



## **PRESIDENT'S TALKING POINTS ON HUMAN RESOURCE POLICIES**

### **What is the use of HR Policies?**

Human Resource (HR) policies are meant to provide frameworks for an organization, within which consistent decisions can be made, and through which equity in the way people are treated can be promoted.

In a broader sense, HR policies are used for

- Providing clear communication between an organization and its employees regarding their condition of employment.
- Forming a basis for treating all employees fairly and equally.
- Setting and managing employee expectations.
- Establishing guidelines for supervisors and managers.
- Forming a basis for developing the employee handbook.
- Communicating the organization's goals and values.
- Creating a basis for regularly reviewing possible changes that affect employees.
- Providing a 'how-to' on how to apply policies across all levels of an organization.
- Forming a context for various programs, such as supervisor training programs and employee onboarding and orientation programs.
- Ensuring all policies are aligned to legal requirements and best practices.
- Creating a common and healthy working environment.
- Giving a clear picture of career growth in the organization.

### **What is the rationale of HR Policy implementation?**

HR policy implementation can help an entity demonstrate, both internally and externally, that it meets the requirements for diversity, ethics, and training required in today's workplace, and meets its commitments regarding regulation and corporate governance of employees.

### **What are the must have policies any entity should have?**

## **1. At-Will Employment Policy**

This policy reiterates that both an employer and employee can terminate the employment relationship at any time and for any reason, providing said reason is lawful. You should aim to prominently display this statement in the beginning of your employee handbook.

## **2. Anti-Harassment and Non-Discrimination Policy**

This policy prohibits harassment and discrimination from taking place in the workplace. It takes cognizance of diversity and seeks to implement inclusiveness for all in all matters relating to the daily operations of an entity. This is equally provided for under S.6 of the Employment Act 2006.

## **3. Sexual Harassment Policy**

Especially in the modern workplace, sexual harassment is a high-profile concern. Informing and educating employees through an up-to-date sexual harassment policy is critical, and some regions may even require that your organization have one in place. Safeguard your company by clearly communicating zero-tolerance guidelines for unwanted, unwelcome, or inappropriate sexual comments or actions. This provided for under S.7 of the Employment Act and the bare minimum is that if you employ more than 25 workers, you must have a policy in place.

## **4. Employment Classifications Policy**

It is an HR best practice to clearly define employment classifications. This can include full-time, part-time, exempt, or non-exempt. These can dictate their eligibility for benefits and overtime pay, so it should be a principle policy to clearly stipulate all employee classifications.

## **5. Leave and Time-Off Benefits Policy**

These policies should address your organization's rules and procedures regarding holidays, vacation, sick, and all other types of time off benefits. It should also cover leave required by law, such as sick leave, maternity leave, paternity leave, annual leave, public holidays and length of working hours among others. These are provided for under Part 6 of our Employment Act.

## **6. Meal and Break Periods Policy**

A clear policy on meal and break periods ensures employees are well-informed on the frequency and duration of said breaks, as well as any additional rules or restrictions relating to them. Regional laws may stipulate

specifications relating to lactation breaks, rest periods, and meal periods, so ensure your policies align with those.

## **7. Timekeeping and Pay Policy**

A timekeeping policy keeps employees informed of the appropriate method for recording their time worked, as well as the importance of accurately recording their time. Policies on pay periods communicate the frequency of paydays to employees, the methods available for receiving payment, and any special procedures that may take place should a payday fall on a holiday or when the employee is absent from work.

## **8. Occupational Safety and Health.**

These policies describe the safety and emergency procedures of the workplace and require employees to report any work-related injuries immediately. There are several provisions under the **Occupational Safety and Health Act 2006 and Workers Compensation Act Cap 225** that require employers to have specific policies in place if certain workplace hazards exist. For example, if certain chemicals are present in the workplace, a company should have a hazard communication program as part of their health and safety policy.

## **9. Employee Conduct, Attendance, and Punctuality Policy**

Attendance policies clearly communicate when employees must be ready to work, stipulating their scheduled start time each day and providing procedures for informing their supervisors of unscheduled absences or late arrivals.

## **EMERGING POLICIES THAT HR PROFESSIONALS MIGHT NEED TO LOOK OUT FOR**

### **Remote Workers Policy**

In the wake of the Covid-19 Pandemic we have seen workplaces allowing more of their employees to work remotely from home, or some other location outside the main office. However, not all jobs and employees are well-suited for remote work, so it is important to clarify your organization's position on remote work itself

### **Social Media Policy**

A social media policy can be what protects your company's reputation, both online and beyond. Despite its relatively modern nature, you should still draft this policy to withstand scrutiny from stake holders. This is important in that it address who, what, when and how information regarded as confidential may be shared.

