

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 Procedure Manual

Huangqi Zhang



Human Resources Procedure Manual:

Human Resources Policies and Procedures Manual Inc Bizmanualz, 2014-01-01 Human Resources Procedures for Employee Management can help you easily create the Human Resources HR policies and procedures manual you need to ensure the fair treatment of employees as required by Federal law Thoroughly researched and reviewed by experts in the field this important organizational resource provides more than 800 pages of content based on best practices and it addresses important issues such as COBRA HIPAA ADA FMLA and other major Federal employment regulations This quality hardback edition also covers important employer employee topics such as job descriptions hiring and termination compensation and benefits training and development as well as general HR administration It also includes a sample Employee Handbook and an HR Managers Manual Designed for busy professionals such as HR Executives Office Managers and Business Owners Human Resources Procedures for Employee Management is an important tool in managing the most important resource in your business your employees This new edition also includes updated and complete job descriptions for every job referenced in the text Given the broad range of topics that fall under the HR rubric creating a system of policies and procedures can be a daunting task Fortunately with Human Resources Policies and Procedures Manual there is no need to start from scratch it s already been done for you

Human Resource Policies and Procedures for Nonprofit Organizations Carol L. Barbeito, 2004-10-06 Get the tools you need to build a successful human resource management system Learn about organizational policies and procedures nondiscrimination affirmative action recruitment hiring termination compensation supervision employment conditions administration and volunteer policies the framework for developing a comprehensive human resource management system for paid employees volunteer workers and outsourced work This practical guide has handy features like a customizable CD ROM full of sample policies procedures and forms that can be easily adapted to individual nonprofit organizations of any size and it uses checklists extensively enabling you to perform a step by step implementation of a complete up to date human resource management system

Managing Human Resources in Small and Mid Sized Companies Diane Arthur, 2005-02-13 There is a glut of human resources books aimed at large companies But Managing Human Resources in Small and Mid Sized Companies remains the only book to address the unique challenges confronting organizations in the 100 to 1 500 employee range And it is now completely updated to reflect current legal requirements compensation trends advances in information management and much more This comprehensive clearly written guide shows readers how to set up or expand a human resources department recruit interview select and orient new employees establish compensation benefits and performance appraisal programs

Human Resources Policies and Procedures Manual - Australia Roberta Cava, 2014-02-04 Every Human Resources Department or person who is in charge of Human Resources should have an up to date Human Resources Policies and Procedures Manual and their employees should have an Employee Handbook that explains all the company rules and regulations This Human Resources

Policies and Procedures Manual has over 350 pages It also includes many forms that companies require to run their Human Resources Department A Policy is a statement about an issue in the workplace and says what the business intends to do about the issue For policies to be successful in the workplace all employees affected by them must know about and understand the policy A Procedure sets out step by step instructions on how to deal with an activity in the workplace Procedures need to be tested thoroughly before they are implemented Employees involved in the procedure must clearly understand and be able to follow the written procedures

The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism

Complete Company Policies and Procedures Manual Cary Cohen, 1992

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 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 Accounting Policies and Procedures Manual Steven M. Bragg,2012-06-19 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry

Operating Policies and Procedures Manual for Medical Practices Bette A. Warn,Elizabeth W. Woodcock,2001 Human Resource Management Zaidi,2009 **Human Resource Management in Health Care** Charles R. McConnell,2019-10-10 Written for practitioners and students in health related disciplines this practical hands on guide to human resources covers such topics as recruitment compensation and benefits training termination legal issues labor unions and more Each chapter is introduced by a case study related to the material that follows The case study is resolved by the end of each chapter and includes expert commentary and practical suggestions that can be used in the real world Chapters also feature learning objectives questions for review and discussion key terms and spotlight on customer service Numerous examples sample forms and documents are also included The Third Edition includes new employment related legislation and case law including the Health Insurance Portability and Accountability Act HIPAA a new chapter on the impact and effect of social media more in depth and updated treatment of privacy and sexual harassment expanded discussion of succession planning and much more **Human Resource Policy** Mike Fazey,2020-02-11 Human Resource Policy describes how policies anchor HR practice and connect HR to organisational strategy It reaffirms the importance of policy and the need for practitioners to possess skills in the research development writing and implementation of HR policies The book also examines 16 important policy areas and discusses the various policy options that might apply depending on the organisation s nature the legal framework that applies to it and its strategic needs HR Policy & Procedures for Singapore Corporations Joshua

