

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 Manual

Ensheng Dong



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Maine Human Resources Manual Shiloh Theberge,William Wahrer,Bernstein Shur,2023-01-23 A comprehensive nearly 600 page HR manual for employers HR professionals and managers Covering federal state and local employment laws in plain English **Ohio Human Resources Manual** Thomas Evan Green,Amanda S. Smith,Karly B. Johnson,Kastner

Westman & Wilkins,2016-02-25 A plain English HR guide to Ohio and federal labor laws *Human Resource Manual* Ndalahwa Musa Masanja,2024-06-25 This book provides a comprehensive explanation of the essential concepts and techniques for effective management of people and their jobs The book provide a clear authoritative well articulated and discussion of human resource management as it used in various organizations The overall book setting provides a logical and systematic arrangement through various activities involved in human resource management Texas Human Resources Manual C. B. Burns,KempSmith Law Firm,2022-05 Compilation of state and federal employment laws for Texas in layman s terms *Human Resource Manual* NDALAHWA MUSA MASANJA ,2019-08-04 This book provides a comprehensive explanation of the essential concepts and techniques for effective management of people and their jobs The book provide a clear authoritative well articulated and discussion of human resource management as it used in various organizations The overall book setting provides a logical and systematic arrangement through various activities involved in human resource management Specifically this book contributes the following to the human resource management It provides a strategic perception of human resource management In other words it provides a strategic roadmap for human resource practitioners who are fulfilling their daily duties It gives a conceptual basis for a human resource practitioner to make decision about

people and their jobs in the organization. It provides a comprehensive coverage of critical aspects and concepts for practitioners in human resource management. It provides practical solutions and strategies to common problems and challenges encountered in human resource management. The practical implications in each chapter address the practical challenges encountered in managing human resources. Furthermore, the book provides different case studies with different situations to create a deeper practical understanding of key issues in human resource management. The cases also address the steps and solution taken by human resource practitioners to deal with the underlying problems and challenges. It provides an International and global perspective in cases and illustrations. The book has collected information for different practices implemented around the world so as to broaden the readers' topic on key issues in managing employees and their jobs. It is a balance in the presentation of different aspects of human resource management. This implies that a balance between theories and the actual practice of human resource management. The book has managed to bridge the gap so it is easy to put the theories into practice.

Writing a Human Resources Manual Susan Brock, Sally Cabbell, 1989. Presents company policies, practices and procedures in an employee handbook.

The Complete Human Resources Writing Guide Diane Arthur, 1997. Here is 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.

Massachusetts Human Resources Manual Patrick Curran, 2016-11-14. A comprehensive HR guide used by employers and HR professionals. Written in plain English and easy to understand. Covers federal and Massachusetts labor laws. Locally authored by Ogletree Deakins attorneys. Contains easy-to-follow tips and techniques to manage employees, handle day-to-day HR responsibilities and stay compliant. Covers everything from pre-hire through post-termination.

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Table of Contents Human Resources Manual

1. Understanding the eBook Human Resources Manual
 - The Rise of Digital Reading Human Resources Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Human Resources Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Human Resources Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Human Resources Manual
 - Personalized Recommendations
 - Human Resources Manual User Reviews and Ratings
 - Human Resources Manual and Bestseller Lists
5. Accessing Human Resources Manual Free and Paid eBooks
 - Human Resources Manual Public Domain eBooks
 - Human Resources Manual eBook Subscription Services
 - Human Resources Manual Budget-Friendly Options
6. Navigating Human Resources Manual eBook Formats

- ePub, PDF, MOBI, and More
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- Human Resources Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Human Resources Manual
 - Highlighting and Note-Taking Human Resources Manual
 - Interactive Elements Human Resources Manual
- 8. Staying Engaged with Human Resources Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Human Resources Manual
- 9. Balancing eBooks and Physical Books Human Resources Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Human Resources Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Human Resources Manual
 - Setting Reading Goals Human Resources Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Human Resources Manual
 - Fact-Checking eBook Content of Human Resources Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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