



Security Papers LIMITED

Striving for Achieving the Milestones

Newsletter **October 2013** Issue 1 # 1

CEO's Message

With this newsletter, we aspire to exchange a few words of our activities and keep our stakeholders updated about our work and help them know about Security Papers Limited ongoing initiatives. I proudly say that we enjoy a strong culture and hold shared core values to deliver on our promises to our customers.



We are heading towards vision to become a nationally and internationally recognized and accepted security paper producing organization in Pakistan and abroad. I would like to congratulate the entire team which made the publication of this newsletter a reality. I wish them good luck in their future endeavors.

Naiyer Muzafar Husain

Editor's Note

By the grace of Allah Security Papers Limited (SPL) 1st Newsletter issue of 2013 is in your hands. I value the joint efforts of newsletter team members for making it possible. This newsletter comprise of all the recent events, training and activities carried out by our company.



Company is expecting raise in profitability due to challenging targets. I believe with your joint efforts, we would be able to achieve milestones.

This is an endless journey towards brilliance and we expect you to share your valuable suggestions with us concerning how we can do it better. We expect that you will enjoy reading this issue and by the time you finish reading it you would be thinking about having your participation in the next edition. Do share the best of your knowledge with us. I hope this newsletter will facilitate the readers and they can have great insights about SPL.

Regards
Nadeem Azhar

Recent Events/Programmes/Trainings:

SPL views Training & Development as one of its core activities in today's dynamic environment. SPL emphasize on both In - House and External Training to get its workforce much competent and competitive. We made successful man hours of 1127 for training in 2013.

In-House Trainings:

- ✓ Brainstorming. Held on 15-02-2013 by Mr.Hasan Irfan
- ✓ Failure Mode Effective Analysis. Held on 29/03/2013 by Mr.Hasan Irfan
- ✓ IT Learning Session. Held on 29/11/2012 by Mr.Salman Ahmed
- ✓ Lead Your Team Through Change. Held on 20/06/2013 by Ms Raheela Narejo
- ✓ Finance for Non Finance Professionals. Held on 08/05/2013 by Mr. A.Raheem Suriya.
- ✓ Total Productive Maintenance. Held on 02/09/2013 by Mr. Kazuteru Chinone.



External Trainings:

- ✓ Soft Skills. Held on 19-20 March 2013 by Mr.Omair Jamal
- ✓ Sindh Industrial Relation Act. Held on 19-04-2013 by Mr. Fasih ul Karim
- ✓ Hire the Best Employee Not Candidate. Held on 8-9 April 2013.
- ✓ Preparing Biding Documents. Held on 30, March 2013.
- ✓ Human Resources & Remuneration. Held on 08-03-2013 by Mr.Zaffar A .khan



Eid Milad un Nabi(S.A.W.W).

Eid Milad- un- Nabi was celebrated at Security Papers Ltd on 7th February 2013. The auspicious event started off with verses of the Holy Quran and Hamd. Various participants came on stage to recite well rehearsed naats that created a sensation of peacefulness and holiness.



EID MILAN PARTY and INDEPENDENCE DAY was celebrated at Security Papers Limited where all employees attended the program with great zeal and zest. This event was celebrated on 12th August 2013 at SPL lawn. It started at 3:30 pm with greetings of Eid to everyone.

There were some activities planned to make this event memorable and joyful like singing of national songs, mimicry, passing the ball, and other games which made it more interesting and enjoyable. Prizes were also distributed among the participants. Employees were happy to be a part of this Party. After having fun with these activities, employees then enjoyed the delicious hi-tea.



Who is SHE? This is “Safety, Health and Environment”.

“Safety is a simple cure from any unforeseen accident”

Current Status of Health & Safety of the Organization:

Safety Surveys and Workshops conducted by Health & Safety Surveillance Committee (HSSC) members

Surveillance Audit by SGS
The Integrated Quality and Environmental ISO 9001:2008 & ISO 14001:2007 Audit was successfully done in the month of March

Usage of Personal Protective Equipments(PPEs):
HR & Admin Department is providing PPEs centrally to all the departments and ensures the usage of PPEs through counseling and several visits particularly during the annual shutdown. Quality awareness signs, dangerous area identification sign boards and safety supervisor boards for assigning responsibility at potential high risk areas are being placed.

