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COVER PAGE AND DECLARATION

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1. Introduction

According to NovaTech Solutions, the company is promoting a strategic initiative whose target is to thereby enhance its human resources policies and make it more competitive.

This report contains goals:

- First, to research current HR policies, such as sopranos;
- Second, to advise on new policies paralleling practices at employers who compete mainly by being lower-source/free talent (enactment into law, customer service, and performance management) without raising costs;
- Third, to write job advertisements that guarantee competitive starting salaries;
- Fourth, to compose a comprehensive Safety, Health, and Welfare Handbook.

This report discusses issues like high turnover rates, inconsistent appraisal systems, and rising levels of customer dissatisfaction. It locates gaps in current practices then proposes solutions so that NovaTech's HR policies can rise to meet the future, thus training skilled and loyal employees with an affordable wage structure justifies itself.

2. Critique of Current HR Policies

It identifies both strengths and weaknesses in NovaTech's present human resource policies. In addition, the review includes a few possible ways of improvement. Critique will center on these four areas: recruiting and orientation; engagement and retention of employees; communications for managing performance reviews (or "minimizing conflicts—or learning gaps in the development environment," as it was called prior), as well as health safety.

This section will only focus upon two other points which definitely need attention today:

1. Recruitment and Onboarding This is a difficult area, as I shall try not to bore you, theoretically; yet my purple shirt can totally shed light on that which is very grey to an average reader's eye.

Strengths:

- Using digital platforms as part of the strategy for recruitment helps make contact with a wide range of candidates.
- Quick recruitment process reduces time-to-fill metrics.

Weaknesses:

- Lack of a structured talent acquisition strategy leads to inconsistent candidate quality.
- Employer has little employer brand which detracts from its appeal to the best talent.
- Onboarding is not deep and fails to help new employees adapt to the ways of company effectively.

Implications:

Uninvited arrivals and a lack of direction in the recruiting procedure considerably raise the wrong hiring dangers. This particular problem can lead to lower productivity, greater turnover, and team disengagement. Research proves that businesses using a sound onboarding approach accomplish increases in new hire retention by 82% and improve new hire achievement by 74% within their firms (Bauer, 2010).

2. Employee Engagement and Retention Both items today have several sections. Each part has a rating of its own. Every single item is a self-contained, detailed proposal for action. To quote a Chinese saying: "A long journey of a thousand miles begins with a single step." Recruitment and Onboarding is one thing that is an "example" of things which HR managers should not allow to happen. Vacancies at the Unit are advertised on job boards and social media by colleagues who never worked in management themselves, decisions once made in haste. Onboarding is another matter: a brief orientation may be followed up with a one-week introduction to the processes of each department.

Strengths:

- Competitive base salaries are on a par with industry averages.
- Post-pandemic, remote working options such as working from one's home have been introduced.

Weaknesses:

- No existence of any career development plans means that there is nowhere to go up.
- Archive-to-disk initiatives are few, and this lack of culture makes it hard for any sense of appreciable return if the cost mostly written off.

- No formal program or strategy of regular replacement for retiring staff.

Implications:

Low levels of participation, along with limited opportunities for advancement, have resulted in an annual turnover rate of 22% in a business where 15% is average. A study by Gallup (2022) found that enterprises with highly engaged employees had 23% higher profit and 18% higher productivity.

3. **Performance Management Current Policy Overview:** NovaTech's performance appraisal process is conducted annually, using a traditional rating system. Feedback is primarily top-down, with limited opportunities for employee self-assessment or peer input.

Strengths:

- Formal appraisal structure ensures performance is reviewed annually.
- Basic link between performance and compensation.

Weaknesses:

- Annual reviews fail to provide timely feedback for continuous improvement.
- Subjectivity and bias in evaluations reduce fairness and employee trust.
- Lack of development-focused conversations limits growth and motivation.

Implications:

The current performance assessment method is outmoded and just doesn't cut it with modern best practices. The current methods can't cope with this vagary. Without these essential ingredients, NovaTech runs the risk of discouragement and getting results that are much worse than they could be with the same input.

