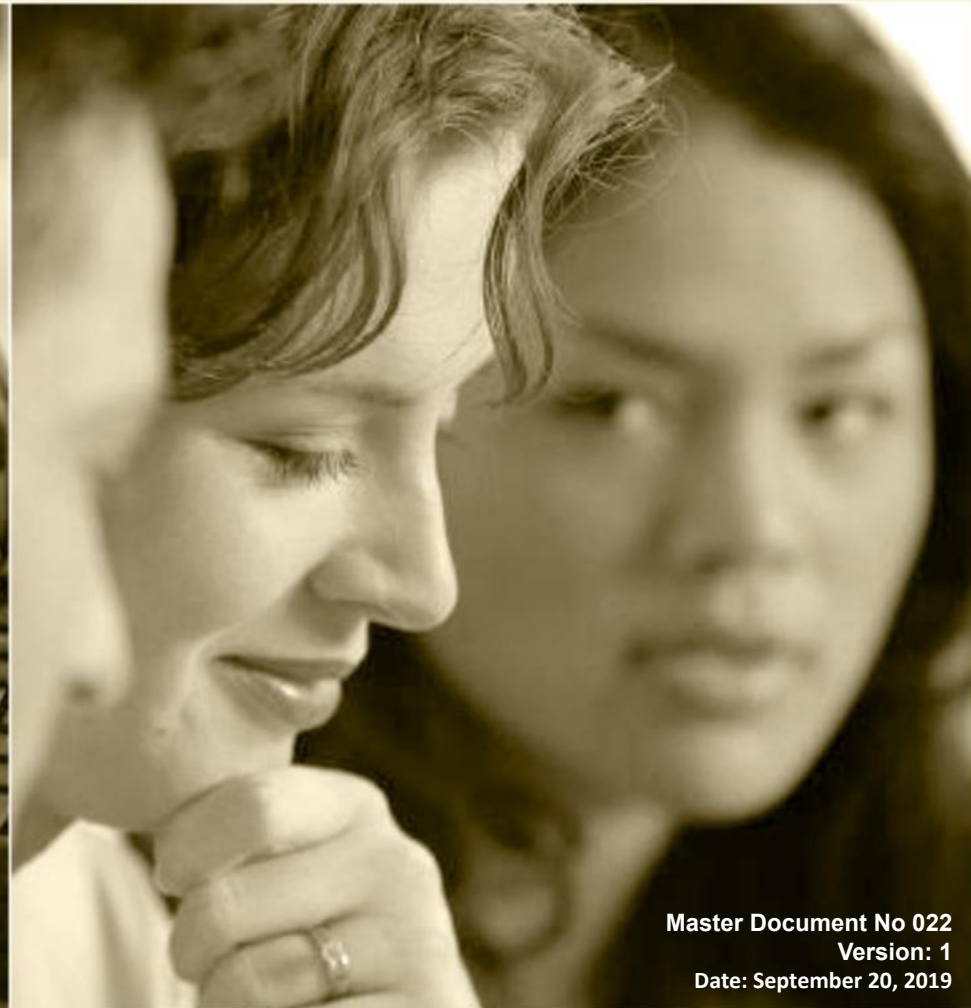


HR Policy

By

Effective Management Consultants



Master Document No 022
Version: 1
Date: September 20, 2019



Why HR Policies

- Legal Issues – Compliance to labor laws
- Supporting Business Strategy
- Organizational Consistency / dispute minimization through communication and empowerment of next line.
- Corporate Image





Why HR Policies fail

- Management's Support / Interest
- Top Management interference
- Lack of empowerment and administration
- People buy-out
- Organizational Politics

