

1. HR MANAGEMENT POLICY FRAMEWORK AND EMPLOYMENT LEGISLATION

1.1 HR management policies are formalized, documented and approved by the Board or approval as designated to the MD.

HR management policies are formal written documents easily accessible by management, employees and key stakeholders. Policies should include those issues that govern the work and actions of employees, such as:

- Employee Information
- Performance Management
- Hiring
- Holidays
- Hours of Work
- Leaves of Absence
- Overtime
- Termination
- Vacation

1.2 HR management policies comply with employment, workplace health

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and safety, and other related legislation as is applicable in the jurisdiction in which the CCJK operates.

A periodic review of relevant legislation is conducted to ensure compliance.

A written report documenting compliance is submitted to the organization's governing authority at least annually.

1.3 HR management policies are reviewed on a regular basis and revised if necessary.

HR management policies are reviewed to ensure changes to employment-related legislation and/or new developments in HR management best practices are incorporated into the organization's HR management policies. A full review of policies should be completed every two to three years. However, there needs to be constant monitoring for new legislative requirements, to ensure the organization is in compliance with new legislative policy.

1.4 HR management policies are made accessible to employees.

In order for policies to be fair and relevant they must be communicated and accessible to employees. This is often done during the orientation of a new employee. Each employee should have their own copy of the policy manual or easy access to view them online.



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