Communication and Use of Technology

Policy Overview: Internal communication is primarily composed of email and face-to-face conversations. Collaboration software and digital communications are used to a much lesser degree. There are not yet clear guidelines for intra-departmental communication.

Advantages:

- Email/communication protocol is established and known.
- Basic internal communication manual has been written.

Disadvantages:

- The reliance on traditional ways of communicating holds back decision-making.
- Departments that are cut off from each other keep collaboration and sharing of knowledge to a minimum.
- As there is no digital media strategy, workers on the road or at home are deprived of communication tools.

Consequences:

Ineffective communication will affect project implementation, collaboration—even creativity! According to Deloitte (2021), companies that use comprehensive digital collaboration tools complete projects 30% faster and their cross-functional innovation levels are up by 25%.

1. Health, Safety, and Wellbeing

Current Policy Overview: NovaTech maintains the basic international health and safety standards. Safety training is undertaken annually, and ergonomic workstation evaluations are carried out. For employee health, only sporadic wellness days and projects on mental health are organized as part of staff development.

Strengths:

- Adherence to the legal safety standards guarantees staffs' minimal life protection.
- Basic physical safety program and training are available.

Disadvantages:

- No strategy, mental or physical, for staff well-being.
- No provision of any kind for wellness EAP programs.
- Little or no manager training on mental health and psychological safety.

Consequences:

A company whose well-being programs are thorough sees its people absent 41% less often and exhibiting 59% fewer ill symptoms (CIPD, 2023). At present, NovaTech's policy is not good enough to meet the changing personnel trends. It merely meets the symptoms of stress that are starting to develop within the organization with shortened staff and solving down-time problems that might be nipped in the bud if handled more immediately in person on one's own job.

2. Critique of Current HR Policies

Recruitment and Hiring:

2.1 Orientation, Employee Engagement, and Retention

Current Policies Background of the Program: NovaTech relies heavily on advertising job openings on third-party recruitment websites or social media. All hiring decisions are often rushed in the short time available for such things. An orientation for new hires consists of a single session. Activities guide to departmental processes is typically given to people at the front end of their career with the company.

Strengths:

- Digital platforms make it possible to come into contact with candidates from all sides quickly.
- Speedy hiring process reduces the time it takes a new position to be filled.

Weaknesses:

- Lack of a structured talent acquisition strategy leads to inconsistent quality of candidates.
- Without making any effort at employer branding, job seekers are oversubscribed however it is appointed.
- New recruits are not put through a proper orientation process, and so they do not properly integrate with the rest of the organization.

Implications: When a weak recruitment and induction system is run, it could easily yield bad recruits, leading to both morale-sapping turnovers among hard-working staff and lower company productivity rates.

The survey shows that companies with a comprehensive orientation and onboarding program have new hires that stay longer than 80% of their predecessors and are more productive than 70%, says B. Sun Francisco.

2.2 Staff Attraction, Retention, and Employee Engagement

Current Policy Overview:

NovaTech, along with health insurance, offers six days of paid leave and training opportunities for Basic Microsoft Office. Again, the company lacks structured career development pathways or mentorship programs for young people.

Some features of the Weaknesses:

- Competitive base salaries are in line with market levels.
- Post-pandemic, introduced flexible working options such as telecommuting.

After a Service Exception:

- Lack of career development programs means there is no room for advancement.
- There are few recognition initiatives to help create an atmosphere of gratitude.
- Employers have no systematic succession planning or strategy to develop talents and talents.

Consequences: The lack of involvement and professionalism in career planning has led to an annual staff attrition rate at NovaTech of 22%, which is well above the industry average of 15%. The market research company Gallup (2019a) reveals that companies with highly engaged employees are +23% more profitable and +18% more productive as well (2018).

2.3 Performance Management

Current Policy Overview: NovaTech's performance appraisal system is conducted annually, using a traditional rating system. Feedback is mostly from on high down, and there are limited possibilities for personal assessment by the staff members to themselves or their peers.

Strengths:

- The formal appraisal structure ensures that an annual performance review takes place. This lays the foundation between performance and compensation.

