

# HR ✓

# OUTSOURCING PROPOSAL



**Career Placements**

Guiding Global Careers Since 1995



# Methodology & Approach



## CURRENT SYSTEMS

To study and access the current systems and policies in the areas of Training and all HR activities



## INTERACTIVE DISCUSSIONS

Have interactive discussions at all levels



## IMPROVE SYSTEMS

To suggest and improve systems as per result of study



## IMPLEMENT

To implement



## ANALYSIS

Taking feedback & analysis



## POLISHING

Further improvisation & polishing of the systems



# Scope of Work

We will provide Policy Format Register Report wherever required



Introduction



Employment



Work Schedule



Remuneration



Benefits



Performance  
Development



Training &  
Development



Staff Relations &  
Communication



Safety, Health &  
Environment Policy



House Rules



Ethical & Legal  
Responsibilities



Disciplinary  
Action



# Scope of Work

- Scope of work will be restricted currently to Pune only. It can be negotiated further as per mutual consent with revised terms and conditions.
- Plan training schedule and conduct training on regular basis on management subjects.
- Carry out Performance reviews at all levels and give feedback to Top Management.
- To catalyse the performance and counsel staff whenever required.
- Conduct recruitment, induction programs, regular interpersonal test, exit interviews and outplacements.
- Formulate policies and procedures regarding day-to-day functioning in HR like salaries setting, leaves, transfers, promotions, benefits, bonuses, termination, re-location, staff meetings etc.



# Introduction

1

Note From The Directors

2

Employee Interviews / Database

3

Purpose of the Manual

4

Human Resources Philosophy

5

Company Profile

6

Organisation Chart

7

Functional /Organisation Structure

8

Sample Divisional Organizational Structure

9

Vision Mission & Core Values

10

Quality policy

11

Achievements

12

Product range

13

Induction Policy

14

Administrative Policies

15

Policy On Re-Induction / Re-Recruitment  
Of Employees



# Employment

- Employment policy
- Manpower Plan & Control
- Recruitment
- Recruitment Policies
- Recruitment – Staff
- Recruitment – Operators
- Recruitment – Temporary Operators
- Background Verification
- Reference Check
- Probationary Period
- Probation/Assessment/Confirmation
- Probation Review Report
- Transfer
- Termination
- Terms & Conditions Of Employment
- Contract Operators And Contractor
- Shift Operation
- Equal Employment Opportunity
- Delegation Of Authority
- Separation Procedure
- Exit Interview
- Equal Employment Opportunity
- Job Rotation Policy



# Work Schedule



Hours of Work

Leaves



Public Holidays





# Remuneration



Pay Review

Job Related  
Payments &  
Reimbursements

Salary  
Policy

Annual  
Increments



Minimum  
Wages

Bonus /  
Ex-gratia

Cash  
Security  
System

Payment Of  
Wages

Components  
Of Salary  
Structure  
& Payout  
Procedure

Salary  
Advance

Efficiency Loss  
Compensation

Additional  
Permissible  
Amount







# Benefits

- Leave Policy
- Leave Policy For Staff (Including Trainees)
- Leave Policy For Operators
- Leave Cards
- Late Sitting For Staff
- Compensatory Off
- Provident Fund
- Group Medical Insurance Scheme
- Group Life & Personal Accident Insurance
- Employees Compensation Insurance
- Income Tax
- Professional Tax
- Group Gratuity
- Visiting Cards
- Study Leave Policy
- Mail & Express Services
- Payment Of Gratuity
- Car Scheme (Level Vii & Above)
- Policy – Suggestion Scheme
- Vehicle Loan – Interest Reimbursement Scheme
- Loan & Advance
- Adarshnidhi (Death Relief Scheme)
- Departmental Get Together
- Diwali – Gifts, Sweets And Bonus
- Marriage Gift
- Gifts Received From Outside Parties
- New Year Diary
- Credit Card( L Ix & Above)
- Laptop Policy
- Superannuation Policy( Level Ix & Above)- As Applicable
- Employee State Insurance Scheme