Radiation Meter:
Radiation meter for checking radiations has been imported. The installations will help us to monitor radiations at relevant points

Fire alarm :
The task of Installation of fire alarm / siren outside co-generation and PM-2, MCC Room has been activated.

Accidental Reports:
The process of Accidental Report has also been revamped. Instead of a routine entry, comprehensive reports on the accident, causes and remedial actions are being monitored.

Best Safety Official of the Quarter program

The Best Safety Official of the Quarter program has also been initiated to appreciate those Safety Officials who show exemplary individual achievement, contribution, and performance in their jobs.

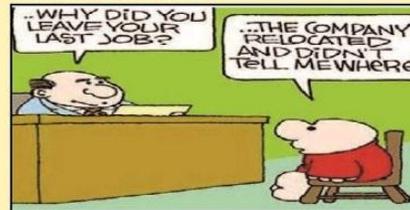
OHSAS 18001:2007 Certification

SPL is working to get the OHSAS 18001:2007 Certification by the end of this year. SGS team has been invited for the initial assessment as a proactive initiate for the Certification.

Security Dealings

1. In present circumstances security is the premier concern throughout the country owing to the prevailing law & order situation and adopting the modern techniques.
2. To achieve the target following security measures have been taken :-
 - Erection of outer parameter security fence along main road.
 - Upgradation of existing Fire Alarm System.
 - Upgradation of CCTV and ACS System.
 - Introducing the VPMN System (Voice Phone Mobile Net) for further enhancement of our communication system.
 - All security areas are connected with Fire Alarm System.
 - A latest Fire Suppuration System is recommended to be installed in MCC room and IT room.
 - Strengthen the existing boundary wall.
3. Upgradation of external and internal security system to improve the skills and knowledge of concerned staff about security measures and modern techniques.
4. The organization is the recipient of consecutive best Fire and Safety Excellence Award **2011** and **2012** by Fire Protection Association of Pakistan (FPAP) and National Forum for Environment & Health (NFEH).

From: Security Department



Scholarship Scheme

Education is a ladder for bright future.

We have extended our budget for scholarship. Now Officers will also be entertained for this with a share of 20% for their children. However 80% of the budget is allocated for workers' children.

Ways to Be Happier at Work :

1. Say “yes” to your boss, but “I’ll get back to you” to others.
2. Do the thing you dread first.
3. Sweet-talk yourself.
4. Use your imagination—and breath.
5. Stressed? Get walking—outside, if you can.
6. Give yourself aromatherapy.
7. Stretch your arms up, over your head.

CONGRATULATIONS

Hajj Balloting :

SPL sponsors one employee every year for Hajj through Lucky Draw. Permanent employees (worker), who have twenty five years of service with SPL are eligible for this draw. We congratulate "Mr. Haq Nawaz" from Pulp Mill, he will perform Hajj this year.



Our Stars

- ★ **Mr. Babar Aijaz:** Successfully completed his "Chartered Accountant" Certification.
- ★ **Mr. Mudassir Ali Khan:** Successfully reached the milestone to be among the top ten in the world for M1 Masters Gateway in the "CIMA" 2012 examination

Quotes

- For things to change, first I must change.
- If everything seems to be going well, you have obviously overlooked something.

OUR AWARDS/CERTIFICATION/RATING

- 24th to 28th Corporate Excellence Awards of the Management Association of Pakistan (MAP).
- Certification by SGS. ISO 9001:2008 Quality Management System.
- ISO 14001:2004 Environmental Management System.
- Corporate Governance Rating CGR-8++.
- Credit Rating of "AAA" (triple A) a short term credit rating of A-1.
- Fire and Safety Awards 2011 and 2012 by NFEH.
- Best CEO Award 2011-12 by FPCCI.

HR TIPS:

Help people play to their strengths – One of the strongest motivators is pride, which people are more likely to feel if they're good at what they do.

Be appreciative – Nothing motivates like saying thank you and good job sincerely. And when your team makes you look good to your manager don't forget to give credit where credit is due.

Forget fair – Everyone's different. Recognize great performance, address poor performance and try to tailor 'rewards' to what individual's value.

Talk to people about what they want – To lead others you need to understand what motivates them. If you guess you'll probably guess wrong so ask them.