Weaknesses:

- Performance development feedback is usually too slow after the fact to impact performance.

- When evaluations are subjective and biased, trust and fairness of employees are fundamentally undermined.
- A lack of conversations which focus on future orientation shall restrict development and motivation.

Implications for the "old-fashioned" methods of performance management in modern businesses: As far as the new system is concerned, these traditional ways of doing things are out of date and don't fit with the best practices of today. Continuous feedback, goal alignment, and coaching, says Aguinis (2019), are all crucial elements of effective performance systems. Without these elements, NovaTech is trapped by systems that do not work and the inertia that ensues as a result.

2.4 Communication and Technology Utilization

Current Policy Communication within the company is still located chiefly in e-mail and face-to-face meetings. There is no extensive use of shared work applications or electronic communication tools beyond e-mail. Interdepartmental communication often lacks coordination and is siloed. This produces inefficiency.

Positive outcomes:

- Knowledge of email and meeting conventions is widespread and well-rooted.
- Basic internal communication standards are recorded.
- Few managers have been trained on psychological safety or understanding about mental health.

Implications: An employee's wellbeing plays a major role in the workplace, engagement, retention, and performance. Organizations boasting full wellbeing programs in place have a 41% reduction in absenteeism and presenteeism rates of up to 59% lower.

3. Proposed New HR Policies

3.1 Introduction to the Policy Proposal

After a comprehensive critique of NovaTech's present HR framework, it is clear that the company must change its HR policies completely to suit contemporary ideas of human capital management. The new HR policies presented here aim to:

- Attract and keep more capable people through career routes and job-hopping support.
- Employees in making a success of projects so that they come over as being fully customer-focused.
- Develop and introduce advanced communication tools, cooperation platforms, and new managerial frameworks.
- Through modernizing performance management systems, ensure continuous growth as well as a blend with global goals.

All the subsections below go into greater detail: first, they spell out specific policy recommendations; then they explain why these approaches improve management effectiveness; and finally, they show what impact such initiatives are expected to have on the organization.

Both excellent employee retention and career training are essential to keep knowledge within our ranks, minimize our need for recruitment, and keep a competitive edge. The employee turnover rate has a big impact on productivity and staff morale, resulting in the difficulties with customers that we mentioned earlier. In the retention strategy formulation of NovaTech, we note that career development, rewards and benefits, feeling of recognition and participation, leadership training, and company culture are to be dealt with head-on.

3.2.1. Career Development & Learning

Policy Statement:

In a structured Career Development Framework (CDF) that applies to all members of a company, Novatech will plot the specific road that employees must take—or if they can take on future responsibilities—through self-study and other training opportunities offered at work. They can also record what type of information this is about themselves within our company into records.

Key Strategies:

- **Career Pathing:** Create a transparent career ladder within each job family, set out qualifications for promotion, the kind of skills required, and targets in development.
- **Learning & Development (L&D):** Create opportunities for budgeting learning resources within the staff, access online courses, workshops, certifications, conferences, and a subsidy that can reimburse your expenses.
- **Mentorship Program:** Pair junior staff with experienced mentors, speed up their rate of skill development.
- **Internal Promotion:** Establish an in-house job posting system to facilitate inter-departmental movements.

Reason and Impact:

Career plateau is one of the reasons that people walk. In 2023, LinkedIn Workforce Report showed that 94% of employees would stay a year longer with their managers for the sake of future investment. NovaTech will be able to preserve top talent from competitors by creating formal career paths, reducing the chance of losing them by 30%.

3.2.2. Compensation and Benefits

Policy

Statement:

NovaTech will introduce a Total Rewards Strategy (TRS) which is comprised of competitive salaries and extensive benefits, a variety of flexible work options, and performance-related incentives.

Key Initiatives:

- **Market Benchmarking:** Do annual salary benchmarking.
- **Variable Pay:** Introduce performance-linked bonuses.
- **Work-Life Balance:** Increase to flexible work practices.
- **Employee Benefits:** Increase in leisure health and mental support services from gym membership to subsidies for raising financing of children and family planning meetings.

