

# MYDIN

MYDIN MOHAMED HOLDINGS BHD

## EMPLOYMENT OF PERSONS WITH DISABILITIES



The Leading Local Wholesale Hypermarket  
*"Born Malaysian. Still Malaysian!"*

# Persons with Disabilities (PWDs) at MYDIN



# *Video Clip*





## BUSINESS CONCEPTS



# *Our Action Plan*

# Current total PWDs Staff

## January 2014

	Disability	No. of staff
1	Hearing impairment (deaf & mute)	38
2	Physical Disability	45
3	Learning Disability	28
4	Visual Impairment	4
<b>Total</b>		<b>115</b>

	Disability	No. of staff
1	Return to Work (RTW)	5



## Action Plan : PWDs In-take

April 2012 – 2014 (1% - 2 %)

### BEFORE JOB COACHING

41 PWDs

### AFTER JAPAN' S TRIP & JOB COACHING

**82** (0.40%) PWDs as at 31/12/2012

**76** (0.72%) PWDs as at 31/1/2013

**80** (0.76%) PWDs as at 28/2/2013

**90** (0.86%) PWDs in-take on 4/3/2013

**115** (1% based on 11,500 staff - current)



# Recruitment & Selection



# Advertisement for Employment



Agen:

**MYDIN** MYDIN MOHAMED HOLDINGS BHD **MYRA** MYDIN RETAIL ALASRI

**MYDIN**  
*rihatin*

**PELUANG KERJAYA  
BAGI ORANG KELAINAN  
UPAYA (OKU)**

**di semua Cawangan MYDIN**

MYDIN dengan kerjasama JKM-JICA akan mengadakan Karnival Kerjaya khas buat golongan OKU bagi mereka yang berminat untuk membina kerjaya dalam bidang peruncitan dan borong. Kepada yang berminat sila hadirkan diri pada:

**Tarikh** : 13 Mac 2013  
**Masa** : 10:00 pagi - 5:00 petang  
**Tempat** : Pasaraya Besar MYDIN,  
USJ1, Subang Jaya, Selangor.

Sila bawa *resume* untuk sesi temuduga

**\* Peluang memiliki Sijil Kemahiran Tahap 1, 2 & 3**

\* mengikut tema & syarat

bagaimana berminat:

MYDIN MOHAMED HOLDINGS BHD,  
Lot No. 575 & 576, Persiaran Subang Permai, USJ 1, 47610 Subang Jaya, Selangor Darul Ehsan. Tel: 03-8073 8000 Fax: 03-8073 8096 Email: mydin@mydin.com

