

## **HUMAN RESOURCE MANAGEMENT POLICY**

### **PURPOSE OF THE MANUAL**

This manual is intended to guide staff regarding their rights and obligations. These guidelines shall be followed by all staff of ABC & Associates including the Senior Management Team and part time staff who may be employed by the firm from time to time.

### **HUMAN RESOURCE MANAGEMENT OBJECTIVES.**

The firm shall endeavor to achieve the following objectives;

- a) Appropriate remuneration for all staff for services rendered.
- b) Fair hearing for all staff as provided for in this manual.
- c) Equal employment opportunities.
- d) Provision of appropriate training and facilitation.

### **HUMAN RESOURCE MANAGEMENT STRATEGY.**

The firm shall endeavor to attract, engage and retain high quality staff and optimally use their services.

## **RECRUITMENT AND APPOINTMENT.**

### **Recruitment Policy.**

ABC & Associates shall not recruit staff, other than support staff who do not have knowledge in accounting and audit unless the partners identify a strong will and potential from a given candidate in which case it shall be upon ABC & Associates to ensure that such a candidate, if employed is enrolled for an accounting & Audit course preferably a professional accounting course like CPA, ACCA, CMA.

# Hotel Human Resource Manual Policy

**A Gutmann**



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