

Human Resource Policy Document for Evertec General Trading Company Ltd, Kenya

Introduction

An effective Human Resource Policy is essential for Evertec General Trading Company Ltd, a Kenyan-based organization, to attract, retain, and develop a talented workforce. This document outlines the key policies and procedures that guide HR practices within the company.

1. Equal Opportunity and Non-Discrimination

Evertec General Trading Company Ltd is committed to providing equal employment opportunities for all employees and job applicants without regard to race, color, religion, gender, national origin, age, disability, or any other legally protected category. We ensure that our hiring, promotions, and compensation practices are free from discrimination.

2. Recruitment and Selection

- A fair and transparent recruitment process is followed, including advertising positions, conducting interviews, and evaluating candidates based on merit.
- Background checks and reference verifications are performed for all new hires.
- Job offers are made in writing and include details about salary, benefits, and expectations.

3. Compensation and Benefits

- Competitive salary structures are maintained to attract and retain talent.
- A comprehensive benefits package is offered, including health insurance, retirement plans, and leave policies.
- Compensation and benefits are reviewed periodically to ensure competitiveness with the job market.

4. Training and Development

- Evertec General Trading Company Ltd encourages employees to enhance their skills and knowledge through training and development programs.
- Career development opportunities and mentorship programs are in place to support career progression.
- Performance evaluations and feedback sessions are conducted to identify areas for improvement.

5. Employee Relations

- Open and respectful communication is fostered among employees and management.
- A formal grievance procedure allows employees to voice concerns and resolve disputes.
- Employee wellness and mental health initiatives are promoted to ensure a healthy work environment.

6. Work-Life Balance

- Evertec General Trading Company Ltd recognizes the importance of work-life balance and offers flexible work arrangements when possible.
- Leave policies for annual leave, maternity, paternity, and sick leave are clearly defined.
- Efforts are made to prevent employee burnout and encourage well-being.

7. Health and Safety

- Ensuring a safe working environment is a top priority, complying with all health and safety regulations.
- Employees are educated on safety procedures, and incident reporting mechanisms are in place.
- Regular safety audits and inspections are conducted to identify potential hazards.

8. Code of Conduct and Ethics

- All employees are expected to adhere to a code of conduct that promotes honesty, integrity, and ethical behavior.
- Reporting mechanisms for unethical conduct, such as fraud or harassment, are available, and strict non-retaliation policies are enforced.

9. Termination and Resignation

- Termination and resignation procedures are clearly defined to protect both the company and the employee.
- Exit interviews are conducted to collect feedback and gather insights on the employment experience.

10. Confidentiality

- All employees are expected to maintain the confidentiality of company information, trade secrets, and client data.
- Confidentiality agreements may be required, depending on the role.