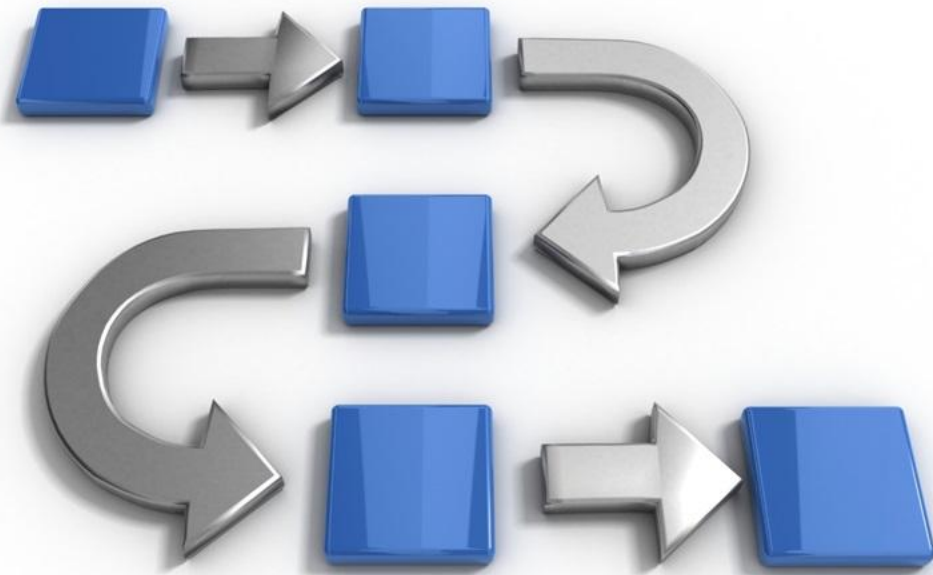




Why Effective Management

- Hard Core Experts in Human Resource and Labor Laws Compliance
- Years of experience in developing HR Policies – Developed policies for many organizations across the industries
- Zero compromise for Quality



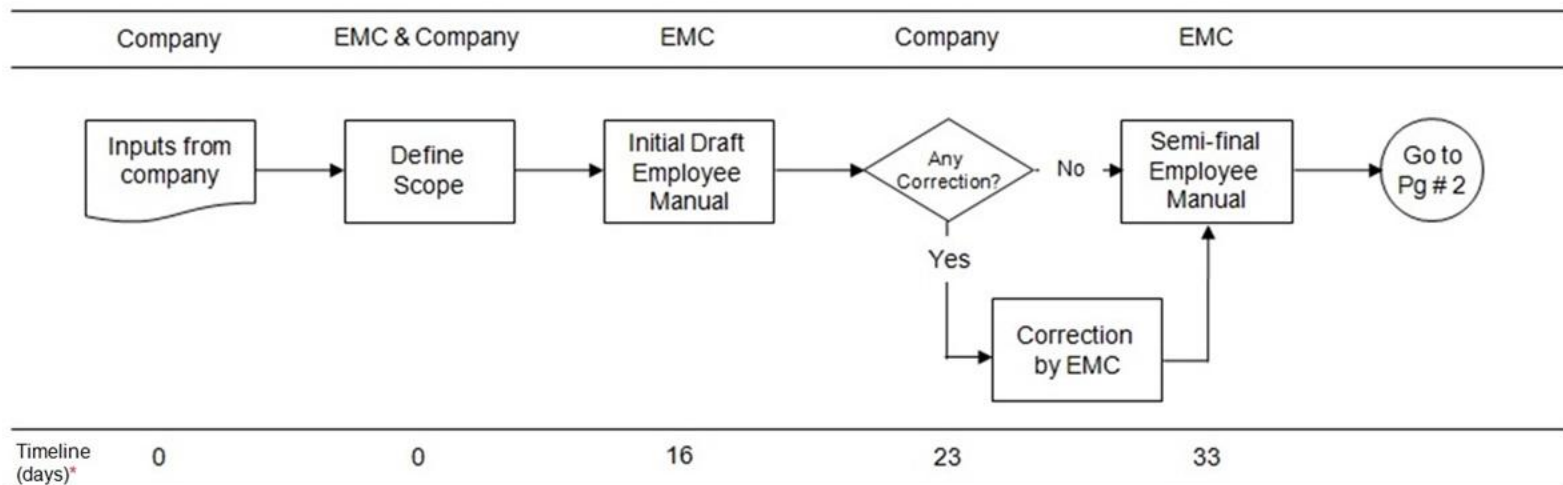


THE PROCESS



The Process:

Employee Manual Development Process



Receive necessary information from top management of the company and HR Department. (this include present policies rules & regulations and Practices. This can be in hard copies and electronic form too.

EMC alongwith Company officials will define the scope of work. This includes the information / rules to be incorporated and the time frame to complete the assignment.

On receipt of necessary information, EMC will make first draft Employee Manual and forward it to the company for their perusal in electronic form only.

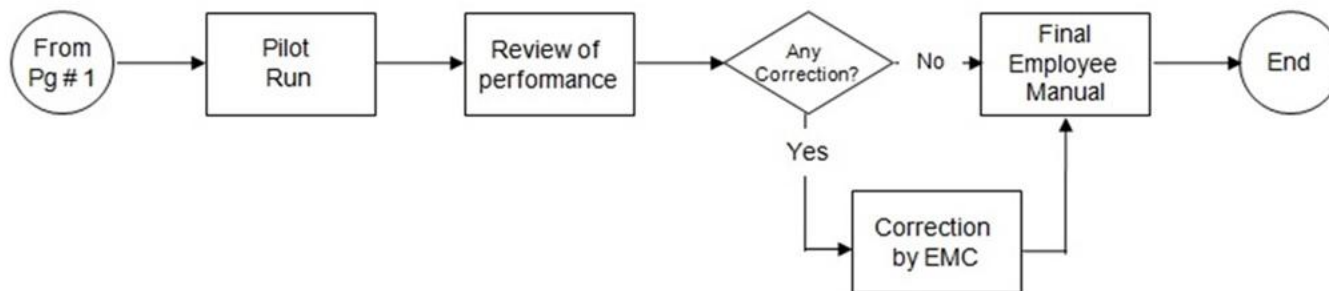
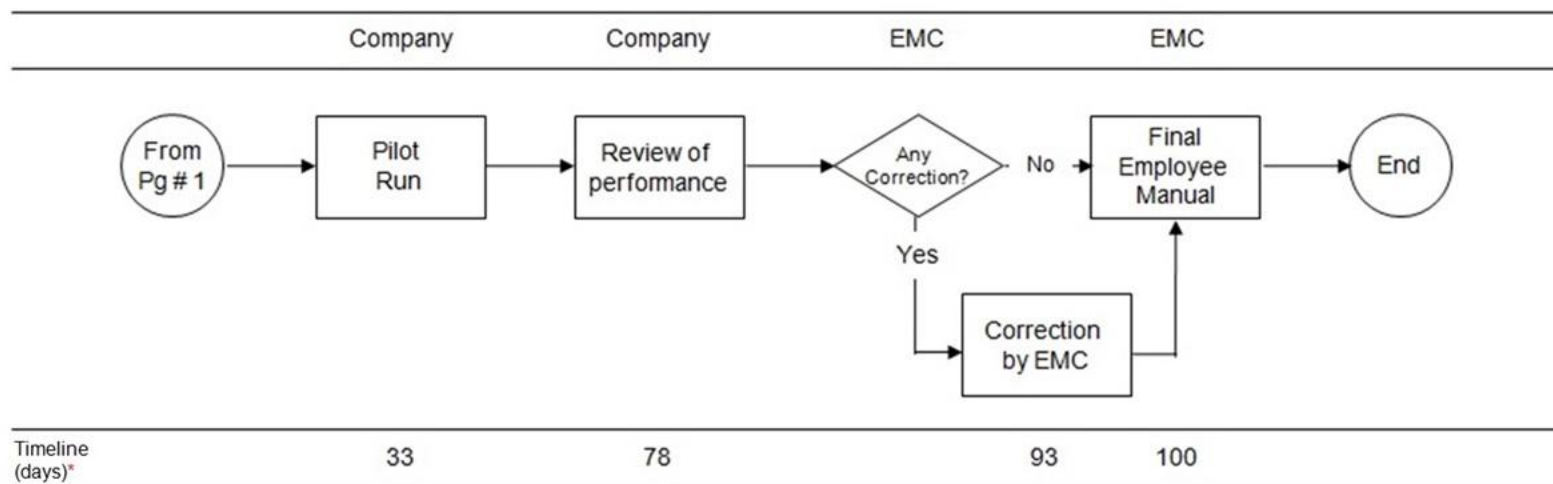
Initial draft will be read carefully by the top management, HR Department and other HODs for any changes / amendments etc and shall be communicated back to EMC for making necessary corrections.

