

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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Sophia Beckett Velez



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Human Resource Management (Third Edition) , Human-Machine Collaboration and Emotional Intelligence in Industry 5.0 Kumar, Nitendra,Pal, Surya Kant,Agarwal, Priyanka,Rosak-Szyrocka, Joanna,Jain, Vishal,2024-07-22 In the rapidly evolving landscape of Industry 5 0 integrating emotional intelligence into the industrial framework is becoming increasingly crucial Organizations are trying to navigate this uncharted territory and seeking guidance on understanding implementing and ethically managing artificial emotional intelligence AEI However the absence of a comprehensive resource addressing these complexities has left a significant void in academic scholarship and industrial practice Human Machine Collaboration and Emotional Intelligence in Industry 5 0 offers a holistic exploration of emotion recognition affective computing and human robot interaction It equips readers with the knowledge and tools to successfully integrate AEI into Industry 5 0 ensuring a harmonious collaboration between humans and machines This book is a go to resource for scholars industry professionals and decision makers seeking to leverage emotional intelligence in the Fifth Industrial Revolution by addressing practical implementations ethical considerations and real world impacts

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a selection of the best papers presented at the annual International Scientific Conference Digital Transformation in Industry Trends Management Strategies held by the Institute of Economics of the Ural Branch of the Russian Academy of Sciences Ekaterinburg Russia on October 25-27, 2023. The main focus of the book is on Industry 5.0, a new paradigm for industrial development related to the humanization of technology and the sustainable development of industrial ecosystems. Industry 5.0 is not a technological revolution but a value-based initiative that drives technological transformation by establishing the primacy of human value and creating value for humans. Key topics include the cross-industry potential of Industry 5.0, the humanization of industrial technologies, the transition from Industry 4.0 ecosystems to Industry 5.0, the achievement of sustainability in the process of digital transition, assessing the impact of industrial digital transformation on society and the environment, regional practices for digital transformation, digital transformation strategies of industrial enterprises, HR strategies for the digital transition of industry, among others. Due to the scientific pluralism of the topics covered, the book is valuable to economists, researchers, and managers in industry and finance. Mergent International Manual, 2003.

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