

# What Makes a Company Great to Work For ?

Shared by : Angela Liu  
HR & Admin Director

Shenzhen Melitta Household Products Co., Ltd.



**Cilia**



## Profile – Angela Liu



Dec 12, 2002 - Sep 30, 2008 HR & Admin Manager

DJY Electronics (Shenzhen) Co. Ltd, German company

**Company size:** 500-700 employees, moved to Zhuhai in July 2008

**Product category:** weather stations, remote controllers etc.

Oct 8, 2008 – Present HR& Admin Director

ShenZhen Melitta Household Products Co., Ltd., German company

**Company size:** around 400 employees, located in SongGang, Bao'an

**Product category:** Melitta filter coffee maker, found in 2008 .



*Strong brands making life more enjoyable and easier*

# Contents

1

Employee Turnover Rate & Seniority Analysis

2

Summary of Why We Can be Called a Great Company

3

What We Are Doing to Be Great to Work For

4

Q&A





# Company appearance and main products

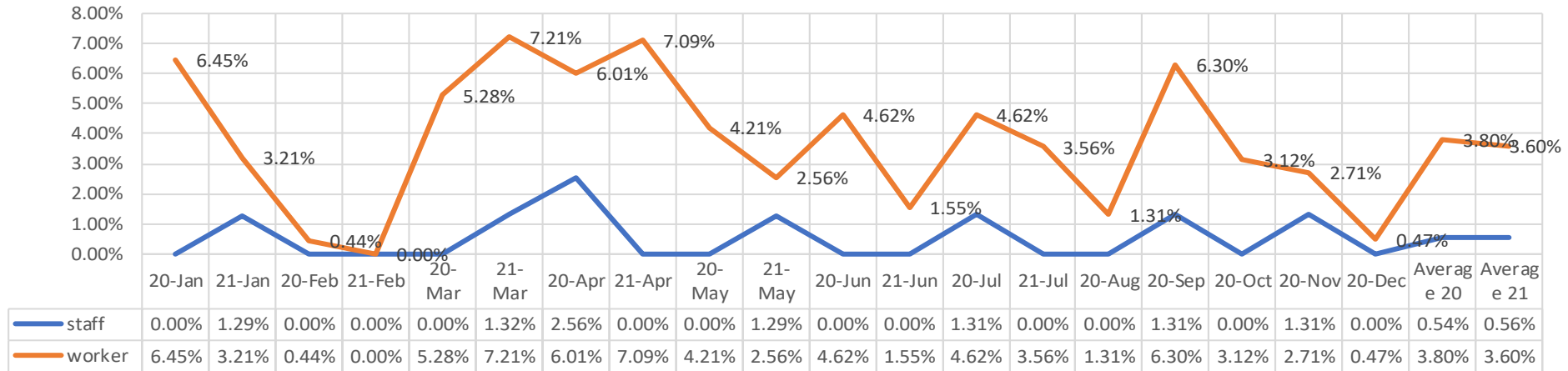


*Strong brands making life more enjoyable and easier*

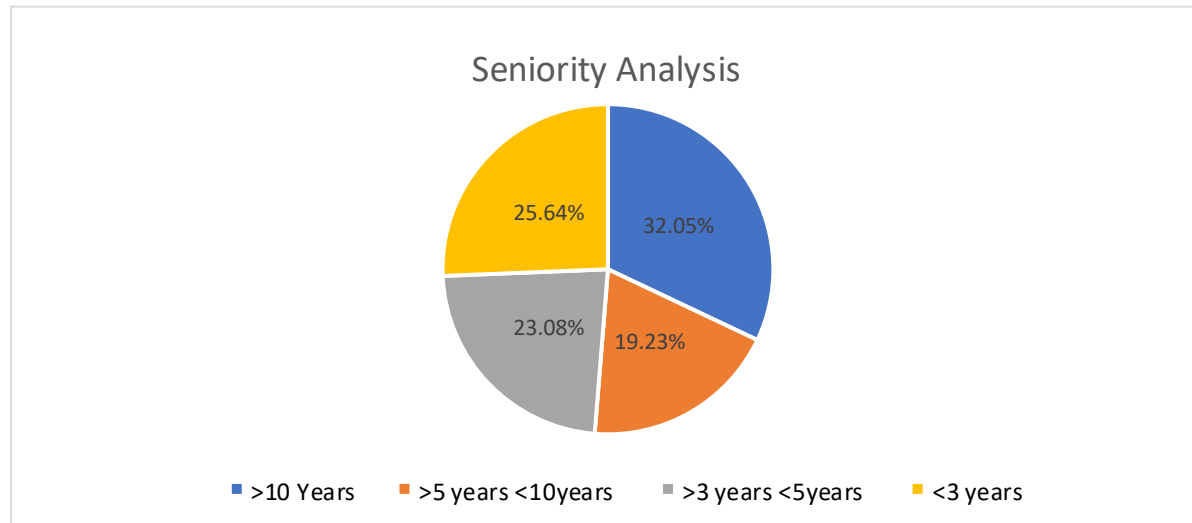


# Employee Turnover Rate in Recent Two Years & Seniority Analysis

Turnover rate staff & worker 2020/21



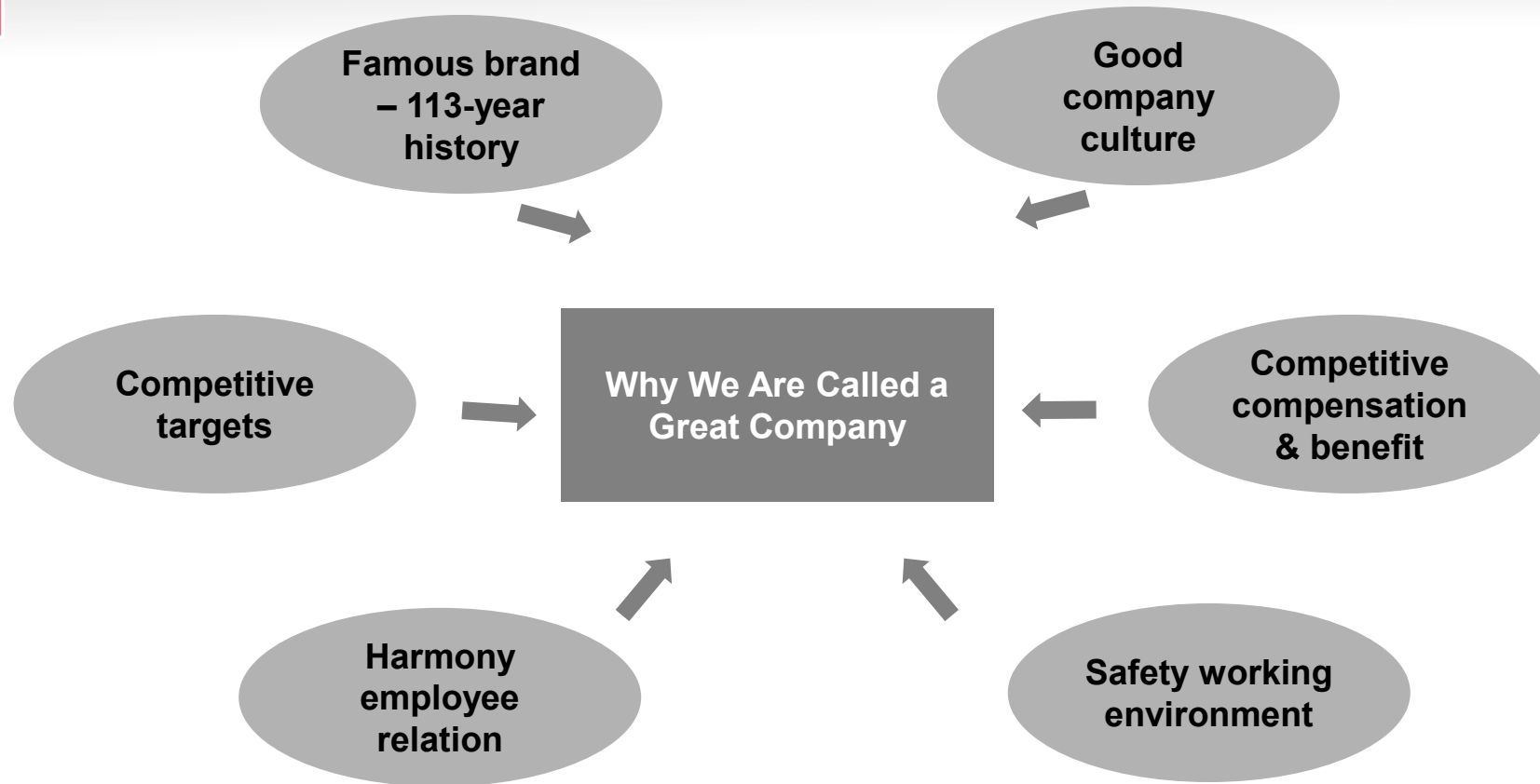
Seniority Analysis



Strong brands making life more enjoyable and easier



# Summary of Why We are Called a Great Company





# What We Are Doing to Be Great to Work For (1/3)

## Distinctive benefits

- Nice working environment – with air-condition in the whole workshop
- Trust-based work: no time-punching card needed for staffs
- Shuttle bus for management and necessary staff level
- Different greetings gifts to employees when birthday/baby birth/festivals
- Provide couple accommodation for employees
- Special cash rewards on any valuable idea for cost saving, continuous improvement, etc. from RMB100 to RMB 5,000.
- Build different sports clubs, and have competition regularly. Also provide some fitness equipment for employees to use any time.
- 10 days paid annual leave for staffs when start to be employed, 5 days full paid sick leave per year
- Quarterly & annual outstanding workers rewards, RMB500/1500 gifts per head for the top ones.





