

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;

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Shawn A. Smith, Rebecca A. Mazin



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Handbook of Research on Emerging Business Models and Managerial Strategies in the Nonprofit Sector West, Lindy Lou, Worthington, Andrew, 2017-03-31 Modern businesses exist in a dynamic and increasingly competitive realm To remain viable organizations must constantly adopt new methods and processes to optimize productivity and workflow The Handbook of Research on Emerging Business Models and Managerial Strategies in the Nonprofit Sector is a comprehensive reference source for the latest scholarly information on management tools analytics and infrastructures for contemporary nonprofit organizations Highlighting a range of multidisciplinary topics such as crowdfunding shared value creation and human resource development this publication is ideally designed for managers professionals students researchers and academics interested in enhancing process management in nonprofit businesses

Clinical Engineering Handbook Joseph Dyro, 2004-09-15 As the biomedical engineering field expands throughout the world clinical engineers play an evermore important role as translators between the medical engineering and business professions They influence procedure and policy at research facilities universities as well as private and government agencies including the Food and Drug Administration and the World Health Organization The profession of clinical engineering continues to seek its place amidst the myriad of professionals that comprise the health care field The Clinical Engineering Handbook meets a long felt need for a comprehensive book on all aspects of clinical engineering that is a suitable reference in hospitals classrooms workshops and governmental and non governmental organization The Handbook s

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augment efficacy like active listening In conclusion she also presents rather convincing and forceful arguments with the help of statistical data The parody is written to break down all barriers to the effective use of language and to offer techniques to remove the illusory aspects extant in every form of communication Replete with examples and with a bunch of useful tips for different styles of correspondence this is a reliable companion for effective interaction It was written to have a wider conversation around the corporate world in different countries and its demands *Human Resource Management, 2e* Khanka S.S., The second edition continues to familiarize the students with the basic principles and techniques of human resource management Comprehensively this textbook highlights the importance of effective management of human resources which results not only in organisational effectiveness but also sustainable competitive advantage With the coverage of contemporary topics such as HR Scorecard Gen Y Employees and Work life Balance it keeps the students abreast with the current human resource practices of the real world This textbook caters to the requirements of management students and is also a useful resource for HR professionals The HR Answer Book Shawn A. Smith, Rebecca A. Mazin, 2011 The HR Answer Book is an easy to use problem solver for managers and human resources professionals struggling to adapt to new workplace challenges Authors Shawn Smith and Rebecca Mazin address more than 200 of the most common employer questions relating to job functions such as recruitment and hiring discipline and downsizing compensation and benefits and training and employee relations As a result the book equips readers with the industry's best practices to overcome any hurdle and experience astounding success in their roles The updated second edition of The HR Answer Book contains a comprehensive and up to date overview of the human resources field for management instructors including revised and expanded sections on FMLA health insurance changes compensation laws salary reductions and using social networking to recruit employees It is also packed with bonus checklists including 10 Questions to Ask Before Scheduling an Interview Job Applicant Flow logs Performance Goals forms and an Exit Interview Questionnaire In the fast paced environment of the twenty first century human resources professionals and department managers must try on new approaches to success Whether used as a cover to cover resource or a quick reference for tackling specific challenges this book offers the immediately accessible tools you need to thrive and help others and your organization do the same *Job Description Handbook, The* Margie Mader-Clark, 2013-01-01 Offers managers advice on crafting effective job descriptions that accurately detail a position's responsibilities and that keep legal troubles from developing in a work that includes checklists worksheets resources and samples **Machine Learning for Data Science Handbook** Lior Rokach, Oded Maimon, Erez Shmueli, 2023-08-17 This book organizes key concepts theories standards methodologies trends challenges and applications of data mining and knowledge discovery in databases It first surveys then provides comprehensive yet concise algorithmic descriptions of methods including classic methods plus the extensions and novel methods developed recently It also gives in depth descriptions of data mining applications in various interdisciplinary industries *Quality Management System Handbook for*

Product Development Companies Vivek Nanda, 2005-01-27 *Quality Management System Handbook for Product Development Companies* describes a systematic approach for quality management and continuous improvement via a formal management system. The approach centers on a high level process for defining a QMS from essential prerequisites to improvement mechanisms. The book outlines the five major QMS.

