



Security Papers Limited

Practicing Highest Personal & Professional Integrity

Contents

Interview

*Chief Financial
Officer*

Trainings

*Training &
Development*

Congratulations

Highest Production

Security Survey Report

Pilgrims of SPL

Health & Safety

*One on One
sessions over Health
& Safety*

Success Story

Mr. Arshad

Amoer

*(Sr. Manager
Production)*

INSIDE Newsletter Issue #2



Editor Note.

I recall the period when I discussed the idea of initiating the newsletter. It was difficult to find what material to be part of this newsletter? How to get it printed within time and budget and many similar questions.

All the tough work and arduous agenda lastly paid off when we received such encouraging and appreciative comments from our readers. We were overwhelmed by your good response.

Now we're here with the 2nd issue of our newsletter. Hope you all will enjoy reading this issue more than you enjoyed before, continue writing us and give your feedback regarding our newsletter as your suggestions are very meaningful for us. You can send the comments on hr@security-papers.com



CEO's Message.

It is a matter of great pride for me to see the outstanding results achieved by SPL Team in 2013 along with the significant opportunities for further expansion. The New Year has been engaging with new goals and initiatives. Everyone is doing a great job of being productive and contributing towards the development and growth of SPL. Over the years, we have come a long way and have grown in capacity, performance and image building.

I would like to thank all of my team for their continued support and hard work in making 2013 a year to be proud of. I do hope that we will keep on maintaining the team work, trust and support with open and candid communication.

**Your own Believe
on
your work is
much important
this gives you a
confidence and a
ladder for
success.**

Good Bye Colleagues

Now as you retire, we are missing our great colleague at work. Wishing you a stress-free life full of success and happiness!

1. Mr. Wajahat Naveed-Manager Security
2. Mr. Wakil Zada – Assistant Manager, Welfare & Administration
3. Mr. Sultan Zada - Deputy Manager, Quality Assurance.
4. Mr. Tariq Moin - Senior Accounts Assistant
5. Mr. Ameer Shah – Clerk, Production
6. Ms. Sanober , - Rag Sorter (Production).

TRAINING & DEVELOPMENT

Training & Development of our staff is among one of our significant activities in today's rapid shifting environment. SPL emphasis on both in house and external training to get its workforce much competent and competitive in the market. We made successful man hours of 842 for training in this quarter.

IN-House Training:

- Quantitative Analysis SPSS – SPL
- Brainstorming Session For Security Inspectors
- Brainstorming Session For Security Guards
- Brainstorming Session For CCTV Operators
- Communication Skills For HR&Admin
- Health & Safety Awareness For Safety Officials
- OHSAS Certification For Safety Officials



Establishing an environment conducive to learning is a critical aspect of training sessions. For better training and development of SPL employees, we have developed an exclusive training room in Admin Block. This training room will be available for training of all employees.

External Training:

- Conference on Corporate Governance Implications for Companies with Concentrated Ownership –PICG.
- Total Productive Maintenance -SPL
- National HSE & Sustainable Development Summit –PSTD
- Project Management Professional - NPO
- Board Performance Evaluation & The Effective Company Secretary –PICG
- Sustainable Reporting –PICG
- HR Business Partnering Skills - Narejo Human Resources

SHE- Safety, Health & Security:

1. We are working to get the OHSAS Certification. The required information is being shared with SGS.
2. PPE's are being provided centrally by the HR & Admin department.
3. Training sessions are being conducted for the Safety Officials to create awareness and significance of safety.

Congratulations

We congratulate "Mr. Huq Nawaz" from (Pulp Mill), who performed Hajj by the grace of Allah this year sponsored by SPL; moreover we would also like to congratulate:

Mr. Talha Bin Hamid General Manager- Internal Audit
Mr. Shahbaz Ali Senior Manager-Talent Management
Mr. Munsib Khan Security Guard
Mr. Muhammad Tariq Assistant Fitter

They also performed Hajj this year.

Don't show gratitude to people merely for doing their jobs?

The place where you work will be a more satisfying place for you and your employees if you liberally sprinkle your words with combination of eight words : "Thank You.", managers neglect to say that to their employees. But the fact that they are paid is unimportant to the notion of being grateful and thanking them not only boosts their morale but also reminds you that you are not doing the job alone.



*Congratulation on significant
achievements of Highest
Delivery of 14113 reams, 917 Trim
reams and 701 N, J reams produced
in the month of September.*

We are proud of our workforce for making every effort to achieve that goal while maintaining the quality.

We expect the same momentum in future

Good Job

Our Security:

Key point Intelligence Division (KPID) & Special Branch, Security Survey Report, 2013)

In the month of September – 2013, the officials of above mentioned departments visited SPL to evaluate the overall security measures arrangements adapted by the Security Control department to protect this sensitive organization. After visit, the said teams appreciated the security arrangements and awarded "VERY- GOOD", the highest category of performance.

SUCCESS STORY:



Mr. Arshad Amir Senior Manager (Production), might be the best example of how the company nurtures talent and success. Arshad Amir was born in 1964 in Karachi. He joined Security Papers Ltd in 1992 with a glittering educational background of 1st class 1st division from his Matriculation till his M.Sc in Applied Math and Organic Chemistry. His father was doing an export business. Due to financial loss he finally closed his business and started giving tuitions. His father was a B.Sc. from Aligarh University.

After completing intermediate, Mr. Amir started doing small jobs to support his family. He started his career as a checker of finished goods in PEPSI Co in 1992 to support the family. The house where he was living was on rent. During the same year, he joined Security Papers Ltd as an Assistant Chemist in Quality Assurance Lab. He served there from 1992-1996. In 1996 he became an Assistant Production Manager and transferred in Machine House PM-I and continued till 2006. Then he became a Deputy Manager in Finishing Department and continued his services till 2009. During this period our company received a letter of appreciation for quality finished goods from PSPC.

His father died in 2003 and the entire responsibility of his family came over his shoulders. He has four brothers and one sister and they all became dependent on him but he boldly fulfilled his responsibilities and did his best for the bright future of his dependents. One of his brother did B.Sc from Karachi University and now doing a job as Boiler Engineer at IFFCO and another brother completed M.Sc (Botany) and one of his brother did M.Sc (Geology) and his MBA is in process from MAJU University. His responsibility finally paid off after his sister's marriage.

In 2009, he was transferred in Machine House till 2012 and during this period he was promoted as a Senior Manager (Machine House) in 2010. In July 2012 his hard work, dedication towards his work help him to become a Senior Manager (Production) and still carries the same title. During his supervision note paper and OSP paper production increased without incurring any additional cost.

