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COVER PAGE AND DECLARATION

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A Proposal for Taaz Co. new HR policies

Introduction:

Taaz Co. was in the market for some time, the company needs to improve using modern administration techniques and polices including the company HR polices.

Human Resource Departments regularly propose new management tools supposed to favour the involvement of staff and develop their effectiveness. An analysis of the effects of these tools shows that they are more often effective but that the dynamic effect is often short-lived. This article nourishes reflection on this phenomenon by developing the idea that the dynamic analysis of the use of management tools helps better to understand the dynamics of the development of HR polices of a business. A review of the literature indeed shows that an analysis of HR policies very often under-estimates the role that management tools play in this case. After having specified and analysed the requirements of this role, this article presents a case study which helps to identify the initial elements of an analytical framework of the dynamics of a management tool and proposes solutions in an attempt to remedy the fact that the HR policy it is intended to develop rapidly runs out of steam.

HR Policies in each HR areas

Here is the list of HR policies typically found in each HR areas that an organization needs to :

Recruitment and Selection

Diversity, Equity, and Inclusion

Hiring Policy

Employee Conduct

Harassment & Discrimination

Sexual Harassment

Conflict of Interest

Confidentiality and Non-Disclosure

Privacy

Dress Code

Leave and Attendance

Time and Attendance

Vacation policy

Family leave

Parental leave

Bereavement leave

Sick leave

Personal leave of Absence
Unpaid leave
Jury Duty and Voting
Short Term Disability, Long Term Disability
Statutory Holidays
Health, Safety and Security
Occupational Health & Safety Policy (OHS)
Workplace Violence
Drugs and Alcohol policy
Smoking policy
COVID-10 policy
Compensation and benefits
Employ classifications
Benefits and Eligibility
Workdays, paydays, and pay advances.
Overtime compensation
Payroll deductions
Performance Management
At-Wil Employment
Performance evaluations and salary increases
Performance improvement
Termination
Disciplinary Action
Work Travel
Travel Authorization
Expense Reimbursement
Meal, Hotel and Rental Car
Remote Work
Use of Technology

Computer Usage and Security

Personal Devices at Work

Work Related and Personal Use of social media

The following is the new HR polices that Taz Co. must follow:

In regard to employees' retention the company must follow the five employee retention strategies every company should implement:

- 1- Employee retention and engagement starts at the leadership level.
- 2- Really listen to employee feedback, and follow through.
- 3- Create and support an inclusive culture.
- 4- Invest in employee growth opportunities.
- 5- Go deep with exit interviews.

HR needs to make sure that the Taz Co. employee staffing, development, rewards, communications and governance practices all work to recruit and encourage the skills and motivation needed for customer commitment. Such HR practices will build customer loyalty over time. From hiring and coaching to evaluation programs, HR activities provide employees with the tools to develop and maintain strong, lasting relationships with customers while selling and marketing your services unique points and value in the marketplace.

Taz Co. use of technology to improve interoffice communication:

Taz Co. can use these four strategies to cut down on administrative tasks, limit massive email communications, stay organized, and improve HR communication for business:

Integrate an email marketing system

Email marketing systems aren't just for marketing teams Taz Co. HR can use them for internal communications as well. On average, employees spend 28% of their time reading and responding to email. With such a captive audience, HR teams should integrate employee data into automated emails for events like birthdays and work anniversaries. This boosts morale by making employees feel special and also saves time for HR teams. It's a win-win.

Automate reminder emails for deadlines

This is another instance in which an employee portal will aid in document collection. New hires are often required to submit their employment forms, copies of identification, and other employee authorization documents. In the initial craze that comes with starting a new job, these documents often fall by the wayside, delaying essential HR functions.

To overcome following up with individual employees and tracking each form, HR departments can implement a system to track form completion progress, view which employees have submitted the form, and send automatic reminder emails to other employees to ensure they meet the submission deadline. This also eliminates the possibility of over-communication and reduces stress on both sides.

Make employee request forms easily accessible

Excessive paperwork is a typical pain point for employees and human resources when it comes to forms like PTO requests, expense reimbursements, office supply requests, complaint forms, and others. According to a McKinsey report, employees spend nearly two hours per day searching for information—a tremendous loss of productivity.

One way to remedy this is to create an online employee portal that allows for all these forms to be stored in one easy-access location. This keeps employees from having to dig through their inbox or hunt down hard copies of forms that float around the office, and HR professionals don't have to worry about tracking the progress of each form submission. It's a streamlined process for all.

Use mobile-friendly communications

Employee engagement is becoming increasingly important in the business landscape. According to Taaz Co., disengaged employees cost employers millions annually. In order to improve this, HR teams need to think outside the box to connect with employees.

Employees expect concise information that's instantly accessible from their mobile devices, so your team should invest in virtual messaging and mobile employee engagement tools. People expect to be able to access and interact with anything and everything on their mobile device, and HR communications are no different.

These are just a few ways technology can streamline communication between employees and the human resources department. Take the time to discover which methods work best for your team and you'll see improved communication across your business.

Taaz Co. HR will help in create/revise employee performance appraisals by understand how an employee accomplishes a given task against standards such as:

- cost;
- completeness;
- speed;
- and accuracy.