Submission of semi final Employee Manual to the management of the company. If there is no correction, it will remain same as initial draft. This still will be in draft mode, submitted in electronic form.



The Process:

Employee Manual Development Process



The co. will put semi-final Emp. Manual in pilot run for two months from the date of circulation. During this period, co. reserve all the rights to change / modify rules / contents at any time at its own discretion without giving prior intimation.

Top management along with HR Department of the company shall take review of the pilot run and communicate to EMC about any change / modification to it. This will be minimum 15 days before the expiry of the pilot run period.

According to the inputs, EMC will make necessary corrections to the semi final Employee Manual

Submission of final Emp Manual to the mgmt of the co. If there is no correction, the semi-final copy will remain same as final. Only the page formatting will be done at the final submission of electronic copy. This will remain in operation till next revision date.





PRESENTATION





Basic Manual in PDF



Effective Management Consultants

27/859, Amartyaji CHS Ltd, Tagore Nagar, Vikhroli (East)
MUMBAI 400 063, INDIA
Tel: +912225731763

Master Document No 001.01

Version: 1

Date: September 17, 2019

Terms and Conditions (for the candidates):

Our (Effective Management Consultants, hereinafter referred to as 'EMC') recruitment services are totally FREE OF COST to the candidates. Also there is no any Hidden Cost attached to our services. However, the candidate must keep the 'EMC' updated promptly, each time, when he attend the interview, get an offer letter, join the organization or on any other activity related to this recruitment process. Immediately on accepting the offer / appointment letter or on any other communication related to this job opportunity, the candidate must inform his CTC / salary break-up to 'EMC', in writing, in hard copy or through an email, for our information and records; failing to do so, the candidate will be held solely responsible for paying to 'EMC', our professional fees at the rate of 8.33% of his (candidate's) annual CTC (Cost To Company) salary, payable immediately on demand by 'EMC', without any dispute or delay.

While we don't charge or take money from any candidate, we further suggest not to pay any charge / money to any of our client company or its representative or anyone else in the process on any reason or account. However, if done so, it would be sole responsibility of the candidate and 'EMC' shall not be held responsible under any circumstances for any kind of losses or inconvenience.

Unless and until the candidate gets an official 'Job Offer Letter' from any of EMC's client company, on their printed letter head, duly dated, signed and stamped, candidate should not resign from his / her current company or even should not disclose the intention to resign to his / her current employer. In case if he / she does so, it will be solely at his / her responsibility and 'EMC' shall not be held responsible for any kind of consequences including job loss or any other loss of monetary or any other nature, under any circumstances.

'EMC' also do not give any guarantee of candidate's success in the job interview, specific salary package or employment benefits etc. These points / subjects get finalized during the discussion / negotiation / communication between the candidate and our client company. 'EMC' do not play any role in the finalization of employment terms and conditions / salary / benefits package etc and hence 'EMC' shall not, at all, be held responsible for failure in the interview or any kind of losses due to failed or wrong salary / benefits negotiations etc.