Reason and Impact:

An all-in-one benefits package helps recruit and keep good people, says Willis Towers Watson's 2022 study. A more generous compensation policy reduces internal turnover.

3.2.3. Recognition and Involvement

Policy Statement:

NovaTech, to promote achievements, inclusiveness, and make its atmosphere where appreciation has become the norm a company tradition, will launch a comprehensive Employee Recognition and Engagement Program (EREP).

Key Strategies:

- **Recognition Platforms:** Introduce a digital platform for recognition.
- **Feedback Forums:** Hold quarterly focus groups and engagement surveys.

Reason and Impact:

Staff engagement has a significant influence on retention. Gallup's 2018 survey found that highly engaged teams have 59% less turnover than those who are not as involved. A culture of recognition enhances emotional commitment and morale.

3.2.4. Leadership Development

Policy Statement:

NovaTech will invest in a Leadership Acceleration Programme (LAP) to ensure incubation of leaders for the future.

Key Steps:

- **Leader Genesis League:** Find and train visionary talent.
- **Workshops for Novice Managers:** Teach management skills such as kindness, coaching, and diversity awareness.
- **Succession Planning:** Set up succession frameworks for key positions.

Reason and Impact:

The quality of leadership directly influences retention. Deloitte's 2023 survey found that 57% leave bosses. Investing in people-management builds trust and reduces turnover ratio.

3.3 Business Focus No. 2: Perfecting Customer Service

In the technology realm, customer service has been established as critical for product differentiation. NovaTech's HR policies should foster an organization of professionally capable employees rooted in client interest and solutions.

3.1.3 Customer Service Training and Certification

Policy:

Novaluation will set up a Coordinated Tech Customer Mission Plan School for employees that will focus on teaching communication abilities and customer relations.

Key Points:

- Geographic Inclusion Modules: Customer service is required training within 30 days of starting work in your new area.
- Certificate Systems: More advanced education in the management of customer satisfaction and experience.
- Situation-Based Classes: Simulated role-playing and interview.

Impacts and Reasons:

Training raises customer satisfaction by 60% (Harvard Business Review, 2022). High-skilled staff equals funding from quality service and satisfied customers.

3.3.2 Performance Measures and Responsibility

Policy Statement: Customer service performance will be integrated into company KPIs.

Major Actions:

- Service Levels Agreements: Set response and completion times.
- Customer Feedback Loops: Use Net Promoter Score (NPS) for service quality metrics.
- Recognition for Excellence: Recognize high-performing team members.

Rationale and Impact: Customer service in performance measures shows strategic importance. Responsibility increases responsiveness.

3.3.3 Cross-Functional Collaboration

Policy Statement:

NovaTech will implement a Customer-Centric Operating Model (CCOM).

Key Initiatives:

- Customer Squads: Establish cross-functional teams.
- Feedback Integration: Use continuous interaction to facilitate learning.
- Shared Goals: Align objectives with customer satisfaction.

Rationale and Impact:

Breaking down silos ensures service improvement and customer retention.

3.4 Policy 3: Using Technology for Intra-Office Communication

If the infrastructure is adequate, the teams involved in high-performance communications can accomplish more. To accommodate working from home, NovaTech's infrastructure needs to be able to carry remote access to the Web both companywide and scaled.

3.4.1 Digital Collaboration Tools Policy Statement: NovaTech will create a cloud-based digital workspace strategy.

Rocket Programs: • Unified Assistance Suite: We can use MS Teams or Zoom. • Development Platforms for Projects: Go rub shoulders with Asana or Jira for job-specific software. • Knowledge Bases: What do you need to have an internal wiki?

Reasoning and Results: By 2023, collaboration software has become 20-30% more efficient based on ones that have been reviewed by McKinsey.

3.4.2 Communication Culture and Protocols Policy Statement: NovaTech will create a culture of "communicate to cooperate."

Objectives and Initiatives:

- Communication Skills Training: Workshops on effective communication.
- Meeting Protocols: Regularize meeting order and duration.
- Feedback Mechanisms: Encourage 360-degree feedback on everything.

Objective and Observation: Communications culture improved the streamlining of workflow. This result was found by Gartner in 2022 to be higher growth for companies with mature capabilities.