Untuk maklumat lanjut:  
www.mydin.com.my MYDIN www.facebook.com/mydinmalaysia

Call center: 1 300 30 8786

www.mydin.com.my

# Employment

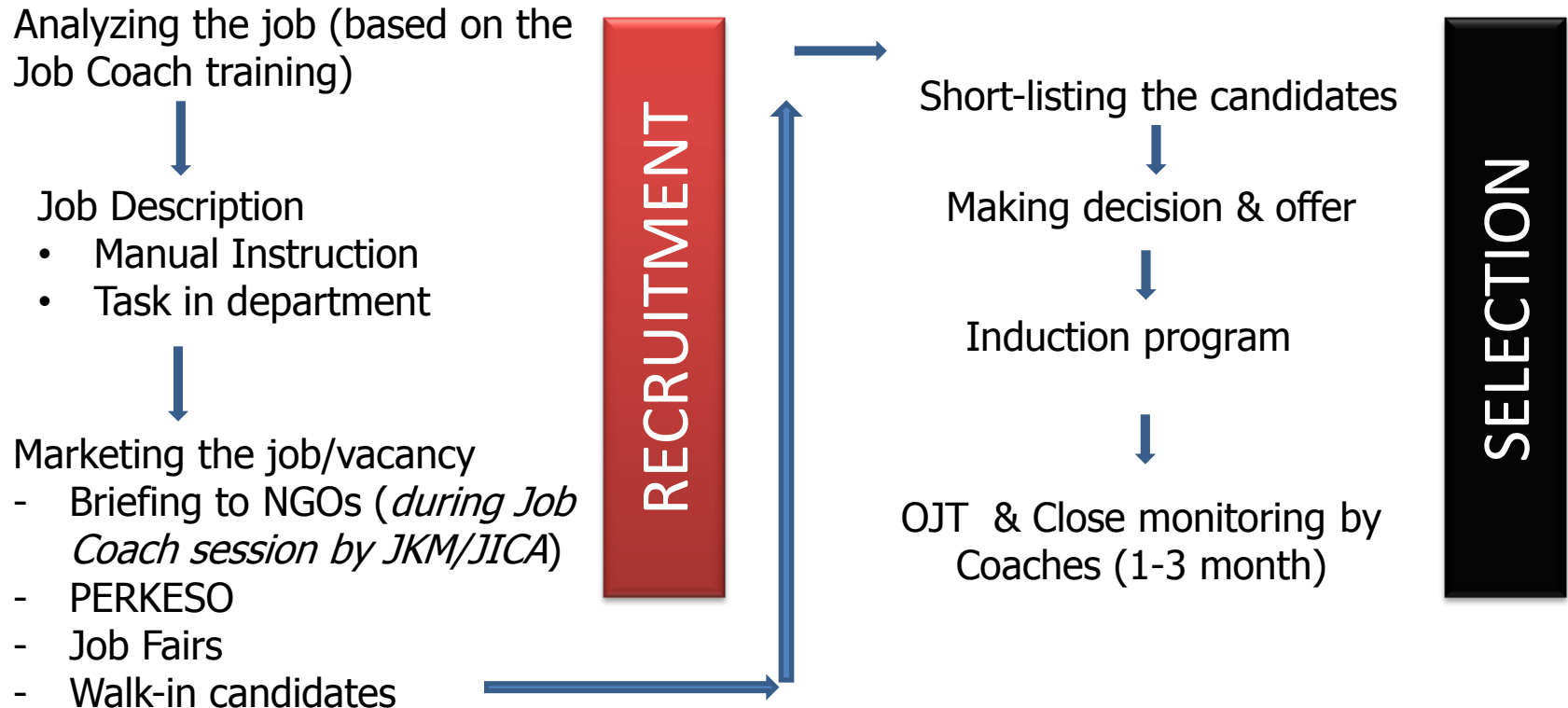
1	<b>Job Matching</b>	Hearing Impairment	Inventory Assistant / Graphic Designer Store Assistant / Sales Assistant / Admin Assistant
		Handicapped Legs / Hands	Customer Service / Receptionists / Inventory Assistant / Accounts Assistant
		Learning Disability	Security / Store Assistant / Sales Assistant
		Visual Impairment	Inventory Assistant / Customer Service
2	<b>Source candidates</b>	Walk-in interview / SOCSO (RTW) / Social Welfare Department (Jabatan Kebajikan Masyarakat - JKM) – Job Fairs	

## Employment (continued...)

3	<b>Training</b>	Support and guide by Supervisors during On Job-Training & on-going process.
4	<b>Salary</b>	No different. Same like others.
5	<b>Allowances</b>	Department of Social Welfare
6	<b>Employer</b>	Claim Double Income Tax (Section 18 Income Tax Act 1967). Disabled person means any individual certified in writing by the Department of Social Welfare to be a disabled person.



# Recruitment & Selection Process



# Learning & Development

# Job Coach Training



**MYDIN staff with Japan International Cooperation Agencies  
& Social Welfare Department at  
MYDIN USJ Hypermarket, Subang  
April 2012 - 2013**



# MALAYSIAN SIGN LANGUAGE COURSE LEVEL 1



**Malaysia Federation of the Deaf (MFD)  
organized by Human Resource Department  
Blue Wave Hotel, Shah Alam (29 November – 2 December 2013)**

# Training



**Hamizan bin Mohd Aris**  
(Store Assistant)  
Based at Masjid India Branch  
Federal Territory Day Parade  
2013



**Abdul Rahman**  
(Store Assistant)  
Based at Masjid India Branch  
Training at MYRA



**Muhamad Firdaus**  
(Store Assistant)  
Based at Rawang Branch  
Fire Demonstration Training



# MYDIN CONVOCATION

**1<sup>st</sup> at Mydin Meru Hypermarket, Perak (2012) &  
2<sup>nd</sup> Malaysia Agro Exposition Park Serdang (MAEPS) Serdang (2013)**



