

## **2. HUMAN RESOURCE MANAGEMENT**

### **2.1. MISSION**

Human resource is a term used to describe the individuals who make up the workforce of an organization, although it is also applied in labour economies to, like business sector or even the whole nations.

It is a function within an organization charged with the overall responsibility for implementing strategies and policies.

### **2.2. VISION**

"To continually evolve new bench marks, resources, practices for ensuring effective contribution of people towards achieving excellence".

To actualize this vision, the Company needs to assure the availability of competent workforce, while providing development opportunities to the current workforce to achieve its full potential.

### **2.3. BROAD OBJECTIVES**

- Motivation of employees through participation and involvement initiatives.
- Attract, retain, develop and remain effective and motivate human resource with the required skills and competencies to meet organizational needs, to cope up with the dynamically changing environment. To maintain a good industrial relation with our collaborating partners resulting in good industrial relations.
- To have a high level of workforce for better participation, productivity and quality at work.

### **2.4. THE HR HANDBOOK**

**Designed to provide a clear statement of the Company's Human Resource Philosophy**

The policies contained in this Handbook are in keeping with the purpose and guiding principles of the Company. The Handbook underpins and brings together all the organization's various codes of practice relating to specific aspects of Human Resources, which are listed below.

This Handbook is a summary of the various benefits and opportunities available to employees of the Company. It is also designed to acquaint employees with important policies and work rules of the Company.

**These Guidelines are intended to give a general overview of Company policies, practices and benefits and cannot be construed as a legal document or contract. NICDC reserves the rights to change, rescind, or modify any of the terms and conditions mentioned in this document, at its discretion without prior notice to employees.**

**Company's HR policy revolves around the following values and pivotal objectives: -**

- Getting 'RIGHT PEOPLE' at the 'RIGHT TIME'
- Respect for every individual employee.
- Values regarding integrity and providing safe and conducive work environment
- Matching competencies to roles/job profiles
- Ongoing learning and development.
- Empowerment and delegation for better performance.

The Handbook is divided into the following Sections:

1. Introduction
2. Human Resource Management
3. Operational Guidelines
4. Recruitment and promotion policy
5. Employment Policies
6. Policy on Work Culture
7. Perquisites & Benefits
8. Leave Policies
9. Advances and Interest Subsidy
10. Traveling Allowances
11. Medical Benefits
12. Performance Appraisal System
13. Training and Development
14. Prohibition of Sexual Harassment of Working Women

Each of the above-mentioned Sections is distinctly numbered and catalogued to facilitate modification and/ or addition of new policies.

All queries related to the Handbook and the policies stated therein may be addressed to the relevant Department.