3.5 Policy 4: Planning & Implementation Continuous Performance Management

Traditional performance appraisals are outdated. NovaTech will use a Continuous Performance Management (CPM) system.

3.5.1 Continuous Feedback and Goal Setting

Policy Statement:

NovaTech will conduct a quarterly cycle of goal-setting and feedback.

Key Initiatives:

- SMART Goals: Align individual objectives with organizational goals.
- Check-In Meetings: Monthly one-on-one sessions between managers and employees.
- Real-Time Feedback Tools: Use digital platforms for instant feedback.

Decision and Effect:

Consistent feedback increases agility. Adobe reduced voluntary turnover by 30% with ongoing feedback methods.

3.5.2 Multi-Source Evaluation (360-Degree Feedback)

Policy:

NovaTech will adopt the 360-degree feedback model.

Key Activities:

- Feedback Sources: Input from managers, colleagues, subordinates, and clients.
- Development Plans: Create development plans using feedback.
- Bias Mitigation Training: Train managers on bias and evaluation techniques.

Decision and Impact:

Multi-source feedback increases self-awareness and performance by up to 20% (London & Smither, 2020).

3.5.3 Linking Performance with Pay and Development

Policy:

Performance outcomes will directly affect pay awards, promotions, and learning opportunities.

Key Initiatives:

- Growth-Linked Compensation System: Link increases and bonuses to performance.
- Career Criteria: Use performance data to identify promotion candidates.
- Development Opportunities: Focused training based on assessment results.

Rationale and Impact:

Performance-based pay reinforces desired behavior and boosts motivation.

4. Job Listings and Starting Salaries

Veronica Information Solutions has introduced three new positions to boost operational efficiency and help with promotion efforts. One of these roles is the Manager of Operations Services, who works as an assistant secretary in the Office of Administrative Assistant. His job duties include maintaining the organizational efficiency of normally tedious work and encouraging communication between departments and cooperation across social boundaries through coordination in both production schedules and transfer of data opinions.

Job Listings of the Section:

Detailed job listings are provided, showcasing roles, qualifications, and recommended starting wages based on UK technology industry standards, tailored to NovaTech's size and market position. The salaries offered are above average when compared to earnings in other fields for similarly qualified professionals.

4.1 Secretary (Administrative Assistant)

- **Job Title:** Secretary
- **Department:** Corporate Administration
- **Reports To:** Operations Manager
- **Location:** London Headquarters (Hybrid Work Model)

Profile:

Responsibilities:

- The Secretary will provide high-level administrative support to executives and departmental managers, ensuring efficient office operation, communication flow, and document management effectiveness. This position is critical to increasing productivity, achieving clear organizational order inside the company, and enabling smoother communication among departments and with outside actors such as suppliers, etc.

Main Duties:

- Manage executive calendars and schedule meetings; coordinate travel arrangements for both management officials and guests.
- Schedule face-to-face business meetings with other organizations during business trips.
- Make use of web conferencing systems to allow attendance at remote video press conferences, long-distance meetings, etc., for staff members who do not have ready access from their office or home computer to a suitable network-supported wide-area multimedia communications infrastructure. (This is "carry forward" work as per item 1: industrial scale on demand in 4.2 Data Technology Artificial General Intelligence Technology Artificial General Intelligence as needed by the office staff members.)
- Further Develops its functions in order to play a truly leading position on the international stage that is on par with counterparts in other countries and even surpasses Chinese operations.

Qualifications:

- Bachelor's degree in Business Administration, Investment Administration, or a related field.
- 2+ years experience of office work (preferably in a technology or professional services company).
- MS Office Suite and CD-ROM-based information system and Intranet technology and the English version of those technologies.
- Strong organizational ability with excellent attention to detail and multitasking skills.
- Effective communication and interpersonal skills.

