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 officeshall 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;

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Margie Mader-Clark

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augment efficacy like active listening In conclusion she also presents rather convincing and forceful arguments with the help of statistical data The parody is written to break down all barriers to the effective use of language and to offer techniques to remove the illusory aspects extant in every form of communication Replete with examples and with a bunch of useful tips for different styles of correspondence this is a reliable companion for effective interaction It was written to have a wider conversation around the corporate world in different countries and its demands *Human Resource Management, 2e* Khanka S.S., The second edition continues to familiarize the students with the basic principles and techniques of human resource management Comprehensively this textbook highlights the importance of effective management of human resources which results not only in organisational effectiveness but also sustainable competitive advantage With the coverage of contemporary topics such as HR Scorecard Gen Y Employees and Work life Balance it keeps the students abreast with the current human resource practices of the real world This textbook caters to the requirements of management students and is also a useful resource for HR professionals *The HR Answer Book* Shawn A. Smith,Rebecca A. Mazin,2011 With changes in the economy the job market technology and the law human resources professionals and department managers alike are facing new challenges Luckily the second edition of The HR Answer Book covers these developments and addresses more than 200 questions that every employer needs to deal with from recruiting and hiring to discipline and downsizing compensation and benefits to training and employee relations The new edition contains revised and expanded sections on FMLA health insurance changes and compensation laws as well as information on salary reductions and using social networking to recruit employees It is also packed with ready to use tools and checklists including 10 Questions to Ask Before Scheduling an Interview Job Applicant Flow logs Performance Goals forms Exit Interview Questionnaire And moreThe HR Answer Book is an easy to use problem solver that can be read cover to cover or as a quick reference in specific situations Trends and Innovations in Information Systems and Technologies Álvaro Rocha,Hojjat Adeli,Luís Paulo Reis,Sandra Costanzo,Irena Orovic,Fernando Moreira,2020-05-18 This book gathers selected papers presented at the 2020 World Conference on Information Systems and Technologies WorldCIST 20 held in Budva Montenegro from April 7 to 10 2020 WorldCIST provides a global forum for researchers and practitioners to present and discuss recent results and innovations current trends professional experiences with and challenges regarding various aspects of modern information systems and technologies The main topics covered are A Information and Knowledge Management B Organizational Models and Information Systems C Software and Systems Modeling D Software Systems Architectures Applications and Tools E Multimedia Systems and Applications F Computer Networks Mobility and Pervasive Systems G Intelligent and Decision Support Systems H Big Data Analytics and Applications I Human Computer Interaction J Ethics Computers K Health Informatics L Information Technologies in Education M Information Technologies in Radiocommunications and N Technologies for Biomedical Applications The Job Description Handbook Margie Mader-Clark,2013-03-11 Everything you

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