



**EUROPEAN
INTERNATIONAL
UNIVERSITY**



COVER PAGE AND DECLARATION

	Master of Business Administration (M.B.A.)
Specialisation:	LEADERSHIP
Affiliated Center:	CEO business school
Module Code & Module Title:	MGT530- human capital management
Student's Full Name:	Ali Azhar Hussein Altabtabaae
Student ID:	EIU2020621
Word Count:	3965
Date of Submission:	19/2/2022

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E-SIGNATURE: _____ ali azhar _____

DATE: _____ 15/2/2021 _____

EIU Paris City Campus

Address: 59 Rue Lamarck, 75018 Paris, France | **Tel:** +33 144 857 317 | **Mobile/WhatsApp:** +33607591197 | **Email:** paris@eiu.ac

EIU Corporate Strategy & Operations Headquarter

Address: 12th Fl. Amarin Tower, 496-502 Ploenchit Rd., Bangkok 10330, Thailand | **Tel:** +66(2)256923 & +66(2)2569908 |

Mobile/WhatsApp: +33607591197 | **Email:** info@eiu.ac

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Introduction:

As the scenario, I am a advisor who has been appointed through a product manufacturing corporation to create a file that evaluations the company's HR policies. I am going to assemble human aid coverage guides, get entry to product manufacturing company's human aid needs, and consider the whole fitness and protection of employees. Firstly, I talked about the company that I choose, it is an audio-focused client electronics product manufacturing company primarily based in Amsterdam. The enterprise named SoundX, its manufactures distinctive kinds of audio-focused purchaser electronics inclusive of earphones, headphones, wi-fi speakers, and a range of cellular telephone accessories. It has a large patron base and additionally has giant employee support. The demand for the merchandise is very excessive and the market for the employer is very competitive, so they have to enhance their overall performance and the overall performance will be improved by way of enhancing recruiting, management, development, and optimizing of the worker to enlarge their fee to the company. The intention of SoundX is to be the main manufacturer of audio focused purchaser electronics manufacturer in the Netherlands. Human capital administration is an accumulation of purposes that a enterprise utilizes for managing, developing, optimizing, and recruiting personnel to enhance the organisation exercise and greater dependable performance (Gerasimov et al., 2019). Effective human capital administration will provide managing personnel effectively, hiring the proper talent, outfitted with all require talent units in the group of workers of the company, and growing the productiveness of employees. There are one of a kind sorts of administrative and strategic exercise are more advantageous by means of the human capital administration in the organization they have protected team of workers planning, recruiting and hiring, training, performance management, workflow management, reporting and analytics, advantages administration, and retirement offerings (Boudreau & Cascio, 2017). The cause of human capital administration is to decorate and enhance the value, business, and financial system of a company's human capital to maintain a aggressive advantage. Successful pursue human capital initiatives are influenced by means of superb human capital management. Human capital initiatives are strategic tactics which are blanketed a variety of tactics such as enhance overall performance culture, Six Sigma, constructing a world mindset, international intelligence

management, graph a new commercial enterprise model, and re-engineering a practical self-discipline such as income and advertising and marketing (Boudreau & Cascio, 2017). The human capital administration device can deal with the complete human capital of an organization. In an organization, managers, teams, and departments have carried out some human capital practice, with the assist of a human capital administration system, an company can commonly function these practices and the results are additionally greater. The most important factors of the human capital administration machine are organizational visions and values, strategic dreams and objectives, management team, and information administration and support. Generally, HR insurance policies are supplied via the HR to the employees, which is a standard appreciation or announcement provided with tips in selection making to personnel of a agency in phrases of any direction of action.

1. The company's HR policies:

For the organization that I chose, SoundX, the foremost HR insurance policies that ought to be implemented in the business enterprise are covered requirement and resolution policies, coaching and development policies, worker relation, and fitness and safety. The requirement and determination policies are protected requirement policy, employment policy, equal employment possibility policy, sexual harassment policy, and probation coverage (Stone, 2017). Training and development coverage are covered the elements of worker coaching and improvement. The compensation and advantages insurance policies are protected holiday policy, working time policy, go away policy, and beyond regular time policy. Employee relation coverage is covered conflicts of pastime policy, communication policy, trouble decision policy, and persona look policy. The fitness and security insurance policies are blanketed email policy, web use policy, self-discipline policy, company security policy, and alcohol and drug policy.