**Ratmina**  
(Sales Assistant-  
Physical Impairment)  
awarded SKM level 1



**Muhammad Hidayat**  
(Store Assistant - mute)  
awarded SKM level  
1 (2012) & 2 (2013)



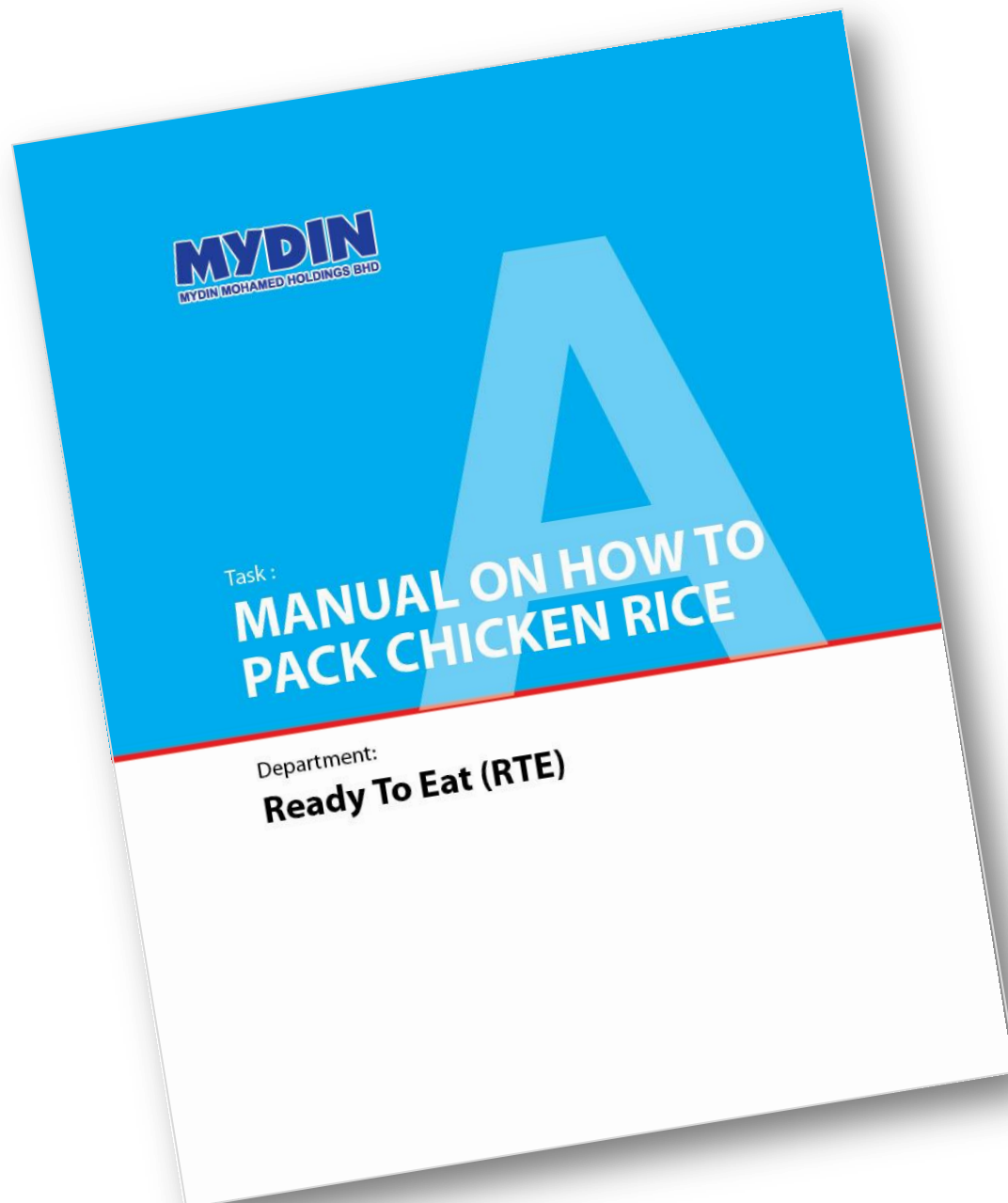
**Mohd Kassim**  
(Store Assistant - mute)  
awarded SKM level 2 (2012)  
& 3 (2013)



# Manual Instruction



## Manual Instruction for PWDs



Task :

# MANUAL ON HOW TO PACK CHICKEN RICE

Department:

