

# Human Resource Policies and Procedures Manual

## 1.1 Purpose of this manual

The purpose of this manual is to provide specific guidelines for the management in daily HR procedures within **Vision4**. It is not intended to prescribe step by step guidance for every eventuality, but defines the policies that the procedures should support. Compliance with these policies and procedures are considered to be a condition of employment at **Vision4**.

The objectives of this HR Manual are to:

- a) Provide detailed information about **Vision4** human resources policies and procedures as well as conditions of employment for its staff;
- b) Set out and communicate the policies and procedures formulated to assist management in making people management decisions and form the basis upon which **Vision4** work culture and environment is developed;
- c) Outline the basic rules, regulations and procedures that bind the employee as part of his/her contract of employment;
- d) Act as a guide for new employees;
- e) Serve as an operating guide for the HR staff to manage employee's affair fairly and consistently
- f) Act as a reference document for the management and staff in handling human resource & administration issues;
- g) Acts as a guideline for the efficient and effective operation activities.

## 1.2 Scope of this manual

The manual prescribes policies and procedures to be followed by the **Vision4** human resource and operational management as approved by Board of Governors. The Manual has been designed to provide clear and precise guidelines in respect of HR activities.

## 1.3 Authority and Update of this manual

The project manager with the help of the Board shall be responsible for ensuring timely and accurate modifications/updates to the Manual. No modification shall have effect unless approved and notified by the Board.

All employees shall be considered as have read this manual and any amendments that shall be made as and when necessary. Section Heads shall ensure that all staff below them is made aware of all sections of this Manual which cover their terms and conditions of service. Ignorance of any of these regulations shall not be accepted as an excuse for failure to act upon any matter or comply with the regulations as laid down in the Manual.

The users of the HR manual may suggest changes and amendments to the existing HR policies and procedures with the approval of head of relevant Sections.

Every modification, once approved, shall be circulated by the HR office to relevant management personnel for acknowledgment. HR offices shall maintain a log of all updates.

Although every attempt has been made to anticipate all situations requiring formalized policies, however, circumstances may arise which are not covered in the manual or a situation may warrant deviations from the stated policy. These cases shall be resolved by a decision taken by the Management Committee in order to prevent the appearance of prejudice or bias which may occur if the decision is taken by any one individual.

## 1.5 Manual Holders

Copies of the Manual shall be provided to the following officials of **Vision4**:

- a) Project manager;

# Human Resources Policies And Procedures Manual

**Carol L. Barbeito**



## **Human Resources Policies And Procedures Manual:**

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Department or person who is in charge of Human Resources should have an up to date Human Resources Policies and Procedures Manual and their employees should have an Employee Handbook that explains all the company rules and regulations This Human Resources Policies and Procedures Manual has over 350 pages It also includes many forms that companies require to run their Human Resources Department A Policy is a statement about an issue in the workplace and says what the business intends to do about the issue For policies to be successful in the workplace all employees affected by them must know about and understand the policy A Procedure sets out step by step instructions on how to deal with an activity in the workplace Procedures need to be tested thoroughly before they are implemented Employees involved in the procedure must clearly understand and be able to follow the written procedures *HUMAN RESOURCE POLICIES* DR. M. K. RAVI, 2024-11-23