Ho,2016-06-07 This comprehensive HR Policy Procedure Manual for Singapore Corporations provides an easy way to compile maintain and update your HR Policies Procedures Manual The manual offers readers with step by step policies with clear definition purpose and procedure so that you can lift and shift it for your organization Samples are included with each policy that can be replicated for your organization For example the guide includes policies and procedures for work hours work on a rest day 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 Business Policy and Strategic Management Senthilkumar S./ Durai, Marutha M./ Sharmila A. & Poornima J., Business Policy 1 15 2 Strategy And Strategic Management 16 42 3 Competitive Advantage And Strategies 43 70 4 Business Environment 71 101 5 Strategic Planning 102 120 6 The Strategy Hierarchy Or Level Of Strategy 121 235 7 Stakeholder Corporate Governance And Csr Leader 236 270 8 Strategic Change Decision Making And Formulation 271 315 9 Strategic Control And Evaluation 316 343 10 Strategy Implementation 344 406 Handbook of Human Resources Management in Government Stephen E. Condrey,2005-04-18 In this thoroughly updated edition of a classic reference Stephen E Condrey brings together leading experts in public administration and HR management to detail how you can Move beyond your often limited problem solving role as an HR manager and demonstrate how you can play a more strategic role in your organization Deal with crucial issues such as diversity EEO regulations and other legal issues compensation sexual harassment and performance appraisal Expand your ability to maximize productivity efficiency and employee satisfaction Develop budgets use volunteers and employ consultants Also included with purchase is a free supplemental on line Instructor s Manual Order your copy now **The Complete Human Resources Writing Guide** Diane Arthur,1997 Here s 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 HUMAN RESOURCE POLICIES DR. M. K. RAVI,2024-11-23 NOTE ABOUT BOOK This book addresses as guide for Human Resource Managers Directors which will help them to develop their HR Policies for their organization The aim is to explore the various types of HR Policies drafting used in day to day operation and management of employees in an organization The book consists of a compilation of twenty two chapters The 1st chapter of the book discusses the Introduction to Human Resource Policies Types of HR Policies and Employee Hand Book is elaborated The 2nd chapter discusses the Employment Status Records Record Retention Policy Anti Discrimination Policy and At Will Employment Policy The 3rd chapter discusses the Recruitment and Selection Policy Recruitment Policy Appointment Policy Probationary Appointment Period Policy Joining and Induction Policy Acting Pay Policy Nepotism Policy Referral Policy Equal Employment Opportunity Policy and Hiring Policy The 4th chapter discusses the Training Development Training Development Policy and Mentorship Policy The 5th chapter discusses the General Conduct Ethics Disciplinary Action Code of Ethics Policy Office Hours Policy Dress Code and Personal Hygiene Policy Employee Arrested For Criminal Offence Anti Theft Policy Bribery and

Corruption Policy Acceptance of Gifts Policy Anti Trust and Competition Policy Media Relations Policy Office Relationship Policy Hybrid Work Policy Insubordination Policy Customer Service Standards Policy Disciplinary Policy Employee Code of Conduct Policy Child Labour Policy Fraud Policy Cross Department Policy Employment Policy and Conduct Rules Do s and Don ts of Employees The 6th chapter discusses the Leave and Attendance Leave Rules Leave Request Policy Leave Policy Maternity Leave Paternity Leave Funeral Leave Policy Sick Leave Policy Public Holidays Absenteeism and Attendance Policy Attendance Policy and Flexible Hours of Working Policy The 7th chapter discusses the Compensation Policy Payroll Advance Policy Overtime Compensation Policy and Increment Policy The 8th chapter eight discusses the Performance Review Performance Appraisal for Managers Guidelines Performance Review Policy Working Alone Policy Job Rotation Policy and Salary Review Policy The 9th chapter discusses the Promotion Policy Diversity Equity and Inclusion Policy Increase in Bonus Policy Employee Reward and Recognition Policy and Employee Promotion Policy The 10th chapter discusses the Insurance Group Savings Linked Insurance Scheme Key Holder Policy Group Medical Insurance Policy Group Term Insurance Policy Medclaim Policy and Group Personal Accident Insurance Scheme The 11th chapter discusses the Medical Facility Health Benefit Policy Medical Facility Health Benefit Policy Health and Wellness Policy and HIV AIDS in the Workplace The 12th chapter discusses the Employee Benefits Maternity Leave Policy Company Car Vehicle Policy Company Vehicle Personal Use Policy Relocation of Current or New Employees Canteen Policy Expenses Reimbursement Policy Education Assistance Policy Employee Parking Policy Travel Policy Employee Disability Policy Company Credit Card Policy and Children Education Policy The 13th chapter discusses the Employees Housing Rules Regulations and Houses for Staff Policy The 14th chapter discusses the Employee Safety Moonlighting Policy and Personnel Protective Equipment Policy The 15th chapter discusses the Superannuation Benefits and Gratuity Policy The 16th chapter discusses the Welfare Activities Employee Clubs and Committees Policy and Corporate Credit Card Policy The 17th chapter discusses the Corporate Social Responsibility and Corporate Social Responsibility Policy The 18th chapter discusses the Computer Internet System Acceptable Use Policy Company Cyber Security Policy Company Data Protection Policy and Internet Email Policy for Employees The 19th chapter discusses the Grievance Policy Open Door Policy Conflict Resolution Policy and Bring Your Own Device BYOD Policy The 20th chapter discusses the Employee Separation Policy Employee Exit Policy Employee Exit Interview Policy A Employee Termination Policy B Employee Termination Policy Employee Retirement Policy Employee Resignation Policy Employee Temporary Layoff Policy and Employee Separation Policy The 21st chapters discuss the Whistle Blow Policy The 22nd Chapter discusses the Workplace Mental Health Policy Workplace Violence and Harassment Policy Respectful Communication in the Workplace Policy Sexual Harassment at Workplace Policy Do s and Don ts to Prevent Sexual Harassment Employee Confidentiality Policy Workplace Emergency Policy Smoking Policy Meal and Rest Periods Cell Phone Policy Company Email Usage Policy Parental Leave and Pregnant Employees Workplace Romance Policy Weapon Free

Workplace Policy and Workplace Visitors Policy I wrote this book especially for aspirant HR Professionals HR Directors HR Managers which will certainly help them to understand the various types of HR Policies drafting used in Human Resource Management This book can be very useful for management students also **The Health Care Manager's Human Resources Handbook** Charles R. McConnell,2003 Leadership Management Administration **The Code of Federal Regulations of the United States of America** ,1988 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government

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