## What We Are Doing to Be Great to Work For (2/3)

### Training and employee development

- Set up TTT program within the company since 2013, offer 5-6 times public training course which job related per month by the internal trainers.
- Provide English training from time to time based on the job needs
- Allocate certain external training budget to each department for professional knowledge , maximum RMB8000 per time.
- Every employee has his/her own learning tasks which will link to their annual performance bonus .
- Make the skill matrix for employees every three years depending on the job analysis, define relative improvement plans accordingly and will also attach to the performance review process .
- Attach high importance on employee personal development, built the promotion from within program, most of the management level were promoted internally.
- Require and promote – managers and staff have personal targets with regular review
- Leadership training for managers on how to manage their team and how to handle complicated cases
- Carry on the job rotation to make the job more attractive for the employees







## What We Are Doing to Be Great to Work For (3/3)

### Employee communication and personal caring

- Set up effective communication channel with different level of employees, such as monthly / quarterly worker meetings, company WeChat, etc.
- Provide employee commercial accident and medical insurance within certain budget.
- Humanity concern when employee or the family member has big health problem or accident not related to the company.
- Annual body check and occupational medical examination, sometimes also organize the external party to provide on-site psychological service and Chinese Medical health service to the employees.

### Various team building and activities

- Every department can get certain budget upon the headcount of the department on quarterly basis, to organize some dinners or small outings.
- Monthly dinner and workshop outside of the company once a while for management team
- Company outings for all employees every year, for two or three days.
- Decent annual party at four- or five-star hotels, with performances and shopping card lucky-draw.



# Q & A

