

Best Practice Manual 3- The Condition of Lump Sum Grant Reserve

Policy and Procedures of Lump Sum Grant Reserve

Remark:

1 Policy

- 1.1 The policy and status of the Lump Sum Grant Reserve (LSG Reserve) and its plan for future use will be communicated to employees, service users and the general public in a concise and timely manner through an effective and convenient channel.

2 Procedures

- 2.1 The policy and status of the LSG Reserve and its plan for future use will be disclosed in the annual report of the Organization.
- 2.2 Employees, service users and the general public can access to relevant information through the official website of our organization.
- 2.3 If relevant information has a direct impact on employees, the Head Office will release such information to the employees through notifications via intranet or a private e-mail in a timely manner.

Publication :	1. This document is included in the "Administrative Information Guide" of this organization. All current or newly recruited employees of relevant departments must read this document and act in accordance with the relevant policy.	
Revision :	1. This policy and procedures may be reviewed and updated as necessary. 2. Department Heads are welcomed to give feedback on the matter. The Chief Executive or appointees by the Management Committee are responsible to review this policy and its procedures.	
Signature :	(Chief Executive)	Updated Date : October 12, 2015