'EMC' arranges the job interviews in coordination with the candidate and client company. However, sometimes candidate fails to attend the interview or client company fails to conduct the interview for various reasons. In such an incidence, 'EMC' shall not be held responsible for any kind of time, money, resource or any other loss. Similarly, 'EMC' don't take any responsibility or give any guarantee of your (candidate's) travel expenses reimbursement by our client company for attending the job interview and the candidate is always expected to attend the job interview at his own cost and time. In short, under any circumstance, 'EMC' shall not be held responsible for non payment of travel expense reimbursement by our client company or any kind of loss arising out of the same reason.

Although 'EMC' try to introduce / refer the candidates to good companies, it is the SOLE responsibility of the candidate to get an offer / appointment letter, check and fully understand all the terms & conditions of the employment, salary package, benefits, employment bond, retention money, notice period, culture of the organization, safety, financial health of the organization, work environment, job security and satisfaction, progress opportunities etc. and only on getting fully satisfied, take the decision to join the new company. Under no circumstances 'EMC' shall be held responsible for any kind of job loss, monetary loss, job dissatisfaction or any other loss or inconvenience caused to the candidate.

Once 'EMC's client company offers any job to the candidate (either verbal or written), it becomes a legal agreement / binding between the candidate and our client company, leaving 'EMC' out of the purview /





Manual in Power Point



Companies everywhere in the world

amics B.V.

China

India

Maroc

Next

Previous



Manual in Power Point (interactive)

Incorporating Links with Graphics:

Example:

- 1) [Recruitment Policy](#)
- 2) [Job Application Form](#)
- 3) [Documents to submit](#)

Jhagadia Copper Limited

TOPICS

Introduction
Human Resource Every
HR Policies

- Recruitment & Probation
- Salary Administration
- Performance Review
- Employee Leave Management
- Sexual Harassment
- Employee Recognition
- General & IT Security Practices
- Living through the Code & Ethics
- Facilities & Service
- Expressions of Gratitude

INTERACTIVE GRAPHICAL DESIGN

2



Manual in BlogSpot



Click to view BlogSpot





Manual in flash file

Fully Automated.

Just Click the button and the reader will enter into that section. You can upload this on your website, cloud or blogspot and it will become available across the organization. See few Sections on the next slide ...





Manual in flash file

Logo

PRESENT

Logo

Click

From a small metal label manufacturer fifty years ago, [redacted] has grown to become one of the largest printers in the country today. It has incorporated both screen-printing and digital printing to its portfolio. With a world class manufacturing facility, which is amongst the most technologically advanced in South East Asia, the level of quality achieved by Classic stripes is up to international standards, and is unmatched in the country today.

- Established in 1987
- One of the world's largest manufacturer of self adhesive, screen printed Motorcycle tank labels and styling stripes
- Cater to over 2 million motorcycles and 200,000 cars annually
- Installed capacity is more than 4.5 million sets per annum
- Sole supplier to [redacted] in India
- ISO 9002 Company. Implementing ISO 14000
- Total solution providers with in - house designing, development and prototyping facilities

