SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107
An Autonomous Institution
Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF MANAGEMENT STUDIES

COURSE NAME : 23BAT202 – HUMAN RESOURCE MANAGEMENT

I YEAR /II SEMESTER

Unit 1 – INTRODUCTION TO HRM & FRAMEWORK

Topic 5: HRM Policies and Practices

HR POLICY

- A policy is predetermined and accepted course of thought and action that is defined and established as a guide towards accepted goals and objectives

- HR policy refers to a set of guidelines and rules established by an organization to govern the management of its human resources, covering areas such as recruitment, performance management, compensation, and employee relations (Dessler, 2021).

- These policies serve as a framework to ensure consistency, fairness, and legal compliance in HR practices within the organization.

CHARACTERISTICS

◄ Related to objectives

◄ Easy to understand

◄ Stable as well as flexible

◄ Based on facts

◄ Appropriate numbers

◄ Just, fair and equitable

◄ Reasonable

◄ Review

OBJECTIVES

◄ Maximum use of human resource

◄ Personnel development

◄ Sound industrial relationship

◄ Proper recognition of workforce and protection of their prestige

◄ Safeguarding the workforce and protection of their prestige

◄ Safeguarding the interests of labor and mgmt

NEED FOR HR POLICY

- To achieve the objectives of the organizations.
- To achieve uniformity in decision.
- To delegate authority
- To achieve better control
- To evaluate efficiency
- To create confidence among employees
- To motivate
- To guide the management

TYPES OF HR POLICIES

◄ Administrative Policies

◄ Employment Policies

◄ Compensation and Benefits Policies

◄ Workplace Health and Safety Policies

◄ Employee Relations Policies

◄ Training and Development Policies

FACTORS

◄ Law

◄ Social values & customs

◄ Management philosophy and values

◄ Stages of development

◄ Financial position

◄ Union objectives & practices

◄ Types of workforce.

STEPS IN DEVELOPING HRM POLICIES

◄ 1. Identify the Need for Policies and Procedures

◄ 2. Research and Analysis

◄ 3. Drafting Policies and Procedures

◄ 4. Review and Approval

◄ 5. Implementation

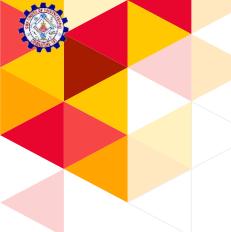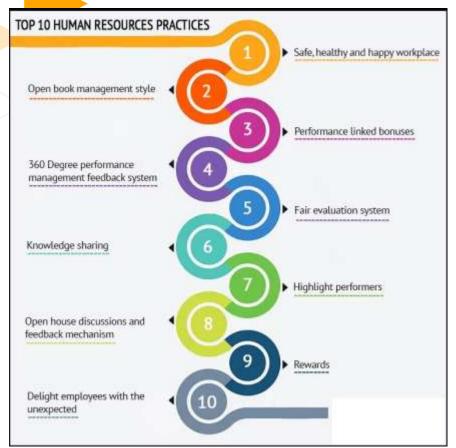◄ 6. Monitoring and Evaluation

◄ 7. Review and Update

HR PRACTICES

TOP 10 HUMAN RESOURCES PRACTICES

1. Safe, healthy and happy workplace
2. Open book management style
3. Performance linked bonuses
4. 360 Degree performance management feedback system
5. Fair evaluation system
6. Knowledge sharing
7. Highlight performers
8. Open house discussions and feedback mechanism
9. Rewards
10. Delight employees with the unexpected

RECAP

QUESTIONS???

THANK YOU