting toast to January birthdays and the promise of the new year ahead.



**FEBRUARY**  
**IRIS**

The cool blues and whites of deep winter make the iris a perfect February birth flower. With their symbolic associations of faith, wisdom and hope, irises are also a generous tribute to loved ones with February birthdays.



**MARCH**  
**DAFFODIL**

Nothing signals spring like a bundle of bright daffodils poking through the late-season snow. It's with good reason, then, that daffodils carry meanings of rebirth and rejuvenation. Those with March birthdays are lucky to call the daffodil their own.

AEEKKACHAI	DENISE LEK
CINDY LIM	MUTHU KUMAR
SURYANI KAMIS	CHUA SEO CHUAN
SHOHEL	HALIM

ESMOND
MOHD SHAHID
JIMMY HO

PAWANRACH
EVELYN LIM
RUDY LOW
FARUK
RAZZAK

## TIME OUT - HOLIDAY

### MALAYSIA

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>New Year's Day</li> <li>Thaipusam</li> </ul>	<ul style="list-style-type: none"> <li>Federal Territory Day</li> <li>Chinese New Year</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

### PHILIPPINES

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>New Year's Day</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

### THAILAND

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>New Year's Day</li> </ul>	<ul style="list-style-type: none"> <li>Makha Buha Day</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

### SINGAPORE

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>New Year's Day</li> </ul>	<ul style="list-style-type: none"> <li>Chinese New Year</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

### INDONESIA

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>New Year's Day</li> </ul>	<ul style="list-style-type: none"> <li>Chinese New Year</li> </ul>	<ul style="list-style-type: none"> <li>Bali Hindu New Year</li> </ul>

### SOUTH KOREA

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>New Year's Day</li> </ul>	<ul style="list-style-type: none"> <li>Chinese New Year</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>

# CHRISTMAS and LONG SERVICES AWARD

## Long Services Award

Thanks to valued staff members for their dedication, loyalty, hard work and commitment. We applaud the determination and effort you have demonstrated during your time with us. We look forward to seeing all of the great things we know you will accomplish in the upcoming years!



HAPPY BIRTHDAY!!!



Christmas lunch



A season of giving gifts exchange

# Improve your memory

By Dolly Tham (HRM)

There are so many things that are jostling for our attention everyday that when it comes to remembering important things, our memory starts to slip. Picking up these habits may help to keep our mind sharp so we can be a whiz at recalling what matters:

## Bet on acronyms

Come up with an acronym for the things that we need to remember. For instance, if we need to buy mango, apples, cherries and oranges for a fruit basket, keep 'MACO' in mind.

## Write a list

If our electronic calendar is not working for us, write down our to-do list and carry it everywhere with us. The manual action of writing increases the chance of the items sticking in our memory.

## Aim to focus

Get rid of clutter in our mind and avoid excessive multitasking so we can devote our attention to what we need to remember effectively.

## Get enough sleep

Sleeping is not an indulgence but a necessity in order for our body to function properly. So lock in our hours of quality sleep to boost our mental and physical well-being.





# BE A PASSIONATE LEADER

An article from thenewpaper by ARUL JOHN

People can be leaders through teaching, learning and observation.

Leadership is a set of skills that can be learnt over time by training, perception, practice and experience. Great leaders shine through the following characteristics:

## **They live for the good of others**

Honoured leaders whose memories are cherished did not live extravagant lives. Instead, they endured hardship and sacrificed ease and life to help others.

## **The key to leadership is influence**

We show others how to be good by our own examples. Noble deeds are the stairway leading to greatness and honour.

Influence is about making others better because of our presence.

## **Leaders help improve the lives of others**

Good leaders have pity and compassion for others, and also extend a helping hand to them too. Words without deeds are of little benefit to those in need.

## **A leader must have knowledge and able to teach.**

Leaders must love knowledge enough to want to acquire more of it and then teach it to others. Leaders want to communicate their knowledge to others in plain and easy language.

## **Leaders have well-balanced minds**

Good leaders have diligence without fussiness, enthusiasm without fanaticism, zeal without pugnacity, and determination without obstinacy. They also have integrity and affability.

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# Halligans

## Contact Us!!

- What's happening at your office ?
- Completed Projects ?
- Awards ?
- Small Talks eg health or travel tips ? Latest technology or software ?
- Feedback ?
- Comments?

Photos that you have taken lately and liked to share or be featured, do so on *The Halligram!*

Email us now at [halligram@jimhalls.com](mailto:halligram@jimhalls.com)

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