Mission / Vision / People Value

Policy

Board of Directors

Classic Executives

Manufacturing Facilities

Locations

Products

Our Clients

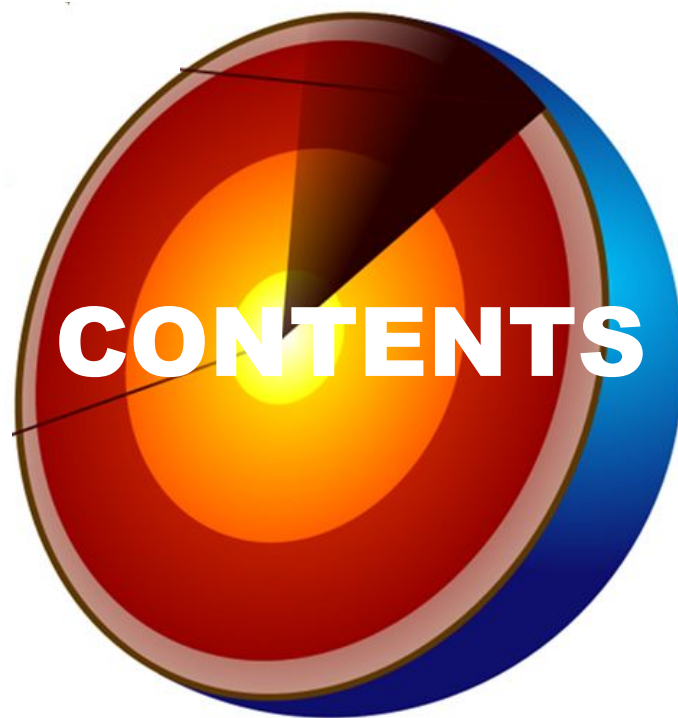
Awards

Home



Manual in flash file







Contents:

Section – I (General)

Welcome

History of the company

Vision – Mission

People Values

Board of Directors

Top Level Executives / HODs

Current Business Overview





Contents:

Section – II (HR Policies)

Manpower Planning & Recruitment

Confirmation in employment

Working Hours

Leave and Attendance Policy

Benefits

Performance Management System

Employee Welfare

Travel Rules

Note: Above policies will include necessary formats



Our Client Speak:

 **MARUTI True Value**
THE SIGN TO TRUST

 **SPECTRA MOTORS LIMITED**
Authorised Maruti Dealer

I can confidently recommend M/s Effective Management Consultants as a solid and reliable HR Consultants, and experts in their field.

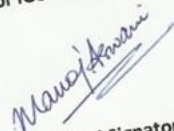
For Spectra Motors Limited


Prabodh Desai
Senior Manager -
Maruti Vehicle Deal

 **My Insurance Club.Com**

We at iGear are happy with the service and look forward to continue

For iGear Financial Services Private Limited


Manoj Kumar
Authorised Signatory

 **SPICK-N-SPAN SERVICES**
THE ULTIMATE IN HOUSEKEEPING

Till now, he has imparted the training on the various subjects like 'Managerial Effectiveness', 'Supervisory Skills', 'Success' etc. We found his sessions very interesting, where the participants get involved quickly; introspect themselves and learn new concepts joyfully.

We wish them very bright future.

FOR SPICK-N-SPAN SERVICES


(S.B. PARAB)

 **TUV NORD**
DIN EN ISO 9001 : 2008

 **RUD**
RUD INDIA CHAIN PVT. LTD.

Since quite some time, we are in association with M/s Effective Management Consultants, Mumbai (India) for providing us various Human Resource Solutions.

They have partnered our success story by helping us in setting-up all the new HR function for our organization by incorporating various HR Policies, Rules & Regulations, carrying out Competency Mapping exercise for instilling Performance Driven Culture and imparting Soft Skills Training to our staff members, whenever required. They also helped us in talent acquisition, maintaining discipline, carrying out legal audit and cultural surveys etc.

While appreciating their immense industrial experience, functional expertise and on-time quality deliveries, we wish them all the successes in each of their endeavor to come.


Vipin Rao
Managing Director

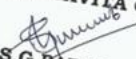
 **SAVITA**
bonds build businesses

SAVSOL | TRANSOL

We are very much impressed by the Effective Management as we are getting the quality of the candidates by prior screening methodology procedure adopted by them and meeting the challenges entrusted by the Management for the success of the business development.

Their services are prompt, efficient and as per the need of the organization.

For SAVITA OIL TECHNOLOGIES LTD


S.G. PARAB
SR. MANAGER (P&A)





Any Question?





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