HR insurance policies are covered more than a few sorts of features of human aid administration

they are covered employment, coaching and development, switch and promotions, compensation, working conditions, worker offerings and welfare, and sooner or later the industrial relations (Stone, 2017).

HR insurance policies for SoundX will have special sorts of vital components. The important elements for SoundX's HR insurance policies are given below,

- Employment policies
- Employment repute and records
- Employee benefits
- Payroll
- Workplace guidelines
- Employee conduct
- E-policies

Employment insurance policies are the insurance policies that used to information new worker orientation, hiring practices, compliance with employment laws, and confidentiality. Employment reputation and information are the insurance policies that distinctive sorts of problems as the accesses of employment classifications to employees' documents and instruction on the system of historical past exams and performance evaluations are required to be performed. The insurance policies of worker advantages provide an explanation for determine the advantages of personnel such as vacations, holidays, insurance, worker reimbursements, and leave. The insurance policies of payroll are associated to wage and profits administration consisting of timekeeping, pay the advance, and deduction of revenue for employees.

The insurance policies of place of job tips are various for extraordinary situations, and the fundamental reason

of this coverage is to quardary of defining positive work preparations to imparting pointers on the use of the organization's belongings and file retention. The HR insurance policies of worker behavior maintain the employer's conduct and habits on the job. Employee habits is vital in terms of harassment, abuse, smoking, and place of work violation. The e-policies are described as the pointers of handling enterprise records technology. These insurance policies additionally outline the prevention and applicable things to do and use of the internet, e-mail, and social networks.

2. Propose New HR Policies:

a. Improve Employee Retention:

Basically, this is a exercise that corporations are observed to hold their employees. As per the commercial enterprise experts, worker retention is a exercise carried out by means of an employer to maintain the working surroundings and have an impact on modern team of workers to continue to be in the agency (Kumar & Mathimaran, 2017). Employee retention is vital for the organisation to hold the workflow and administration of the company. There are many techniques that employers are accompanied for worker retention. In this part, I am going to endorse some techniques for SoundX. The retention techniques are given below:

Implement proper culture:

Implementing the proper way of life is very vital for higher grasp and exercise of employees. It will assist to create a robust bond between the corporation and employees. A strict way of life of the administrative center will lead to unsure family members and have an effect on between employers and employees.

Hiring nice employees:

The employer is required to rent tremendous humans who are skilful and capable to control the subculture of the company. Effective personnel need to function properly for my part as properly as in the group.

Providing Training:

Providing coaching to the personnel additionally be an advantageous retention method in a company. Employees will get a threat for future increase and get promotions via upgrading their skills.

Pay nicely and grant guidance:

Paying nicely is the first-class coverage for worker retention in an organization. There are several troubles that personnel face in the workplace, however the excessive pay will constantly maintain them to be in the profession. Provide suited practise will assist personnel to take care of fundamental situations so it is additionally supporting in the technique of worker retention.

Be greater flexible:

Being extra bendy capability do now not follow strict timing of office-in and timing of deadlines and the flexibility in the strict cultural exercise in the company. Employees will be more thrilled with the bendy preparations in the company.

Identify candidates:

Identify candidates will additionally a higher exercise for worker retention in an organization. In this method, supervisor will affirm the intention of worker on staying or leaving in this organization. Identify possible personnel will additionally assist to build reinforce team in a workplace.

Offering wellness:

Offering wellbeing is additionally an high quality way to decorate worker retention. Offering wellness will consist of quite a number sorts of affords such as fitness insurance, free fitness check-up, etc. These techniques will help SoundX in phrases of worker retention in their organization.

b. Effective consumer carrier practices:

There are exceptional techniques of imposing positive purchaser provider practices in an organization. SoundX ought to comply with some trending and rising techniques to enhance an effective patron carrier practice.

