

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 Template

Y Pai



Human Resources Manual Template:

The book delves into Human Resources Manual Template. Human Resources Manual Template is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Human Resources Manual Template, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Human Resources Manual Template
 - Chapter 2: Essential Elements of Human Resources Manual Template
 - Chapter 3: Human Resources Manual Template in Everyday Life
 - Chapter 4: Human Resources Manual Template in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Human Resources Manual Template. The first chapter will explore what Human Resources Manual Template is, why Human Resources Manual Template is vital, and how to effectively learn about Human Resources Manual Template.
 3. In chapter 2, the author will delve into the foundational concepts of Human Resources Manual Template. This chapter will elucidate the essential principles that need to be understood to grasp Human Resources Manual Template in its entirety.
 4. In chapter 3, the author will examine the practical applications of Human Resources Manual Template in daily life. This chapter will showcase real-world examples of how Human Resources Manual Template can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Human Resources Manual Template in specific contexts. This chapter will explore how Human Resources Manual Template is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Human Resources Manual Template. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Human Resources Manual Template.

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