Improvement Projects in SPL

SPL has seen many fruitful eras, throughout its history. It worked on traditional Bureaucratic model of management that yielded results as per needs of time. The traditional model has its pros and cons, but a glaring issue is creation of silos in the different fields of business operations and disengaged down the line employees.

A team approach was required to break the silos and penetrate deep down to worker level for involvement and ownership. With this vision, all teams of Operations department that consists of Production, Engineering, Mould, Quality Assurance & Security were taken on board to identify areas that needed greater attention. A brainstorming session was conducted in SPL Canteen on 15th February 2013 under the chair of Mr. Hasan Irfaan. All workers and officers except the heads of departments were allowed to voice their concerns. This was done to have an open unhindered communication. GM HR&A was also present on the occasion.

People started with personal grudges but soon turned towards the shortcomings they felt in the plant operations to improve the efficiency. From this point on, project proposals started pouring in and within an hour 40 projects were spelled out. Interestingly an unexpected stint of rain during this session that we all consider Almighty's Blessing at that hour of involvement from workers whose long awaited dream to be a part of success was finally answered.

Out of the 40 projects proposed, the heads of departments chose 17 projects that needed immediate attention and immediately teams were formed with each HOD working as facilitator and line managers as project incharges, the vision was to empower the line managers to take responsibility as well as ownership of the prevailing problems and reach to an acceptable solution with an analytical approach.

Since no formal delegation had yet been practiced as the line managers were novices to leading project teams, training sessions for all project teams was done in 3 different sessions to equip them with the basic problem analysis and analytical tools.

The teams quickly grasped them and started working on the projects effectively utilizing the newly learnt techniques under the guidance of HODs. Within 3 months results started to show on the financial health of the Organization. The process losses that used to be at a staggering figure of 38% in November 2012 had dropped to 25% in April 2012 and still continued to show a downward trend. By June 2013 the figure was further reduced to 21% with a land mark figure of single digit 9% coming in finishing department that had never been achieved historically.

All of this effort has been due to the effective involvement of down the line workers and line managers who have taken ownership of their respective areas.

(from :- DGM-Process System)

Interview of (Sarwar Jahan)

Working as a Checker in Production (Finishing) department.
Leaving us on 11, October 2013.



Tell us a bit about yourself and about your family?

I joined SPL in 1981 and started my career as a paper cutting agent then I move from paper cutter to 1st examiner then 2nd examiner and now presently working as a checker in Finishing department. I am married having three children (2 daughters & 1 Son) one of my daughters got married and other is studying in BBA and my Son is doing MBBS and doing a house job. My spouse is a government teacher and Alhamdulillah we are living happily.

What has been challenging in your time with us?

The most difficult time I have seen till my work time, was to operate a paper shredding machine. When I was newly appointed here I was supposed to work over a machine that shred the paper and transform the paper in required finished form. We had to move the bundle of paper with our knee. This activity was so painful for knee, then I decided to leave the work but my children were studying in school and this responsibility changed my mind and I continued my job here.

What improvements do you think can be made for the betterment of employee in your area?

As females are working in Finishing Department its better to depute a female officer who can easily understand the females problems and a female can understand the problem of other female in a much better way.

How would you describe the culture of the organization?

The SPL's culture is very good. It is people oriented, value employee concern, proper codes of conduct are being followed at SPL.

How was the time you spent with us?

Yes, the time I spent in SPL was memorable for me as I spent 32 years of my life while working at this place. I found everyone very cooperative and caring.

What message would you like to give to us?

Life is too short to live so it's better to spend the rest of your life with happiness rather than fighting with others and I also wish the SPL every success in the future and thank you for the opportunities I have been given during my time here.

