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COMPANY REGULATION DEVELOPMENT ASSISTANCE ON PT. GLOBAL CIPTAPRIMA BASED ON THE PROVISIONS OF LABOR LAW

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Abstract

The company was created based on the provisions of the applicable law. The purpose of forming a company is to obtain a profit or earn a profit. In running a company, it is necessary to have an order so that the company can be well known and develop. Therefore, a rule is made which is better known as company regulations. Company regulations are regulations made in writing by employers that contain work requirements and company rules and regulations. company regulations must be made by companies that have employed at least 10 (ten) workers. the company regulations regulate the working conditions applicable in the company, containing the rights and obligations for workers and entrepreneurs in order to obtain legal certainty. The implementation method that the author uses is using interview techniques conducted with the President Director and employees of PT. Global Ciptaprima.

Keywords: *Company, Regulation, Labor.*

Introduction

Human nature as a social creature will form a law. Humans establish codes of ethics and cooperation between larger groups. So in this development need assistance from specialization and organization or integration. This is because the progress of humans most likely depends on the abilities of humans themselves. Therefore, humans in carrying out their lives need many needs. So that in meeting their needs, humans have to work. The establishment of a cooperative relationship between the Company and the workforce must be based on the rights and obligations of both parties. In general, these rights and obligations are written orally so that both parties can know it. The form of rights and obligations can be seen through a company guideline which is usually referred to as the Company Regulations. In drafting a Company Regulation, it is necessary to be approved by the responsible parties. After that, the Company Regulations that have been ratified must be distributed to all employees who work in the company in order to find out the rights and obligations of the workforce in the employment relationship. The company regulations can be changed if there are errors or deficiencies in the interests of work and can only be valid for 2 years after the company regulations are made. After 2 years, the company regulations must be updated immediately for

mutual convenience. Making company regulations is the responsibility of the entrepreneur himself, especially if an entrepreneur has at least 10 workers, he is required to have company regulations. In making a company regulation, it must not conflict with the applicable laws and regulations, but must be in accordance with labor law. Based on the author's observations of PT. Global Ciptaprima, it is known that the number of employees working in the contracting company exceeds 10 employees, so a company regulation is needed. With the aim of creating a clarity on the rights and obligations of workers so that there are no problems between employers and workers. The presence of a company regulation to be more orderly and have binding rules. This of course can make employees more disciplined in carrying out their duties and can carry out their obligations according to the regulations that have been applied. So that if the employee does not follow the agreed company regulations, he must receive sanctions according to the violation he made. The ultimate goal of the PKM is to produce a draft Company Regulation based on the provisions of the labor law.

Problem

Mitra is a company engaged in the field of contractors. This company has been established since 2007 but until now does not have a Company Regulation. The existence of a company regulation is considered important, especially for entrepreneurs who want to focus on developing their company. If a company that does not have company regulations can cause internal conflicts that occur between employees and their superiors. Thus, company regulations are needed for the common interest, especially for companies that set up a business with a vision and mission to obtain large profits. If this is allowed to continue, it can reduce the performance of a company and make it difficult to compete with other companies. Therefore, the author will cooperate with partners in order to make Company Regulations (PP) which do not conflict with labor law and are easily understood by workers.

Methods

Data collection technique

In this practical work activity, the data collection process that the author uses is through interview techniques with the President Director of PT. Global Ciptaprima, namely Khaidir. The interview process is carried out directly at the partner company.

External Design Process

The process of drafting the Company Regulations is carried out in several stages, namely:

1. Conducted interviews with the President Director of PT. Global Ciptaprima.
2. The stages of the process of discussing and preparing the draft of the Company Regulations carried out with the President Director of PT. Global.Ciptaprima.
3. Stages of revision of the draft of the Company Regulations if there is an error/change in the contents of the draft.

4. Finalization of draft Company Regulations.

Implementation Stage

The implementation of this practical work program is divided into several stages according to the scope of activities described above, which are as follows:

A. Pre-Drafting Stage

Before making the draft, the author confirms whether a company already has a previous Company Regulation. The method used by the author is through interviews with directors and employees who work at the company. Because there is no policy that regulates the company, it causes employees to be more flexible. So, the writer decided to make a draft by taking into account the results of the interviews. Before preparing the draft, the author first met the Supervisor from the partner company to discuss and obtain advice from the partner.

B. Stages of Drafting

In this stage in accordance with the project outputs in this Job Training program, the author will carry out the preparation of the Company Regulations. The author does this using the following stages:

- Conduct surveys and interviews with Supervisors/Managers and employees who work in the company.
 - Making Company Regulations in accordance with the Manpower Act.
- C. Post-Drafting Stage

After compiling the draft PP, the author conducted a survey to partners in order to obtain a suggestion or criticism as a consideration to continue the preparation of the draft and make improvements if there were errors in it. If there is an error or suggestion from the author's partner, immediately make improvements according to the input that has been given. After the finalization, the draft is the output of this PkM program.