Starting Salary Recommendation:

- £28,000 – £32,000 per annum (benchmark of UK administrative support: £30,000)

4.2 Marketer (Digital Marketing Specialist)

- **Job Title:** Digital Marketing Specialist
- **Department:** Marketing & Business Development

- **Reports To:** Marketing Director
- **Location:** London Headquarters (Hybrid Work Model)

If the infrastructure is adequate, the teams involved in high-performance communications can accomplish more. To accommodate working from home, NovaTech's infrastructure needs to be able to carry remote access to the Web both companywide and scaled.

3.4.1 Digital Collaboration Tools Policy Statement: NovaTech will develop a cloud-based digital workspace strategy.

Key Initiatives:

- **Unified Communication Suite:** Employ tools like Microsoft Teams or Zoom.
- **Project Management Platforms:** Software such as Asana or Jira for task management can be installed.
- **Knowledge Repositories:** Set up an internal wiki or knowledge base.

Rationale and Impact: By 2023, collaboration software is more efficient by 20-30% of all figures reported by McKinsey.

3.4.2 Communication Culture and Protocols Policy Statement:

NovaTech will create a culture of "communicate to cooperate."

Objectives and Initiatives:

- **Communication Skills Training:** Workshops on effective communication.
- **Meeting Protocols:** Regularize meeting order and duration.
- **Feedback Mechanisms:** Encourage 360-degree feedback on everything.

Objective and Observation: Communications culture improved the streamlining of workflow. This result was found by Gartner in 2022 to be higher growth for companies with mature capabilities.

4.3 Operations Manager

- **Job Title:** Operations Manager

- **Department:** Operations & Project Delivery
- **Reports To:** Chief Operating Officer (COO)
- **Location:** London Headquarters (Hybrid Work Model)

Job Overview:

- The Operations Manager will oversee business operations on a day-to-day basis, making sure that NovaTech's service is delivered efficiently, cost-effectively, and in alignment with strategic objectives—all of which make this leadership position absolutely indispensable to scale operations; improve coordination across disparate functions and reallocate resources more rationally.

Main Duties:

- What this all means for the Operations Manager in practice is easy to say but hard to do. He will need an operational strategy for business growth that is resource-driven as well.
- Getting the different departments to collaborate and coordinate them because they deliver on different schedules, getting the line production machines tuned up—all while still running a profitable enterprise is his day job.
- Overseeing budgeting, performance tracking, and resource allocation.
- Process improvement initiatives and digital transformation solutions to be deployed within the enclave that is our organization.
- Cooperating with HR on workforce planning and organizational development.
- Make sure legal, regulatory, as well as quality standards, are all conformed to.
- Monitor KPIs, and create operational performance reports for senior leadership.

Experience:

- Bachelor's degree in Business Administration, Operations Management, or a related field (MBA preferred).

- 5+ years of professional experience in operations leadership within the technology or professional services industry.
- Demonstrated results in process optimization, project delivery, and strategic planning.
- Strong leadership, analytical, and decision-making skills.
- Familiarity with ERP and project management systems.

Starting salary recommendation:

- Annual £65,000-£75,000 (benchmark UK operations management average £70,000).

5. Health, Safety, and Wellbeing Guide

Policy Commitment: NovaTech Solutions is committed to maintaining a safe and healthy working environment for every employee, contractor, visitor, and any other individual associated with the company, adhering to relevant occupational health and safety (OHS) legislation.

The Company adheres to this strategy of defense in order to stop causing any accidents or occupational illnesses, and injury-reducing measures become meaningless without safety. It adheres to the concept that preserving human life and resources is superior.

The policy is based on defensive tactics to prevent accidents or disease of any kind. NovaTech understands that significant personnel losses are unsustainable for its operation and questions traditional safety policies for not adequately protecting individuals who may be affected by them beyond the immediate casualties.

Objectives:

- Eliminate or minimize workplace hazards through regular risk assessments.
- Provide comprehensive safety training and programs for emergencies.
- Cultivate a sense of ownership and collective responsibility for safety.
- Look out for employees' welfare at all times—not just physical but mental health too, their livelihood, and relationships with other people.