- 1- سوال - ہمیں آپ اپنے اور اپنی فیملی کے بارے میں کچھ بتائیے؟
جواب - میں نے سیکورٹی بیچے میں بطور شیٹ ڈریسر آپریٹر کے 1981ء میں شمولیت اختیار کی۔ پھر میں فرسٹ ایگزامینر بنی بعد ازاں سینڈ ایگزامینر بنی اور اب بطور لائن چیکر کے فینٹنگ ڈیپارٹمنٹ میں کام کر رہی ہوں۔ میں الحمد للہ شادی شدہ ہوں میرے شوہر گورنمنٹ ٹیچر ہیں، میرے تین بچے ہیں جن میں دو بیٹیاں اور ایک بیٹا شامل ہے۔ اللہ کے فضل و کرم سے ایک بیٹی کو زخمت کر چکی ہوں، ایک بیٹی BBA کی طالبہ ہے اور میرا فرزند MBBS کا طالب علم ہے جو کہ اس وقت اپنی حاضری سب کمال کر رہا ہے۔ بفضل تعالیٰ ہم سب لوگ ایک خوشگوار زندگی بسر کر رہے ہیں۔
- 2- سوال - آپ کے کام کی جگہ پر ملازمین کی مزید بہتری کے لیے کیا اقدامات کیے جائیں؟
جواب - جیسا کہ فینٹنگ ڈیپارٹمنٹ میں تمام خواتین کام کر رہی ہیں میں یہ چاہوں گی کہ فینٹنگ ڈیپارٹمنٹ کے افسران میں بھی خواتین ہوں کیونکہ ایک عورت دوسری عورت کے مسئلے کو بہتر سمجھ سکتی ہے جس سے مزید بہتری کے امکانات ہیں۔
- 3- سوال - آپ اس ادارے کے کلچر کو کیسے بیان کریں گی؟
جواب - میری نظر میں سیکورٹی بیچے کا کلچر بہت اچھا ہے جہاں ملازمین کے جذبات اور احساسات کا خیال کیا جاتا ہے اور جہاں ملازمین کے مسائل کو فوری طور پر حل کیا جاتا ہے اور کمپنی کے بنائے ہوئے اصولوں کی پاسداری کی جاتی ہے۔
- 4- سوال - آپ کا کونسا وقت ہمارے ساتھ چیلنجنگ رہا؟
جواب - ابھی تک کا جو سب سے چیلنجنگ وقت میں نے دیکھا وہ بیچے کا ٹیٹے والی مشین پر کام کرنا تھا۔ جب میں شروع شروع میں آئی تو اس وقت میں بیچے کٹنگ مشین پر کام کرتی تھی۔ اس مشین سے ہمیں بیچے مطلوبہ شکل میں حاصل ہوتا تھا۔ مجھے کاغذ کا ٹیٹے کے لیے کاغذ کے بنڈل کو اپنے گھٹنے سے مشین کی طرف دھکیلنا پڑتا تھا۔ جو کہ ایک مشکل مرحلہ تھا۔ اس سرگرمی عمل سے گھٹنے میں درد ہو جاتا تھا۔ اس تکلیف کی وجہ سے میں نے اکثر سوچا کہ نوکری چھوڑ دی جائے لیکن میں اپنے بچوں کا داخلہ اچھے اسکول میں کروا چکی تھی اور اس احساس ذمہ داری نے میری سوچ کو بدل دیا اور میں نے اپنی نوکری کا سلسلہ جاری و ساری رکھا۔
- 5- سوال - آپ کا اب تک جو وقت اس ادارے میں کام کرتے ہوئے گزرا، وہ کیسا رہا؟
جواب - اس میں کوئی شک نہیں کہ جو میں نے اپنی زندگی کے 32 سال اس ادارے میں گزارے وہ تمام عرصہ اور لگاتار میرے لیے یادگار ہیں میں نے اس ادارے میں سب کو تعاون کرنے والا پایا اور یہاں سب لوگ ایک دوسرے کا خیال رکھتے ہیں۔
- 6- سوال - آپ لوگوں کو کیا پیغام دینا چاہیں گی؟
جواب - میں سب کو یہی پیغام دینا چاہوں گی کہ زندگی بہت مختصر ہے، اسکوٹنس کھیل کر گزارے نہ کہ دوسروں سے لڑ جھگڑ کر کیونکہ کسی کی دل آزاری کرنے سے کچھ حاصل نہیں ہوتا۔ میں سیکورٹی بیچے کے لیے ڈعا گو ہوں کہ اللہ پاک اس ادارے کو دن و گئی اور رات چمکتی ترقی عطا کرے آمین اور میں شکر گزار ہوں ان تمام لوگوں کی جنہوں نے مجھے نوکری کے دوران آگے بڑھنے کا موقع فراہم کیا۔