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COMPANY REGULATION DEVELOPMENT ASSISTANCE PT. GLORY CIPTAPRIMA

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Abstract

To run a company, of course you need rules to ensure legal certainty and justice in a company. Company regulations have an important role in a company, where the purpose of the existence of company regulations is to ensure a balance of rights and obligations of each party, as a guide for the parties (employers and workers) to carry out their obligations, ensure justice for the parties, improve welfare workers, as well as creating a harmonious relationship between the parties. The method used in the implementation of this practical work is the empirical method, where the authors make direct observations to obtain the necessary data.

Keywords : mentoring, regulation, company

Introduction

Every company engaged in services and goods, in running the company, of course, requires rules to ensure justice and legal certainty in the company. To ensure justice and legal certainty over the rights and obligations of workers and employers, it is necessary to have a rule that applies and can be obeyed by workers and employers in the company called company regulations.

Company regulations are intended to ensure a balance of rights and obligations between workers and employers, as a guide for workers and employers in carrying out their respective duties and obligations, to create a harmonious relationship between workers and employers. In general, company regulations must at least contain the rights and obligations of the entrepreneur, the rights and obligations of workers, working conditions and company rules and regulations. However, it is back to the company itself to make company regulations according to the characteristics of the company. PT. Glory Ciptaprima is a company engaged in construction services which was established on 20 August 2019 and is currently located at Tunas Industrial Estate. Construction services are services or construction work planning activities to build infrastructure which includes building construction and so on. However, it has been 2 (two) years that this company has been operating, and no company regulations have been made. Therefore, the authors carry out community service activities regarding “COMPANY REGULATION DEVELOPMENT ASSISTANCE PT. GLORY CIPTAPRIMA” where the author will help partners to make good

company regulations according to applicable laws in order to minimize conflicts that will occur at any time in the company and to ensure justice and legal certainty within the company itself.

Method

Data collection technique

The author uses data collection by conducting interviews with the main director of PT. Glory Ciptaprima

External Design Process

The process of drafting the Company Regulations is carried out in the following stages:

1. Conducting interviews with the President Director of PT. Glory Ciptaprima
2. Discussion and Preparation of Draft Company Regulations with the President Director of PT. Glory Ciptaprima
3. Revise the Draft Company Regulation if any changes are needed
4. Finalization of draft Company Regulations

Implementation Stage

The implementation of the Job Training program is divided into several stages in accordance with the scope of activities described above, which are as follows:

a. Pre-Drafting Stage

Before making company regulations, the authors conducted interviews and discussions with partners to determine the contents to be included in the draft company regulations. The author then decided to make a draft by taking into account the results of this interview.

b. Drafting Stage

In this stage, in accordance with the project outputs in this Job Training program, the author will compile a draft of the Company Regulations. The drafting of the Company Regulations will go through the following stages:

- (1) conduct discussions and interviews with partners;
- (2) provide input to partners so that company regulations will be made in accordance with applicable laws

c. Post-Drafting Stage

After drafting the company regulations, the author will conduct a survey to partners to get suggestions or criticisms as consideration for improving the draft. If there are points that are not appropriate (suggestions and criticisms) with partners, the author will conduct an evaluation based on suggestions and criticisms from partners. Finally, the preparation of the draft is final as the outcome of this Job Training program.

d. Reporting Stage

At this stage, the author will compile a Job Training report in accordance with the activities, procedures and results of this Job Training program. The Job Training report which consists of 5 chapters, namely Chapter I. Introduction; Chapter II. Targets and Outcomes; Chapter III. Implementation Method; Chapter IV. Results and Outcomes Achieved; and Chapter V. Conclusions and Suggestions.

Location, time and duration of activities

This activity was carried out at PT. Glory Ciptaprima which is located at Tunas Industrial Estate, Batam Center, on September 2, 2021 to December 20, 2021

Discussion

The implementation of community service activities carried out by the author is assistance in making company regulations for PT. Glory Ciptaprima. This activity has been carried out since September 2, 2021 at PT. Glory Ciptaprima which is located in Tunas Industrial Estate, precisely in the Tunas Bizpark Industrial Estate Block E No. 12A. This activity involves the director of the company PT. Glory Ciptaprima and all employees of the company. The author carried out these activities because the author saw that PT. Glory Ciptaprima has been running for 2 (two) years but does not yet have company regulations. It is feared that this will have an impact on the company in the future, because there are no regulations governing the rights and obligations of workers and employers in the company. The importance of company regulations in a company is to ensure legal certainty and justice in the company, maintain a harmonious relationship between workers and employers, as a guide for workers and employers to carry out their duties and obligations. Therefore, the author collaborates with partners to help formulate company regulations. The outputs achieved from this activity are the draft company regulations as follows:

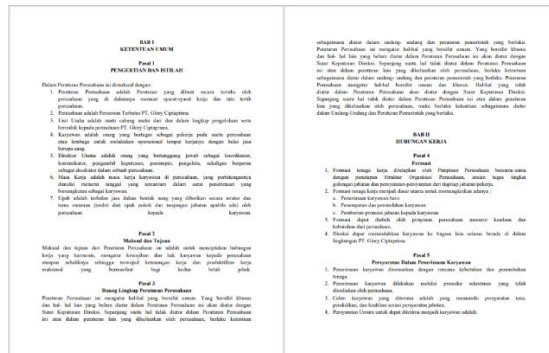


Figure 4.1.1 PP Draft page 1-2

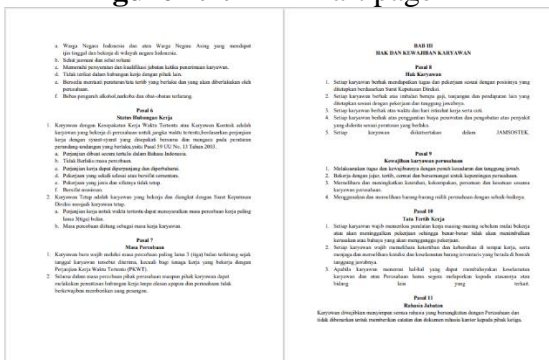


Figure 4.1.2 PP draft page 3-4

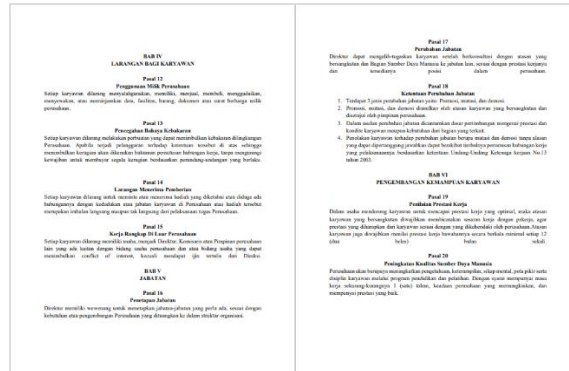


Figure 4.1.3 Draft PP pages 5-6

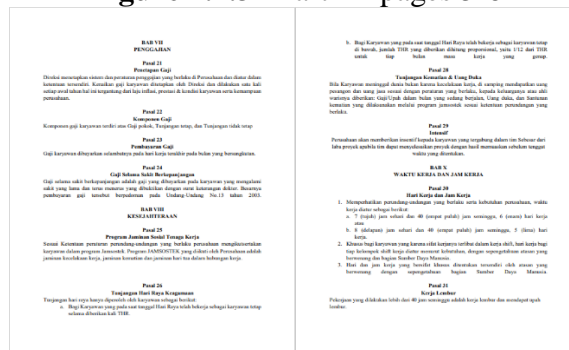


Figure 4.1.4 PP Draft page 7-8

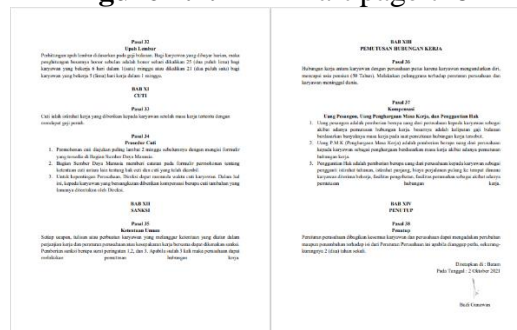


Figure 4.1.5 PP draft pages 9-10

The draft of the company regulations is sent to partners who will apply to the company. So far, with the draft company regulations, companies have become more focused, workers and employers know their rights and obligations in carrying out their duties.

Conclusion

The author provides assistance to prepare a draft of company regulations, but before that, the author explains in advance the points that are contained in the company regulations. Then a discussion is held with partners. The author obtains the outputs expected by partners and partners consider that the outputs are quite good and easy to understand. The authors hope for the outputs that have been prepared, namely the authors hope that with company regulations, both employees and the company can carry out their duties properly in accordance with the rights

and obligations that have been stated in the company regulations so that they can avoid problems in the future.

Furthermore, the authors would like to thank the partners of PT. Glory Ciptaprima who is willing to help PKM activities so that they run smoothly

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