

# 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 Policy Manual

**David Baud**



## **Human Resources Policy Manual:**

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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 Human Resource Management in Health Care L. Fleming Fallon Jr., Charles R. McConnell, 2013-08-16 This book introduces human resources to practitioners and students in all disciplines related to health care and health service It covers important topics such as recruitment training termination legal issues labor unions and more Each chapter is introduced by a case study related to the material that follows and is resolved at the conclusion of each chapter along with expert commentary and practical suggestions that can be used in the real world Many examples and a number of sample forms and documents are included This edition has been re organized to reflect a better chapter flow and organization and offers all data updated throughout a new section on health care legislation a new section in each chapter Customer Service Box that emphasizes the importance of customer service in the context of the material presented in the chapter and completely revised instructor ancillary material **HUMAN RESOURCE MANAGEMENT, SEVENTH EDITION** PATTANAYAK, BISWAJEET, 2025-06-02 Human intellect remains irreplaceable Despite rapid technological advancements and the rise of artificial intelligence technology will always serve as a tool to enable progress rather than replacing the human touch In any organization human resources are the most valuable asset and managing them is often more complex than handling technology due to the absence of programming or automation In today's fast evolving global business environment the role of human resource management HRM has undergone a significant transformation HRM is now more strategic playing a crucial role in adding value to organizational goals Changes in workforce demographics business dynamics and technological innovations have prompted a revision of this book's content to ensure it remains relevant and aligned with contemporary needs The seventh edition of this book is a thoroughly updated and revised version designed to enhance students understanding of HRM in the rapidly changing business world It incorporates the latest research applications and real world examples to bridge theory and practice effectively **FEATURES OF THE SEVENTH EDITION** Chapters organized according to the Harvard Framework Complete revision and updating of all chapters Inclusion of the latest sector developments Focus on contemporary HR practices Introduction of new HR models illustrations and practical examples Integration of Indian case studies in each chapter **TARGET AUDIENCE** MBA HR B Com M Com PGDM HR MDP HR **Human Resources Management** Mark C. Zweig, 1991-09-03 A veteran human resources manager and consultant shares his firsthand experience to show human resources professionals in the design field how to attract develop and retain the best people Demonstrates how the nature of the design profession lends itself to special strengths and weaknesses in the human resources management area Shows managers how to break out of traditional American styles of management and into the participative management style in which design professionals thrive They'll also learn how to define their firm's mission determine strategy agree on common goals plus many other techniques that will contribute not only to their human resources management goals but also to their corporation's goals as a whole **MBA Human**

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*Nursing Home Administration* Michael Mileski, Rebecca McClay, 2022-08-12

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