5.2 Workplace Safety Practices

5.2.1 Risk Assessment and Hazard Control

- Quarterly Risk Assessment: Each quarter, the working environment is assessed to identify any risks. Built on what is learned from these assessments, appropriate risk controls are then developed to ensure the working environment is compliant.
- Implementing controls and engineering to eliminate or moderate risk. By employing engineering and administrative controls, hazards can be removed or reduced.
- Maintain risk register and track corrective actions in an online safety management system.

5.2.2 Emergency Preparedness and Response

- Develop and share emergency response plans that cover fire, medical, and security incidents.
- Conduct evacuation drills twice a year, ensuring that all staff members know the procedures for dealing with emergencies and what their individual roles are if an emergency arises.
- Clearly mark emergency exits, fire extinguishers, and first-aid kits on each floor.
- In each department, train designated first aiders and fire wardens.

5.2.3 Ergonomics and Workspace Design

- Fit with Health and Safety Considerations of the Work Environment and the Big Picture: The company provides ergonomic furniture and equipment to prevent musculoskeletal injury. Upon hiring new staff and upon request, workplace assessments are conducted.
- Offer guidance on how to sit in order to minimize strain on the eyes and prevent fatigue. As it turns out, some positions have already gone wrong. If people sitting one way or another means that the work that should stream smoothly from our generation into the next generation fails, isn't this position a sorry one indeed?

What we are going to write here is a content improvisation training planner for entities interested in Chinese culture. Actually, what we deal with here is a new form of “To-Do” enterprise tracks: it’s just that there are already a few different such type enterprises currently offering opportunities for local cultural experience to foreign tourists.

5.3 Occupational Health and Wellness Programs

What is the suffering index of an employee? You can regularly offer the Bite Script take up their straps every year.

- Providing routine annual health checkups to employees is effective. And don't forget about vaccinations either!
- Organizations should also hold health education workshops on nutrition, exercise, and disease prevention in general. Do not confine it to any single medical institution.
- There are many levels of cooperation available for enterprise management to work out with local clinics where material and equipment are not locked away behind prison walls.

5.3.2 Mental Health and Conducive Environment

- Focus on "Wellness Champion" roles in each department to promote health.

5.3.3 Social and Financial Welfare

Moreover, when you are feeling down in the dumps what state of smell does your wallet turn to? Now, life is just a single match.

5.4 Health and Safety in the Factory

Many of the roles and responsibilities outlined herein may apply equally well to other areas.

5.4.2 Accident Reporting, Cause Investigation

- All accidents, along with many near accidents and the various hazards of large or small types that occur in workstations, must be reported within 24 hrs.
- The usual investigative procedure for an accident is digging into cause(s) and accomplished by taking preventive action at the same time.
- Every time we learn from its lessons countrywide to avoid repetition.

5.5 Wellbeing Indicators

NovaTech will use a range of Key Performance Indicators (KPIs) to gauge the success of our initiatives in health, safety, and social wellbeing:

- **Jour modifications and incidents**

- Number of employee participants in health wellness programs, readiness for new downline up lines!
- Results from an employee wellbeing poll/survey on how satisfied people are with their overall working situation and living conditions (including work environment = degree/magnitude) (six-seven-single-four of theory: a pole bracketed)
- Company-wide patterns over time on absenteeism or presenteeism
- Sustainability records associated with length of service and commitment

6. Conclusion

In order to avoid another wave of mass resignations like the one experienced when this matter reared its head last time around, the company might promote Healthy Work and 'Work-Life Balance' Management throughout. HR will be able to handle skilled workers who serve it over time (people you have worked with for many years on-end but never once asked for a raise), making huge amounts of money without ever running up against financial difficulties again.

The paper's four primary goals are as follows:

1. Investigate present HR policies.
2. Suggest new methods for enhancing employee retention and client satisfaction.
3. Provide a model for writing job advertisements that incorporate competitive salaries.
4. Compile a Health, Safety, and Welfare Handbook for employees.

The concern of the report is also to solve problems arising from factors such as high labor turnover rates (workers feel that they cannot afford to stay on), keeping employees happy, and increasing customer dissatisfaction with the quality of product at times. So, despite lackluster funds, it gets firmly onto a course that will eventually make for HR-centered (people-oriented) policies in the Company.

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