

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

Ensheng Dong



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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

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 *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

Proposal for HR Plan Development Kabindra Sharma,2025-02-13 The objective of this proposal is to develop and recommend implementation of an effective HR strategy along with new policies and procedures that align with the organization s goals and objectives while also incorporating a robust Organizational Change Management OCM approach The strategy and policies will focus on improving employee engagement talent acquisition and retention performance management and fostering a positive work culture The OCM approach will ensure smooth adoption and transition for employees and stakeholders minimizing resistance and maximizing the success of the HR initiatives The ultimate aim is to enhance organizational productivity employee satisfaction and overall business growth You can use this sample proposal and easily customize it to meet your requirements If you need any assistance feel free to contact me at kabinshalini@yahoo.com

Business Policy and Strategic Management Senthilkumar S./ Durai, Marutha M./ Sharmila A. & Poornima J., Business

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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 *Lippincott Williams and Wilkins' Administrative Medical Assisting* Elizabeth A. Molle,Laura Southard Durham,2003-12-01 This text is designed to meet the needs of students in medical assisting who are studying the administrative portion of the curriculum as well as students in transcription coding and related programs This competency based textbook provides a wealth of guidance for administrative skills The text covers the front office topics scheduling billing coding bookkeeping office management and insurance issues Helpful pedagogy including Key Terms a Glossary and Critical Thinking Challenges familiarize students with the material and help with problem solving The ancillary package includes an Instructor s Resource Kit with an Instructor s Manual and Resource CD ROM as well as a student study guide Visit <http://connection.lww.com/go/molleadmin> for more information

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HR Policies and Procedures Manual for Medical Practices Phd Courtney Price,2014-06 In this updated edition of MGMA s popular HR resource you will receive guidance on developing policies and procedures and have access to more than 100 forms and policies that you can modify and use Federal Register ,1980-10-20 Human Resource Policies and Procedures Manual for the Public Service ,2016

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