- For enhancing a higher client provider practice, firstly, the organisation is required to construct up an fine worker base which will assist to set the fine overall performance for the company.
- The managing expectations of the worker will assist to grant higher client service to them. When we get the estimated effects of the services, it helps to follow the goal.
- Always have interaction with the customer, as we met the clients for the first time. It will help to construct an high-quality relationship between the enterprise and the customer.
- Collecting advantageous records from clients will assist to observe the preferred consequence of the customer. It helps to construct an superb client relationship administration platform in an organization.
- Meeting with clients will additionally assist to put into effect positive patron provider practices. Meeting with consumer assist to clear the genuine wish and require modifications in the projects.
- Maintain the focal point on patron pride is some other way to get tremendous consumer service practices in the organization.

c. Use of technological know-how to enhance interoffice communication:

Increasingly greater agencies are working distantly in any match phase of the time and numerous companies have extraordinary offices, science like Skype, Slack, and different well-known stages assist maintain companies related (CHERINET, 2019). Having the choice to leap on a video telephone name and work matters out with a colleague throughout the globe is now not simply incredible however diminishes the odds of miscommunication that may want to flip out to be luxurious as a long way as money and time. If a team is huge,

builders ought to provide the right technological know-how to allow their personnel to interface at the right occasions.

Chat logs that can be referred to at later dates provide gorgeous documentation to groups. Once relying really on the reminiscence of calls or notes from gatherings, corporations in modern times can simply seem to be up to strategy what they talked about with supervisors and collaborators' preceding times. Technology, for example, Basecamp and different venture executives' applications, lets in pioneers to have a important focal point factor of project motion that every body can reference from any area they would possibly be. This makes it less complicated than any time in latest reminiscence to observe projects, see what is coming up later, and record remarks and troubles in one successfully available spot. At the factor when science in the working surroundings is used purposefully to enhance communication, it can have unattainable effects for team efficiency.

d. Create/Revise worker overall performance appraisals:

Performance appraisal is the way towards surveying an worker for their work consistently (Sharma & Sharma, 2017). It is normally led via a rapid administrator, who at some point of the appraisal cycle, goes over the employee's accomplishments, performance, zones that need improvement, and assists sketch with tour the route forward.



An impactful appraisal device (Sharma & Sharma, 2017) Communication is the key in overall performance appraisals. It is fundamental to set assumptions and convey higher throughout all tiers for the duration of the overall performance appraisals. It ought to get regarded well in the final ranges – paper dispersion too. Regularly, the worker appraisal correction letter is the final enhance in overall performance appraisals. HR has each and every one of the proposals from the supervisors; HR has labored with the administration on the modification charge and completed everybody's numbers. Presently, this have to be imparted to the people. A amendment letter for a celebrity entertainer would be no longer the equal as humans who are regular entertainers/non entertainers. HR need to be definitely cautious in making sure the message is conveyed nicely and taken from a advantageous viewpoint throughout all portions. They want to painstakingly draft the letters and hand-over to the employees. This requires some serious energy. Yet, it is a substantial improve in the entire appraisal measure. HR ought to actually make contributions the time wished for ending this venture appropriately. Best practices for worker overall performance value determinations are given below:

Performance

Management

Planning

Monitoring

Rating Developing

Rewarding

- Ensure that the records switch and communicated in the letter is purposeful and impactful.
- Profoundly declare the income revision and nation the proportion hikes and specify the closing number.
- In case of promotions, corporation need to provide some presents such as vouchers, coupons, and chocolates.
- In phrases of getting an settlement from the employee, it will be higher to take a signature on the copy.

Performance Appraisal Systems can cease up being enormously disillusioning for certain associations if the assumptions are set high, the circumstance is no longer right, and if there is now not prevalent discourse between the supervisor and his/her colleagues. A ton of overall performance the executives and appraisal frameworks accompany different highlights, but that does no longer generally make them successful. The way towards giving criticism ought to alternate with the changing instances and as associations improve. The goal of the appraisal shape most importantly is to assist the development of the employees, and now not for the executives to pass judgment on an employee's commitment. Several matters work make enter ordinary as opposed to having an audit simply as soon as per year, getting ready supervisors to direct compelling appraisals, and consisting of personnel in their personal appraisal cycle. Independent of the thought of the association, these are a couple of matters that do get results.