Handbook of Geriatric Care Management Cress, 2015-11-02 *Handbook of Geriatric Care Management* Fourth Edition is a comprehensive and practical guide for care managers that addresses the multiple needs of aging adults and their families. An ideal teaching tool, it guides students and professionals along the journey of becoming a successful care manager. New to this edition are two new chapters on working with older veterans and helping clients with depression. Completely updated and revised, the Fourth Edition provides updated ethics and standards, a focus on credentialing and certification, numerous case studies, sample forms and letters, and tips for building and growing a care manager business.

Emergency Field Handbook UNICEF, 2005 Since its inception, UNICEF has provided life saving assistance and assured protection for children in both natural and man made emergencies, guided by the principle that children in crises have the same needs and rights as children in stable situations. This new version of the *Emergency Field Handbook* has been developed after consultation as a practical tool for UNICEF field staff to meet the needs of children and women affected by disasters. It is structured around UNICEF's Core Commitments for Children in Emergencies and covers programme areas and operational functions. It includes a CD ROM which contains a complete electronic version of the *Handbook* as well as links to background and reference documents.

The Strategist's Handbook Timothy Galpin, 2023-07-29 Strategy, an ancient pursuit, has evolved through the centuries and in today's business environment applies to all organizations across all sectors and geographies. *The Strategist's Handbook* is a collection of the best materials, insights, tools, and templates that comprise the core Strategy course taught in the undergraduate MBA, Executive MBA, and Post graduate Diploma programs at the Saïd Business School, University of Oxford. Each of the best practices, pitfalls to avoid, tools, and templates presented in this book has been field tested and refined for over three decades while working with for profit, not for profit, and government organizations across multiple industries around the globe to help them develop and implement their strategies. The guidance and tools can be applied in small, mid-sized, and large organizations; their application just needs to be scaled accordingly. While this is a practical how-to book, the tools and approaches presented are based on a solid foundation of well-established theory and extensive research that is also highlighted within each chapter. The contents can benefit those new to strategy as well as seasoned strategy professionals, current and aspiring senior managers, middle and front-line managers, functional experts, and strategy consultants.

Discovery of Geospatial Resources: Methodologies, Technologies, and Emergent Applications Díaz, Laura, Granell, Carlos, Huerta, Joaquín, 2012-04-30 This book provides relevant theoretical frameworks and the latest empirical research findings to improve understanding of geospatial discovery, methodologies, and technologies, as well as techniques to design and deploy geospatial resources in Information

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as well as scholars and experts from other adjacent disciplines All articles in HTS are written by specialists in the different subfields and are peer reviewed

Handbook of Human Resource Information Systems Alfred J. Walker, 1993

Human resources departments spending half of their time administering their companies HR plans Line managers with no access to records on either their own staff s performance or even on their own department s success in meeting corporate goals Employees knowing precious little about the value or cost of their benefits packages Just a few examples but the message is clear The vast majority of human resource information systems HRIS as they exist today are woefully inadequate for supporting productive personnel functions As the twenty first century approaches and with it ever greater competitive pressures for increased performance at reduced cost and faster more efficient communication with less effort it s plain that most American businesses desperately need a technological shot in their human resource arms In this trailblazing book Alfred J Walker shows HR professionals how to move HRIS from its present back office record keeping role to its rightful place as the central business technology of a winning organization Based on principles Walker has successfully implemented at many of the nation s Fortune 100 companies Handbook of Human Resource Information Systems leads you step by step through the stages necessary to fundamentally shift the focus of the HR function by utilizing the HRIS more effectively establishing it as a guiding force and positioning your company for strategic advantage in the years ahead The book begins by outlining the history of HRIS its early and as yet largely unfulfilled promise the basic principles of HRIS planning and development and the enormous potential inherent in an extended HRIS that serves as the prime information and decision support system for an entire organization You ll then find practical guidance on the nuts and bolts issues of HRIS implementation including how to develop and or design HRIS to fit company needs with an emphasis on analyzing work flow and re engineering the work prior to automating tasks manage the system for optimal organizational advantage and involve users in ongoing development of HRIS justify costs and allocate resources with an eye toward immediate gains and long range benefits and change management structures to reflect your new HRIS environment and plan for the future Amply illustrated with many charts tables and examples the Handbook of Human Resource Information Systems shows you how to do what the most forward thinking businesses are already doing Extending the reach of HRIS companywide to such critical areas as empowering line managers to be more effective help with communications interactive benefits career development systems and employee recruitment In short this pioneering book brings to life an idea whose time has come and whose benefits are long overdue

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