

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 Resource Procedures Manual Template

Chao Zhang



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Table of Contents Human Resource Procedures Manual Template

1. Understanding the eBook Human Resource Procedures Manual Template
 - The Rise of Digital Reading Human Resource Procedures Manual Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Human Resource Procedures Manual Template
 - 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 Resource Procedures Manual Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Human Resource Procedures Manual Template
 - Personalized Recommendations
 - Human Resource Procedures Manual Template User Reviews and Ratings
 - Human Resource Procedures Manual Template and Bestseller Lists

5. Accessing Human Resource Procedures Manual Template Free and Paid eBooks
 - Human Resource Procedures Manual Template Public Domain eBooks
 - Human Resource Procedures Manual Template eBook Subscription Services
 - Human Resource Procedures Manual Template Budget-Friendly Options
6. Navigating Human Resource Procedures Manual Template eBook Formats
 - ePub, PDF, MOBI, and More
 - Human Resource Procedures Manual Template Compatibility with Devices
 - Human Resource Procedures Manual Template Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Human Resource Procedures Manual Template
 - Highlighting and Note-Taking Human Resource Procedures Manual Template
 - Interactive Elements Human Resource Procedures Manual Template
8. Staying Engaged with Human Resource Procedures Manual Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Human Resource Procedures Manual Template
9. Balancing eBooks and Physical Books Human Resource Procedures Manual Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Human Resource Procedures Manual Template
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Human Resource Procedures Manual Template
 - Setting Reading Goals Human Resource Procedures Manual Template
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Human Resource Procedures Manual Template
 - Fact-Checking eBook Content of Human Resource Procedures Manual Template
 - 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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