3. Create job listing:

a. Secretary:

The secretary's position and accountability in any company businesses are to be the processing processor of the commercial enterprise convention as properly as meeting. They have the responsibility to control and prepare the meetings. Some of the roles are AGMs and retains confirmed information of the group's method as properly as choices: the minutes of the conference. The key duties are responding to calls, taking reviews and managing messages, keeping records and managing meetings, typing, planning and collating statements, filing, making

and servicing conferences, retaining databases, prioritizing workloads, performing new thoughts and organizational practices, liaising with associated organizations and clients, organizing mail-shots and associated publicity duties, logging or processing payments or payments, and working as a receptionist as properly as attending and greeting customers. In the Europe, a man or woman earns greater than 2,200 EUR per month as a secretary.

b. Marketer:

Marketing is a series of interests based totally on planning, teaching, delivering, and trading contributions that have magnitude for others. The motive of advertising is to supply benefit to clients, whom the agency tries to recognize, please, and analyze in business. There are in general three roles that a marketer has. Those get their attention, assist them discern out if it is a fit, and Lower the chance of taking the subsequent step. The key duties of a marketer have to oversee and enhance enterprise campaigns, behavior evaluation as properly as deciphering records to recognize and distinguish viewers, sponsor principles and plans, promotional pursuits, collect and administer monetary and statistical data, writing and enhancing innovative report. In the Europe, A individual earns extra than 5,400 EUR per month as a marketer.

c. Operation manager:

Operations managers are responsible for coping with tasks that are the factors of good manufacturing and accurate services. Their major responsibilities contain managing each the offerings method, comprising design, preparation, administration, product development, and offerings approach. Operational Efficiency entails administration, mechanical, troubleshooting, reserve and different co-operations to decide the healthy a range of components. Those are Hardware, Systems Software, and Application Software. Operations supervisors are a sizable component of an organization's upper-level administration company, and their essential motive is to guarantee that their corporations hit improvement pursuits as properly as income purposes. The 5 key responsibilities of operations managers are planning, organizing, staffing, leading, and controlling. There are a range of methods that they observe to manipulate quite a number operations. Those are standardized the manner

as nicely as convey it out, use units completely, hold cloth flowing, keep the approach simple, fence towards variability, do no longer drop infancy with technology, manipulate the furnish chain, decorate the property. In the Europe, A man or woman earns extra than 53000 EUR per yr as an Operations Manager.

4. Create a health, protection and wellness guide

Health and security encompass the improvement and maintenance of the physical, mental, and cultural well-being of personnel (Sorensen et al., 2018). It includes reducing work-related damage, sickness, and harm by means of discussing the dangers and possibilities of the bodily situation. Decreasing bodily work dangers can additionally decrease the importance employees may additionally appear in the workplace. Forces to maintain and improve the safety, health, and health of employees have extra centered on combining the problematic and fine strategies for this organization. Human useful resource specialists recognize that human beings or human capitals are the core of any robust business, specially in tough economic periods. People current creativity and change, however these elusive contributions are hardly ever proven in monetary reports. Unlike a fundamental capital, human capital by no means clearly refers to the organization. People can step out of the opportunity at any factor barring agencies find out ideas to maintain them. Human capital encourages every section of an association's activities, from technological know-how and item diagram to dissemination corporations and administration conveyance. Considering the crucial job human capital performs in a company's ability to contend in the global economy, HR specialists are consistently searching for higher processes to faucet this potential. One strategy to assemble a aggressive gain for your affiliation is to enhance the fitness repute and prosperity of your workers. The most latest exploration suggests that health, administrative center conduct, and the estimation of human capital are connected. Set forth plainly; consultant fitness status straightforwardly affects employee work conduct, work participation, and hands-on execution. In this manner, developing more healthy representatives will carry about a extra really useful workforce.

Work, health, and well-being are inseparably linked (Chenoweth, 2011). Note the

qualification between medical lawful and logical meanings of work-related situations. Work adds to several chronic sicknesses. Businesses are embracing an goal of well-being, which may additionally have an impact on work dedication and profitability greater than smaller meanings of health. Businesses make use of quantitative and subjective measures. Mathematical estimates music business consequences and achievements towards these finishes. There is rivalry over the estimation of moderators. Subjective measures are regularly weighed intensely based on the intricacy of financial estimations and the way of existence of the business. There are amazing belongings reachable to acquire employee fitness records from a number sources.