**NOTE ABOUT BOOK** This book addresses as guide for Human Resource Managers Directors which will help them to develop their HR Policies for their organization The aim is to explore the various types of HR Policies drafting used in day to day operation and management of employees in an organization The book consists of a compilation of twenty two chapters The 1st chapter of the book discusses the Introduction to Human Resource Policies Types of HR Policies and Employee Hand Book is elaborated The 2nd chapter discusses the Employment Status Records Record Retention Policy Anti Discrimination Policy and At Will Employment Policy The 3rd chapter discusses the Recruitment and Selection Policy Recruitment Policy Appointment Policy Probationary Appointment Period Policy Joining and Induction Policy Acting Pay Policy Nepotism Policy Referral Policy Equal Employment Opportunity Policy and Hiring Policy The 4th chapter discusses the Training Development Training Development Policy and Mentorship Policy The 5th chapter discusses the General Conduct Ethics Disciplinary Action Code of Ethics Policy Office Hours Policy Dress Code and Personal Hygiene Policy Employee Arrested For Criminal Offence Anti Theft Policy Bribery and Corruption Policy Acceptance of Gifts Policy Anti Trust and Competition Policy Media Relations Policy Office Relationship Policy Hybrid Work Policy Insubordination Policy Customer Service Standards Policy Disciplinary Policy Employee Code of Conduct Policy Child Labour Policy Fraud Policy Cross Department Policy Employment Policy and Conduct Rules Do s and Don ts of Employees The 6th chapter discusses the Leave and Attendance Leave Rules Leave Request Policy Leave Policy Maternity Leave Paternity Leave Funeral Leave Policy Sick Leave Policy Public Holidays Absenteeism and Attendance Policy Attendance Policy and Flexible Hours of Working Policy The 7th chapter discusses the Compensation Policy Payroll Advance Policy Overtime Compensation Policy and Increment Policy The 8th chapter eight discusses the Performance Review Performance Appraisal for Managers Guidelines Performance Review Policy Working Alone Policy Job Rotation Policy and Salary Review Policy The 9th chapter discusses the Promotion Policy Diversity Equity and Inclusion Policy Increase in Bonus Policy Employee Reward and Recognition Policy and Employee Promotion Policy The 10th chapter discusses the Insurance Group Savings Linked Insurance Scheme Key Holder Policy Group Medical Insurance Policy Group Term Insurance Policy Mediclaim Policy and Group Personal Accident Insurance

Scheme The 11th chapter discusses the Medical Facility Health Benefit Policy Medical Facility Health Benefit Policy Health and Wellness Policy and HIV AIDS in the Workplace The 12th chapter discusses the Employee Benefits Maternity Leave Policy Company Car Vehicle Policy Company Vehicle Personal Use Policy Relocation of Current or New Employees Canteen Policy Expenses Reimbursement Policy Education Assistance Policy Employee Parking Policy Travel Policy Employee Disability Policy Company Credit Card Policy and Children Education Policy The 13th chapter discusses the Employees Housing Rules Regulations and Houses for Staff Policy The 14th chapter discusses the Employee Safety Moonlighting Policy and Personnel Protective Equipment Policy The 15th chapter discusses the Superannuation Benefits and Gratuity Policy The 16th chapter discusses the Welfare Activities Employee Clubs and Committees Policy and Corporate Credit Card Policy The 17th chapter discusses the Corporate Social Responsibility and Corporate Social Responsibility Policy The 18th chapter discusses the Computer Internet System Acceptable Use Policy Company Cyber Security Policy Company Data Protection Policy and Internet Email Policy for Employees The 19th chapter discusses the Grievance Policy Open Door Policy Conflict Resolution Policy and Bring Your Own Device BYOD Policy The 20th chapter discusses the Employee Separation Policy Employee Exit Policy Employee Exit Interview Policy A Employee Termination Policy B Employee Termination Policy Employee Retirement Policy Employee Resignation Policy Employee Temporary Layoff Policy and Employee Separation Policy The 21st chapters discuss the Whistle Blow Policy The 22nd Chapter discusses the Workplace Mental Health Policy Workplace Violence and Harassment Policy Respectful Communication in the Workplace Policy Sexual Harassment at Workplace Policy Do s and Don ts to Prevent Sexual Harassment Employee Confidentiality Policy Workplace Emergency Policy Smoking Policy Meal and Rest Periods Cell Phone Policy Company Email Usage Policy Parental Leave and Pregnant Employees Workplace Romance Policy Weapon Free Workplace Policy and Workplace Visitors Policy I wrote this book especially for aspirant HR Professionals HR Directors HR Managers which will certainly help them to understand the various types of HR Policies drafting used in Human Resource Management This book can be very useful for management students also Human Resource Policies and Procedures Manual for the Public Service ,2016 **Human Resource Policies and**

