

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

Thomas Griffiths



Human Resources Policies And Procedures Manual:

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Human Resource Policies and Procedures for Nonprofit Organizations Carol L. Barbeito,2004-10-06 Get the tools you need to build a successful human resource management system Learn about organizational policies and procedures nondiscrimination affirmative action recruitment hiring termination compensation supervision employment conditions administration and volunteer policies the framework for developing a comprehensive human resource management system for paid employees volunteer workers and outsourced work This practical guide has handy features like a customizable CD ROM full of sample policies procedures and forms that can be easily adapted to individual nonprofit organizations of any size and it uses checklists extensively enabling you to perform a step by step implementation of a complete up to date human resource management system

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Resources 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 and Procedures Manual for the Public Service, 2016 Human Resource Policies and Procedures Manual for the Public Service, 2016 **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 Medigap 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

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

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web the hitchhiker s guide to the galaxy 1 is a bbc television adaptation of douglas adams the hitchhiker s guide to the galaxy which aired between 5 january and 9 february 1981 on bbc two in the united kingdom the adaptation follows the original radio series in 1978 and 1980 the first novel and double lp in 1979 and the stage shows in

[the hitchhiker s guide to the galaxy tv series imdb](#) - Apr 30 2022

web the hitchhiker s guide to the galaxy based on douglas adams series of novels following the intergalactic adventures of arthur dent a hapless englishman following the destruction of earth by the vogons a race of unpleasant and bureaucratic aliens

the hitchhiker s guide to the galaxy plot overview sparknotes - Jan 28 2022

web plot overview arthur dent awakes one day to find a demolition crew outside his house preparing to bulldoze it down to make way for a new bypass he throws himself down in front of the bulldozer to try to stop the demolition

the hitchhiker s guide to the galaxy summary litcharts - Jun 01 2022

web the hitchhiker s guide to the galaxy summary arthur dent wakes up hungover one day and notices construction machinery stationed outside his house slowly he recalls what he learned the previous evening his house is set to be demolished to make way for a new bypass rushing outside he confronts mr prosser the construction foreman by

bbc radio 4 the hitchhiker s guide to the galaxy the game - Mar 30 2022

web about the hitchhiker s guide to the galaxy game a brief history and background information about the world s first user mendacious game view about the game game technical faq

[the hitchhiker s guide to the galaxy 2005 plot imdb](#) - Jul 02 2022

web waking up one morning a british man named arthur dent awakens and finds out that his house is going to be demolished but for arthur the demolition of his house is only the beginning arthur s friend eccentric ford prefect reveals to earth that he is not human and he is an alien from a planet called betelgeuse and is a researcher of a

the hitchhiker s guide to the galaxy summary facts - May 12 2023

web the hitchhiker s guide to the galaxy the first book 1979 in the highly popular series of comic science fiction novels by british writer douglas adams the saga mocks modern society with humor and cynicism

the hitchhiker s guide to the galaxy wikipedia - Aug 15 2023

web the hitchhiker s guide to the galaxy a b is a comedy science fiction franchise created by douglas adams originally a 1978 radio comedy broadcast on bbc radio 4 it was later adapted to other formats including novels stage shows comic books a 1981 tv series a 1984 text adventure game and 2005 feature film

the hitchhiker s guide to the galaxy film wikipedia - Apr 11 2023

web plot one thursday morning arthur dent discovers that his house is to be immediately demolished to make way for a bypass he tries delaying the bulldozers by lying down in front of them ford prefect a friend of arthur s convinces him to go to a pub with him

the hitchhiker s guide to the galaxy radio series wikipedia - Nov 06 2022

web the hitchhiker s guide to the galaxy is a science fiction comedy radio series primarily written by douglas adams it was originally broadcast in the united kingdom by bbc radio 4 in 1978 and afterwards the bbc world service national public radio in the us and cbc radio in canada the series was the first radio comedy programme to be produced in

the hitchhiker s guide to the galaxy study guide litcharts - Sep 04 2022

web the hitchhiker s guide to the galaxy is the first book in douglas adams s series of five novels tracing arthur dent s journey through space the second installation is called the restaurant at the end of the universe and it picks up where the hitchhiker s guide leaves off following arthur and his friends as they leave magrathea and head for a quick bite

the hitchhiker s guide to the galaxy nature - Dec 07 2022

web oct 2 2019 don t panic the plot of the hitchhiker s guide centres on permanently bemused human protagonist arthur dent who wanders the universe after the destruction of earth with alien travel writer ford