Innovation is upsetting the assortment and examination of populace records and its utilization in helping populace and person health. Not fantastic whether or not wearable innovation will assist more healthy conduct.

Employee's fitness influences associated to these work features comprise unhealthy methods of life, substance use and intellectual fitness issues, intellectual misery, metabolic disorder, malignancy, and power contamination (McLellan, 2017). Chronic weak spot can on the spot weakened professional working, work absence, or entire impairment. However a great deal 84% of the regular body of workers has at any price one regular sickness or is overweight. Notwithstanding fitness status, no biomedical factors have an impact on work abilities, like intellectual versatility, psychophysical

work resistance, work requests, boss re-visitation of work projects, and prosecution. Past splendid health, employee prosperity fuses non-public pleasure credit like joy, economic security, and work and retirement security, a feeling of direction, equity, and value. With this extra great focal point, work's influence on the social determinants of fitness turns out to be even greater clear. As adversarial to populace-driven metrics, for example, fitness care costs, biometrics, contamination weight, and way of lifestyles hazards, proportions of prosperity are emotional, individual, and representative focused. From a commercial enterprise factor of view, prosperity should be a giant determinant of dedication and efficiency, ostensibly extra critical to a enterprise than a way of existence and biometrics.

SoundX expenses that employers existing work environments and job responsibilities free from recognized dangers anticipated to produce extreme damage or demise and to comply with its particular standards. SoundX

requires that security and fitness plans use a “hierarchy of controls,” which decreases the threat of occupational damage by means of emphasizing the elimination of hazards and through engineering restrictions over man or woman protecting devices.

Occupational Health Services model:

The occupational fitness offerings mannequin of SoundX will covered with popular and control of work-related accidents and illness. Depended on employers, they supplied coverage of fit-for-duty evaluation to determine an individual’s functionality to function a job safely besides direct and approaching danger their coworkers and additionally the human beings with or except realistic accommodations (Rantanen et al., 2017). Theses appraisal created baseline fitness status, make clear substance use, and identify publicity to occupational dangers to inspire interventions to prevent harms.

Disease Prevention and Health Promotion:

Substantial records connects hazardous fitness practices and susceptible biometrics to continual illness, pharmaceutical costs, and lack of productivity. The most percentage of businesses with greater than five hundred employees now provide place of business health plans. These plans are meant to support wholesome behaviors for instance, in fitness education and guiding, weight manipulate plans, pharmaceutical screenings, and on-site fitness things to do (Lavie et al., 2018). SoundX collects data on workers’ health, safety, and fertility thru aid requests, computerized clinical studies, surveys, biometric tests, documents of injury, and wearable technologies. Still, discovering and making use of positive information recommend problems regarding privacy, perception, and security. SoundX and applicable workers’ pay policies require businesses to record individuals’ work-related health problems.

Role of Technology:

Wearable applied sciences supposed to stimulate and preserve more healthy existence have grown a large commercial enterprise (Giddens, Leidner & Gonzalez, 2017). Although the long-term have an effect on of these equipment continues unknown, and pressure even be risky some businesses have covered

wearable applied sciences in their well being plans. Some drugs may want to accumulate wealth and possibly higher fitness effects and worker experience. But the innovation and heterogeneity of techniques confound any simplistic decision relying on their effectiveness.

Conclusion:

By doing this assignment, I get know-how of establishing human useful resource coverage guides and investigate a corporation named SoundX's human assets necessities and consider the overall fitness and security of personnel for this company. In the first section of this assignment, I describe the organization data of SoundX and advocate some HR insurance policies for the company. In the following step of this assignment, I endorse new HR insurance policies for one of a kind kinds of aspects which include employee retention strategies, strategies for positive client carrier practices, utilization of technological know-how that is required to enhance interoffice conversation and create or revise an worker overall performance appraisal sketch for the company. In the 1/3 section of the assignment, I create a job list such as beginning profits facts for the positions of secretary, marketer, and operation manager. In the closing phase of the assignment, I endorse some guidance for the health, safety, and well being of the worker of this company. This assignment offers a whole understanding of managing human capital and HR coverage proposal

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