**Procedures Manual for the Public Service** ,2016 **Complete Company Policies and Procedures Manual** Cary Cohen,1992 *Operating Policies and Procedures Manual for Medical Practices* Bette A. Warn,Elizabeth W. Woodcock,2001

**How to Develop Essential HR Policies and Procedures** John H. McConnell,2005 A complete guide with CD ROM this book helps employers develop the critical HR policies and procedures of their organizations needs from identifying and documenting them to administering them Fifteen key policies and procedures include guidelines for managers and supervisors to communicate more clearly with employees DAS Human Resource Policies and Procedures Manual Nebraska. Department of Administrative Services,2002 *The Complete Idiot's Guide to Human Resource Management* Arthur R. Pell,2001 You re no idiot of course You know that your employees are essential to your company s success But

when it comes to training motivating hiring and firing them you feel like a few of the many hats you wear don't fit as well as they should Don't outsource your HR function just yet The Complete Idiot's Guide to Human Resource Management will simplify everything you need to know about the people business In this Complete Idiot's Guide you learn How to locate hire and retain the most qualified people for positions What you need to know about the law and regulations to avoid costly legal battles How to organize and administer an effective compensation and benefits plan Training tools and techniques to boost employee motivation and performance

**HR Policy & Procedures for Singapore Corporations** Joshua Ho, 2016-06-07 This comprehensive HR Policy Procedure Manual for Singapore Corporations provides an easy way to compile maintain and update your HR Policies Procedures Manual The manual offers readers with step by step policies with clear definition purpose and procedure so that you can lift and shift it for your organization Samples are included with each policy that can be replicated for your organization For example the guide includes policies and procedures for work hours work on a rest day working on a public holiday overtime annual leaves medical leaves maternity leaves childcare leave marriage and paternity leaves misconduct retirement re employment and personal data protection

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**The Complete Human Resources Writing Guide** Diane Arthur, 1997 Here's the first writing manual designed especially for HR professionals It combines clear complete how to do it guidelines on writing with more than 100 actual samples of HR documents

**MGMA HR Policies and Procedures** Courtney H. Price, Alys Novak, 2007 Manual addresses policies and procedures in human resource management for medical groups and physician practices Covers staffing employment law hiring practices compensation recordkeeping employee handbooks and discipline Includes CD ROM with 100 customizable forms policies and procedures Provided by publisher

Human Resources Management in the Hospitality Industry David K. Hayes, Jack D. Ninemeier, 2009 This book approaches hospitality human resource HR management as a decision making practice that affects the performance quality and legal compliance of the hospitality business as a whole Beginning with a foundation in the hospitality industry employment law and HR policies the coverage includes recruitment training compensation performance appraisal environmental and safety concerns ethics and social responsibility and special issues Throughout the book Human Resources Management in the Hospitality Industry focuses on the unique HR dilemmas you face in the hospitality industry

*Fundamentals of Human Resources Management, Fourth Edition* Diane Arthur, 2004 Key tools for developing a human resources plan based on organizational needs Fundamentals of Human Resources Management Fourth Edition is a comprehensive and up to date guide to virtually every aspect of human resources management from understanding the basic HR functions to using the Web for recruiting and selecting the latest HRIS Whether new to the

profession or a newly promoted professional students will find in this book all the information and skills they need to do their job and make a positive impact in their organization Readers will learn how to Answer the human resource chal HUMAN RESOURCE MANAGEMENT Rinku,Vikrant Verma,2025-04-01 MBA SECOND SEMESTER According to the New Syllabus of Kurukshetra University Kurukshetra based on NEP 2020