# Performance Development

## Performance Appraisal System (PMS)



Introduction



PMS  
Procedure  
for Staff

PMS  
Procedure for  
Managers



Performance  
Evaluation Of  
New Entrants

PMS  
Procedure for  
GM & Above

Performance  
Appraisal



Performance  
Appraisal Staff



Performance  
Appraisal, Increments &  
Promotion Of Operators

Document  
Control

Personal  
Files Maintenance





# Training & Development



Objectives  
Individual  
Training



Mentoring  
(Policy No.  
68) 121

Training  
Policies

Process &  
Criteria

Developmental  
Training



Recording  
Training

Training &  
Development  
Policy

Professional  
Development



Training &  
Development  
Guidelines

Job  
Related  
Training

Service  
Agreement For  
Foreign Training





# Staff Relations & Communication

Company E-mail & internet Policy



Advance

Grievance Procedure



Travel Policy

Travel Policy ( Inland )



Paid Holidays

Travelling Norms  
( Overseas )

Uniform & Shoes

Communication



Telephone Policy

Business ethics



Suggestion Scheme



Best Employee Award



# Safety, Health & Environment Policy



Smoke-Free Workplace policy

Employee Safety & Health Policy



Responsibilities , Scope, Objectives, Procedure

Environment Policy



Monitoring and Reviewing

Aids Policy



Emergency Instructions (Fire Hazard)

Security System



Executive Health Check Up  
(Level-Viii & Above)



# House Rules

(Policy and Procedure)



Company Property  
Use / P.C / Mobile



House Taken  
On Rent / Lease



Property  
Access Control



Employment of  
Family Members



Behaviour in Public



Punctuality Absence



Business ethics



Company e-mail ID  
and Internet policy



Attendance  
Reward Scheme



Attendance Procedure  
& System Staff



Attendance Procedure  
& System-Operators



Best Employee of  
Company



Suggestion Scheme



Birthday Celebration



# Ethical & Legal Responsibilities

Code of  
Conduct

Purpose  
Compliance  
Ethics at  
Work

Securities,  
Futures,  
Contract &  
Derivatives  
Transactions

Soliciting &  
Accepting  
Advantages  
Loan to &  
from Business  
Associates  
Gambling

Conflict of  
Interests

Confidentiality  
of Information  
outside  
Business/  
Employment/  
Committee  
Membership/  
Service

Whistle  
blowing  
Policy

Continuous  
Disclosure &  
Communication  
Policy

Equal  
Opportunities  
Policy

Personal  
Data  
(Privacy)  
policy

General  
Guidelines on  
Compliance  
with  
Copyright  
Ordinance

Legal  
Policies

A Brief  
Check  
List Of  
Labour  
Laws 21

Employee Consent  
To Work On  
Public Holidays,  
Night Shift,  
Sundays & Overtime  
(Renewal Consent  
Form)

Factory Visit  
Of Visitors

Mediclaim  
Policy



# Disciplinary Action

Discipline  
Management

Show  
Cause Letter



Discipline &  
Disciplinary Action

Misconduct  
Letter & sexual  
harassment

Absenteeism Letter

Mobile Policy &  
Telephone Answering

Misconduct &  
Reprehension

Late Coming Letter

Non Performance  
Letter

Insubordination Letter

Anti-  
Harassment

Uniform







# Welfare Policies

Family Planning  
Incentive Scheme

Open  
House



Leaders

Furniture  
Policy

Canteen





# Why need **HR Manual ?**

It helps to understand  
how to do our job in HR Function.

Address  
employees need

It makes clear environment  
easy to work in any organization



Decision Making

Manual provides references  
to make easy & faster

Reference Point

New entrants to understand/  
clear idea about the  
organizations rules.



# How it is Important?

- Clear communication, prevent misunderstanding/conflict between management & employee.
- Need to read by everyone and not just listen.
- To bring organizational regulation and culture building
- Morale is higher, support system from the organization for decision making for supervisors.
- Fair reasonable, non-discriminatory to all employees.