D. Reporting Stage

The author will compile a Job Training Report in accordance with the activities, procedures and results of this practical work program. The Job Training Report consists of 5 chapters, namely: Chapter I. Introduction, Chapter II. Targets and Outcomes, Chapter III. Implementation Methods, Chapter IV. Results and Outcomes achieved, and Chapter V. Conclusions and Suggestions.

Location, time and duration of activities

Community Service activities are carried out at PT. Global Ciptaprima which is located in the Tunas Bizpark Industrial Estate Blok E No. 12A, Belian, Batam City, Batam City. Namely from 02 September 2021-21 December 2021.

Results and Discussion

After approximately 3 months the author carried out practical work activities at PT. Global Ciptaprima which is one of the companies engaged in the contracting sector in the city of Batam. Based on the results of the study, the authors found that there are still many people who do not know the importance of legal

awareness regarding the importance of company regulations. It is known when the author made observations to the partners and the results of the interviews stated that there were still many who did not understand the usefulness of the drafting of a company regulation. From the results of the data that the authors obtained through partners, that this company has been established since 2007 and until now the company has never even made a company regulation. So that employees are declared more flexible at work. This if allowed to continue can make employers have difficulty in controlling employees and employees can also arbitrarily carry out their obligations. The regulations applied by entrepreneurs are only verbal, not written. so that it can be forgotten by workers at any time. Therefore, the author offers a solution that if it can help a company to be more orderly, namely in the form of drafting company regulations in the hope that it can be useful for the company. The results of the outputs achieved in this study were in the form of a draft corporate regulation of PT. Global Ciptaprima. The contents of the Company Regulation Paper consist of:

- Giving Title and Logo from the company
- General requirements
- Work relationship
- Employee Rights and Obligations
- Prohibition for employees
- Position
- Employee capacity development
- study
- Well-being
- Working time and working hours
- Paid leave
- Penalty
- Termination of employment (PHK)
- Compensation
- Closing

Here are some pictures regarding the contents of the PT. Global Cipta prima Company Regulations:



Figure 1.1 Company Title Page and Logo

After making the cover of the title and company logo, the author also includes general provisions in the Draft Company Regulations with the aim that employees can understand the meaning and terms contained in the PP. Then followed by a discussion on the employment relationship. After that, the author makes the rights and obligations of the employee and also the contents of the prohibition for employees, and others. Bearing in mind that the making of company regulations is carried out not merely as a formality material but so that it can be used as output to partners that can be useful and applied for the common welfare within the company. So the author only attaches a few photos of the contents of the Company Regulations that have been made.



Figure 1.2 General Provisions



Figure 1.3 Employee Rights and Obligations

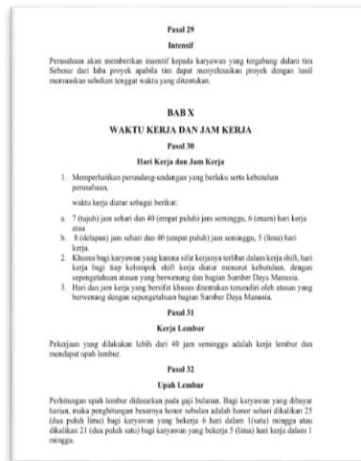


Figure 1.4 Working Time and `Working Hours

In the picture above, it contains the time and working hours that must be followed by employees based on the provisions set by the company. Based on the results of the snippet of the Company Regulations above, it proves that these regulations have been realized and have been approved by the President Director of the Company PT. Global Ciptaprima. Where In carrying out the preparation process there are several revisions of each part so that it is not easy to draw up the company's regulations. The obstacles that the author experienced were the limited time in meeting the President Director and there were differences of opinion in the preparation process. With the implementation of the author's output in the form of Company Regulations made with the aim that PT. Global Ciptaprima can have company regulations in written form and can provide a benefit for the company itself. Then it can provide a legal certainty for employers and employees who work in the company. The contents of the company regulations are designed to be simple and concise with the aim of making it easier for the parties to understand.

Conclusions

PT. Global Ciptaprima is a company engaged in the contractor sector which is a partner of PT. Glory Ciptaprima. Based on the results of observations and research conducted by the author. It is known that this company has more than 10 employees and the company has been established since 2007. However, the problem is that the company does not yet have a company regulation. Meanwhile, a company that has at least 10 employees is required to have company regulations. This is what underlies the author to provide assistance to partners in the process of making company regulations in accordance with the labor law in Indonesia. The director is quite satisfied with the results of the implementation of the outputs provided by the author and it is hoped that these outcomes can be useful in the future.

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