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web this report dewey made concrete recommendations concerning the general state and the funding of education for the turkish version see john dewey turkiye maarifi

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web career john dewey at the university of chicago in 1902 after two years as a high school teacher in oil city pennsylvania and one year as an elementary school teacher in the

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experience and education is a short book written in 1938 by john dewey a pre eminent educational theorist of the 20th century it provides a concise and powerful analysis of education in this and his other writings on education dewey continually emphasizes experience experiment purposeful learning freedom and other concepts of progressive education dewey argues that the quality of an educational experience is critical and stresses the importance of th

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web nov 1 2018 john dewey 1859 1952 was one of american pragmatism s early founders along with charles sanders peirce and william james and arguably the most prominent

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web dewey was known and consulted internationally for his opinions on a wide variety of social educational and political issues his many books on these topics began with psychology

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web lasting just 10 to 15 minutes a daily huddles ensures everyone knows what s going on each day the huddle also provides a fast way to get quick answers to any cross functional questions use this meeting agenda template as a starting place when planning your team s daily huddle get the guidebook

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web aug 5 2021 specificity the every huddle agenda goes the followed share which you finished on the previous day share what you re running on present share whether you having random blockers identifying blockers is one of the more important parts of aforementioned daily huddle

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web feb 14 2022 the daily huddle agenda consists of 3 questions what did you do yesterday what will you do today what if anything is blocking your progress as described in the scrum guide the purpose of the meeting is to inspect progress toward the sprint goal and adapt the sprint backlog as necessary adjusting the upcoming planned

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web level 1 daily huddles in which you regularly discuss the safety performance of your unit level 2 you have a standing written agenda for your huddle that enables you to efficiently review safety performance of previous day and anticipate issues in the current day level 3 daily huddles happen when the supervisor is not present

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web make it a point to squeeze in a topic in the daily huddle agenda which will allow everyone to share something about themselves or their experiences even if the daily huddle is just a short meeting it is still important to document what was discussed make recording it easier by using a daily huddle template

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web div id 2 div what are the structures of a daily team huddle a daily huddle meeting template should follow the same few central points these agenda items will ensure that everyone knows what they re doing is clear about strategic goals they re working towards and has the opportunity to say hello to their colleagues

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web for example take a look at the daily stand up or daily huddle agenda template by fellow source fellow this template includes all three standard meeting questions and also allows you to take notes during the meeting

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web how do i run a daily huddle to learn how to run your daily huddle download our agenda and guide it will provide you with tips on setting an agenda to suit your teams specific needs and execute it like a pro

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web the key differences between a daily huddle and a daily standup or daily scrum daily huddle practiced by all kinds of teams and companies the least restricted reference to a daily meeting because it s been around the longest with no official definition though mastering the rockefeller habits popularized and defined the term somewhat

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web figjam s huddle board template makes space for that entire conversation including the daily agenda colleague questions specific to the daily agenda and their answers a record of goals and priorities timeline specific scheduling generally speaking daily huddles aren t the place for problem solving or tangents so save in depth

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web use the template in real time with your meeting attendees to collaborate on meeting notes the daily huddle meeting has been common practice for many companies for ages no matter your industry or organization s size a daily huddle can be a good idea to increase alignment communication and productivity for your teams

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web to help you set up a daily huddle that runs smoothly we ve divided our action items into three sections 1 how to plan your daily huddle 2 how to run an effective huddle 3 how to follow up after a huddle 1 set up your calendar invites 2 customize your daily huddle template 3 automate reminder emails

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web this free flow chart provides you with a template for holding your daily stand up meeting holding daily standups will enable you to manage blockages manage queued tasks ensure handoffs are smooth ensure everyone s priorities are clear and correct especially focus the team on the tasks on the critical path

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web 1 plans for the day top priority activities for each leader a crucial part of this template is the section that allows all attendees to share their daily updates these updates can include anything from what they will be accomplishing during the day to updates on their team s progress in respect to a certain project