# What if you don't have well written **policies & procedures?**

Lack of discipline

Cost of wrong  
procedures,  
wrong hirings

Time wasted  
on employee  
communication

Loss of  
production,  
management  
efficiency



# What it contains?

Roles

Format

Rules

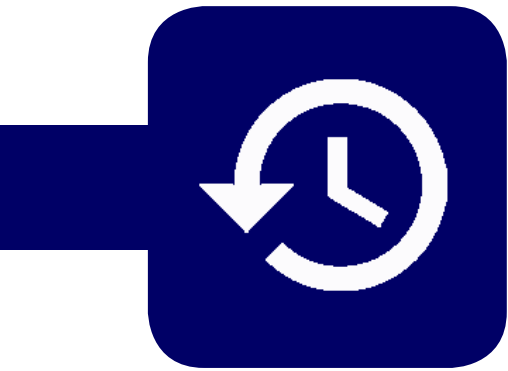
Register

Tools

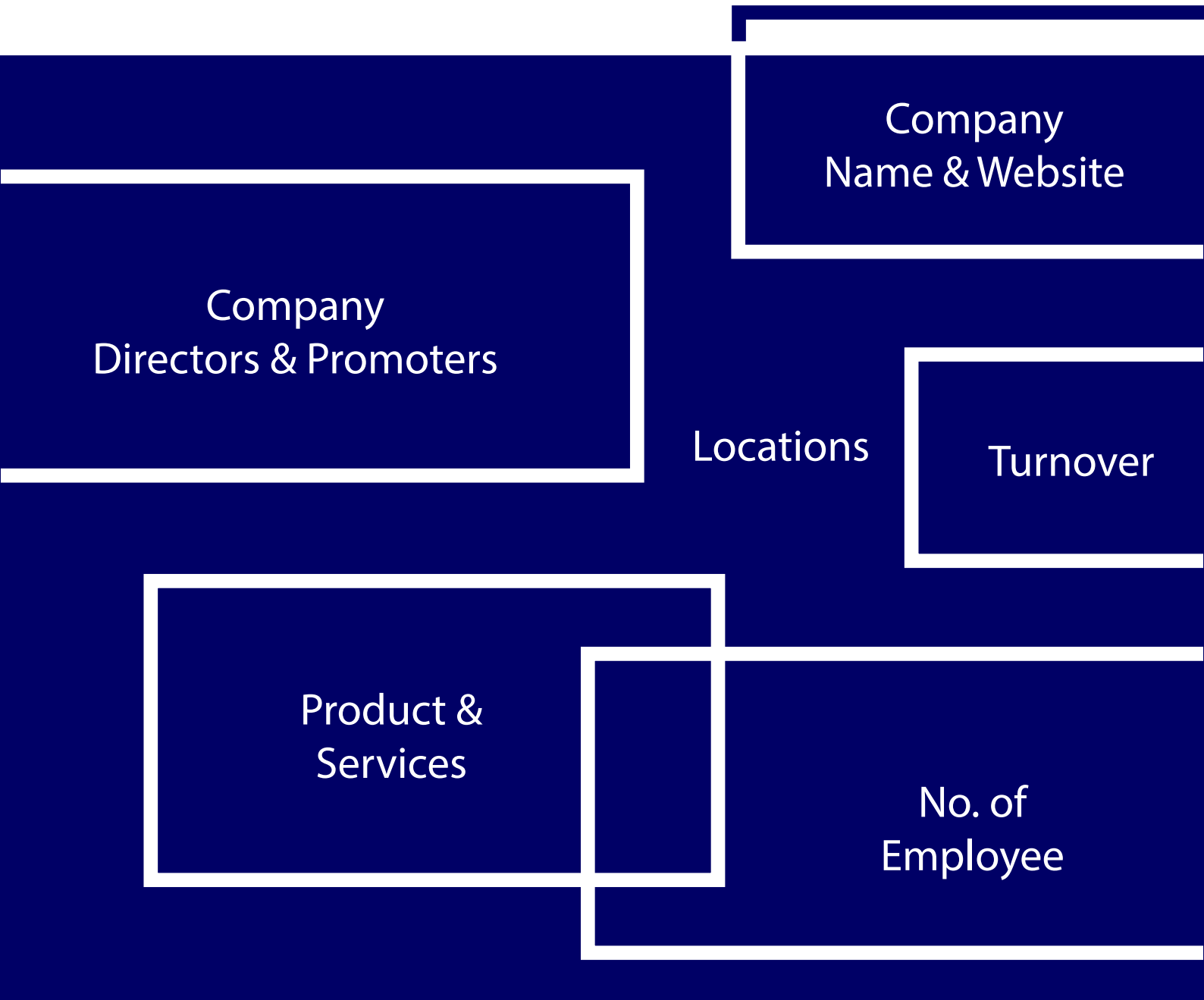
Report

Policy

Consequences



# Brief on Company Background



Company  
Name & Website

Company  
Directors & Promoters

Locations

Turnover

Product &  
Services

No. of  
Employee



# Need for HR

Growing  
Organization

Maintain 'zeal'

System Vs Individual driven

Increasing  
Competition

Ambitious  
Team



# 4 Phased Project Plan