**Ready To Eat (RTE)**

## Job Duty Analysis

- 8.00AM – Arrive at work and store personal belongings in locker at MTC.
- 8.10AM – Use finger print scanner to sign in for work and also record attendance manually at attendance log book.
- 8.15AM – Attend Morning Briefing.
- 8.20AM – Proceed to Department.
- 8.30AM – HOD will assign 1st task (to cook pop corn).
- 8.40AM – Begin task of cooking pop corn.
- 8.55AM – Display pop corn at sales floor.
- 11.30AM – HOD will assign 2nd task (to pack chicken rice).
- 11.40AM – Begin task of packing chicken rice.
- 12.30PM – Display chicken rice at sales floor.
- 1.00PM – Lunch Break and Prayer (applicable to Muslims only)
- 2.10PM – HOD will assign 3rd task (prepare skewer fast food – fish balls, nuggets, sausages and etc.)



Task :

## EQUIPMENT & MATERIALS

Department:

**Ready To Eat (RTE)**

# C1



**1**

Plastic Packets



**5**

Bowl



**2**

Spoon



**6**

Ladle



**3**

Price Tag



**7**

Transparent plastic container with cover



**4**

Rubber band



**8**

Tray

Task :

## MANUAL ON HOW TO PACK CHILLI SAUCE (CONDIMENT)

Department:

**Ready To Eat (RTE)**



**1**

Take a plastic packet.



**4**

Fill in two (2) tea spoons of chilli sauce into the plastic packet.



**2**

Open the plastic packet.



**5**

Open the plastic cover and fold it outwards twice.



**3**

Grab a spoon.



**6**

Get a container and arrange the sauce packet in the container.

Task :

## MANUAL ON HOW TO PACK THE SOUP

Department:

**Ready To Eat (RTE)**



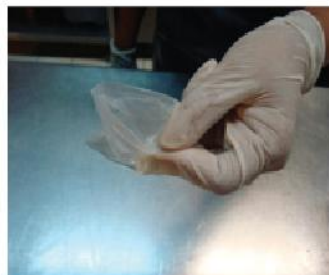
**1**

Take a plastic packet.



**4**

Grab a rubber band.



**2**

Fold the opening of the plastic packet outwards.



**5**

Tie the plastic packet of soup with the rubber band.



**3**

Pour soup into the plastic packet.



**6**

Arrange the plastic packet of soup in a container.



Task :

# MANUAL ON HOW TO PACK CHICKEN RICE

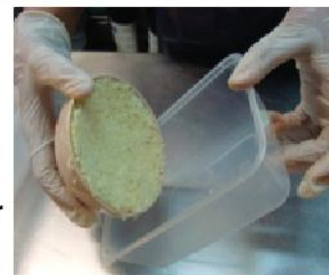
Department:

**Ready To Eat (RTE)****1**

Prepare a bowl.

**2**

Prepare a ladle.

**3**Prepare a  
transparent  
plastic container  
with cover.**4**(Use ladle to)  
Scoop the rice  
and into the  
bowl.**5**Flatten the  
surface of the  
bowl.**6**Place the bowl of  
rice into the  
plastic  
container.





**7**

Take one slice of cucumber.



**11**

Take the sauce and the soup and arrange them in the plastic container.



**15**

Ensure the price tag is displayed on the right side of container.



**8**

Take one slice of tomato.



**12**

Take a piece of chicken and arrange it on top of the rice.



**16**

Arrange chicken rice at sales rack.



**9**

Place them together.



**13**

Take the plastic container cover with price tag on it.



**10**

Arrange the cucumber and tomato in the plastic container.



**14**

Cover the plastic container.

**Recruitment**  
**DEPARTMENT**

**Mr. Rusni**  
**(019 – 358 7646)**

**Training**  
**DEPARTMENT**  
**MYDIN RETAIL ACADEMY**

**Mr. Zainee**  
**(012 – 932 9496)**



**[www.mydin.com](http://www.mydin.com)**





**Everybody Deserve a Chance**

*Our Dedication  
Helps Malaysia!*

*Terima Kasih*

**MYDIN**  
MYDIN MOHAMED HOLDINGS BHD

A close-up photograph of a blue marker with a silver cap, positioned as if it has just finished drawing the MYDIN logo on a white surface. The marker is angled towards the bottom right, and its tip is resting on the surface near the end of the logo text.