

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

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Hotel Human Resource Manual Policy:

Human Resources Management in the Hospitality Industry David K. Hayes, Jack D. Ninemeier, 2009 This book approaches hospitality human resource HR management as a decision making practice that affects the performance quality and legal compliance of the hospitality business as a whole Beginning with a foundation in the hospitality industry employment law and HR policies the coverage includes recruitment training compensation performance appraisal environmental and safety concerns ethics and social responsibility and special issues Throughout the book Human Resources Management in the Hospitality Industry focuses on the unique HR dilemmas you face in the hospitality industry *Managing Human Resources in the Hospitality Industry* David Wheelhouse, 1989 *Human Resource Management in the Hospitality Industry* Michael John Boella, 2000 Endorsed by the Hotel and Catering International Management Association HCIMA Contains detailed information of new human resources initiatives such as the IIP scheme and the British Hospitality Association's Excellence Through People Scheme Ideal reading for students time managers and personnel managers throughout the industry with effective coverage of recruitment staff selection job descriptions training and remuneration **The Complete Guide to Human Resources and the Law** Dana Shilling, 2015-10-26 The Complete Guide to Human Resources and the Law will help you navigate complex and potentially costly Human Resources issues You'll know what to do and what not to do to avoid costly mistakes or oversights confront HR problems legally and effectively and understand the rules The Complete Guide to Human Resources and the Law offers fast dependable plain English legal guidance for HR related situations from ADA accommodation diversity training and privacy issues to hiring and termination employee benefit plans compensation and recordkeeping It brings you the most up to date information as well as practical tips and checklists in a well organized easy to use resource The 2016 Edition includes updated coverage of the following developments Laws requiring employers to provide paid sick leave have been adopted in Connecticut California and Massachusetts and in a number of cities New York City San Francisco Philadelphia and Newark The Consolidated and Further Continuing Appropriations Act of 2014 Pub L No 113 235 nicknamed the and Cronnibus and bill includes the Multi Employer Pension Relief Act MPRA The Supreme Court permitted an employer to reduce retiree health benefits reversing a Sixth Circuit holding that the benefits had vested for life The Supreme Court ruled that PPACA subsidies can be paid to taxpayers whether they purchase coverage on a state Exchange or the federal Exchange in states that have not created an Exchange of their own King v Burwell No 14 114 U S June 25 2015 Extensive litigation continued on contraceptive mandate and what religious organizations must do to vindicate their objection to providing contraceptive coverage The Supreme Court ruled that all of the states must recognize same sex marriage because the right to marriage equality is of constitutional dimensions Obergefell v Hodges No 14 556 U S June 26 2015 And more **Human Resource Management in the Hotel and Catering Industry** M. J. Boella, 2017-06-26 This book first published in 1987 gives valuable insights into the characteristics of employment in the hotel and catering industry

and useful guidance on personal techniques It deals with fundamental issues such as personnel policy as well as with practical techniques Human Resource Management in the Hotel and Catering Industry has been written as an introductory text to human resource management in the hospitality industry It is suitable reading for students line managers and personnel managers in the many different sectors of the business *Handbook of Loss Prevention and Crime Prevention* Lawrence J. Fennelly, 2003-12-08 The Handbook of Loss Prevention and Crime Prevention Fourth Edition is the most comprehensive reference of its kind covering the latest information on every topic from community oriented policing to physical security workplace violence CCTV information security homeland security and a host of specialty areas The handbook shows how to prevent or minimize corporate losses including security breaches theft and lack of resources due to natural or man made disaster This revised volume brings together the expertise of more than forty security and crime prevention experts who provide practical information and advice Each chapter provides a wealth of information that can be put to use immediately This is a must have reference for security managers security students and all levels of security professionals Covers every important topic in the field including the latest on high tech security systems homeland security and many specialty areas Brings together the expertise of more than 40 security and crime prevention experts Each chapter provides a wealth of practical information that can be put to use immediately Hospitality Security Darrell Clifton, 2022-12-23 Hospitality Security Managing Security in Today s Hotel Nightlife Entertainment and Tourism Environment Second Edition provides experience based proven methods for preventing and resolving the challenges faced by today s hospitality security staff and leadership The lodging component of a hospitality environment creates challenges to the security professional by its complex set of assets and amenities especially when combined with gaming environments Whether the reader is establishing or improving a professional proactive proprietary security force or the manager of a boutique hotel the practical methods described herein are applicable to everyone Author Darrell Clifton takes the reader through a logical and methodical process to first evaluate what risks are inherent to hospitality environments how to assess those risks through threat and vulnerability assessments and methods to mitigate eliminate or transfer them The book stresses the importance of prevention and investigation into the root causes of incidents as a tool for avoiding future undesirable events This is especially important in that each registered guest brings with them their own unique set of circumstances family values problems and social issues The security function must operate to protect their individual rights their right to privacy and their desire to enjoy the facilities they are patronizing while contributing to the revenue stream This must be balanced with the obligation or duty to provide reasonable care from foreseeable harm by the hotel to avoid incidents and litigation Clifton an experienced industry veteran clearly establishes and identifies practical reasonable and cost effective ways to accomplish this balancing of guest enjoyment with guest protection This new edition includes expanded content on premises liability security force behavioral recognition workplace violence active shooter scenarios evacuation

planning social media and guest reviews and hotel scams Additional coverage on nightclubs and bars has been added including four entirely new chapters on specialized security for events and venues crime prevention through environmental design CPTED advances in technology and industry trends for the gaming and hospitality sector Ideal for novices and veterans alike Hospitality Security Second Edition is an accessible reader friendly reference that enables security directors to evaluate what risks are inherent to hospitality environments to analyze those risks through threat and vulnerability assessments and to develop methods to mitigate or eliminate them all the while keeping customers and personnel safe and improving the bottom line **The Employee Handbook** ,1990 Labor Relations Reference Manual ,2005 Vols 9 17 include decisions of the War Labor Board **Hospitality Law** Stephen C. Barth,Diana S. Barber,2017-04-17 Hospitality Law Managing Legal Issues in the Hospitality Industry Fifth Edition takes an applied approach to the study of hospitality law with its touchstone of compliance and prevention The book is highly pedagogical and includes many interactive exercises and real world cases that help students focus on the practical application of hospitality laws and model their decision process to avoid liability As a result this book does look different than others on the market as the legal information contained is carefully selected to specifically correlate with helping students understand how to do the right thing i e it is not a comprehensive book on the laws Barth immediately helps readers learn about the legalities of situations and work through exercises both individually and in groups to effectively apply them to hospitality management situations Many instructors teach their course from a very applied perspective which aligns with Barth s approach

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