So Taaz Co. performance appraisals will uncover any employee weaknesses and challenges. So they offer opportunities:

- For employees to grow in their roles.
- For employers to determine who contributed the most to the company and who needs to course-correct and improve future performance.

Then Taaz Co. objectives of performance appraisals will be:

Companies use performance appraisals for a variety of reasons. But, at their core, performance appraisals are meant to benefit both the employer and the employee.

1- Providing frequent feedback:

Modern performance appraisals are continuous and provide employees with constructive feedback regularly.

2- Counseling poor performers

Of course, poor performers are inevitable in any organization but can lead to high turnover costs if left unchecked.

Modern appraisal methods help managers engage in a two-way counseling process to:

- Deliver feedback that can improve performance and lessen turnover costs.

3- Facilitating promotion and hiring decisions

Taaz Co. use performance appraisals to ensure that capable individuals fill important positions.

By conducting appraisals, HR professionals can identify whether they are hiring the right people and, if not, adopt a new hiring strategy.

Taaz Co. HR. Announcing for a job for the following position secretary

A Secretary, or Administrative Assistant, is responsible for facilitating communications within an office and fielding interactions with the public. Their duties include answering and redirecting phone calls, scheduling meetings and providing personalized support for other employees in their office.

Secretary Duties and Responsibilities

Secretaries are typically the first impression of your company, often working at a front desk. They might perform tasks such as keeping files, booking meetings, setting appointments and managing day-to-day operations of a company. Secretaries might have access to customer accounts and may be required to resolve a customer's issue.

Secretaries may also have the following duties::

- Greet visitors and direct them to the appropriate departments or individuals
- Answer telephones and respond to inquiries via telephone or email
- Book meeting rooms, set up conference calls and take messages and minutes during meetings
- Perform administrative tasks, including filing and photocopying
- Write emails, memos and letters
- Implement and/or develop office procedures and record systems
- Manage database entry and client files
- Order and maintain supplies
- Organize and distribute messages
- Make and confirm travel arrangements
- Prepare and mail outgoing correspondence
- Maintain confidential department files/records
- Perform routine bookkeeping tasks
- Assist with presentations and reports

Salary for the starting is 50.000 USD Annually it is negotiable for those with more experience.

A short list will be announced

Taaz Co. HR. Announcing for a job for the following position marketer:

Marketers create interest in offerings by making them more palatable to targeted groups, and by generating evidence-based advertising initiatives. Marketers often exploit their companies' social media platforms to actualize these aims.

Taaz Co. looking for a receptive marketer to aid in the creation and roll-out of memorable, profit-generating initiatives. The marketer should review contemporary market conditions, guide the conceptualization of novel campaigns, and then work toward disseminating product-related data. You should also forge reciprocal connections with our consumers through thoughtful engagement and the deployment of experiential marketing events.

To succeed as a marketer, you should be able to perceive latent opportunities for progress. Invariably, an excellent marketer will critically evaluate their own outputs to bolster our firm's success.

Marketer Responsibilities:

- Performing in-house, competitor, and consumer analyses to shape new undertakings.
- Devising and coordinating intangible and experiential marketing endeavors.
- Teaming with pertinent internal stakeholders to roll out seamless, effective campaigns.
- Boosting our presence by harnessing paid and organic formulas.
- Building sustained, profitable ties with our customers.
- Analyzing metrics at strategic moments to ascertain successes.
- Compiling informed reports to guide all marketing-related efforts.
- Partaking in marketing workshops to enlarge your skill set.

Salary for the starting is 100.000 USD Annually it is negotiable for those with more experience.

A short list will be announced

Marketer Requirements:

- Degree in a marketing-centered discipline.
- Recent, demonstrable experience in a marketing-intensive post.
- Capacity to interpret marketing-related metrics.
- Ability to configure organic and paid formulas.
- Unrivalled networking techniques.
- Superb research, presentation, and bargaining skills.
- Refined and modifiable written communication abilities.
- Insightful, pragmatic, and imaginative.

Taaz Co. HR. Announcing for a job for the following position Operations Managers:

Operations Managers oversee operational activities at every level of an organization. Their duties include hiring and training employees and managing quality assurance programs. An operations manager also strategizes process improvements to ensure everyone completes their tasks on schedule.

Taaz Co is seeking to hire an operations manager to join our leadership team. You will be in charge of providing inspired leadership for the operation of one of our organization's lines of business, which involves making important policy and strategic decisions, as well as the development and implementation of operational policies and procedures. You will also be assisting our Human Resources department with recruiting, when necessary, and help promote a company culture that encourages morale and performance.

Successful candidates will have a bachelor's degree in operations management (or a related field) and have prior experience in a management or leadership position. A deep understanding of financial management is also a plus.

Operations Manager Responsibilities:

Provide inspired leadership for the organization.

Make important policy, planning, and strategy decisions.

Develop, implement, and review operational policies and procedures.

Assist HR with recruiting when necessary.

Help promote a company culture that encourages top performance and high morale.

Oversee budgeting, reporting, planning, and auditing.

Work with senior stakeholders.

Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.

Work with the board of directors to determine values and mission, and plan for short and long-term goals.

Identify and address problems and opportunities for the company.

Build alliances and partnerships with other organizations.

Support worker communication with the management team.

Operations Manager Requirements:

Bachelor's degree in operations management or related field.

Experience in management, operations, and leadership.

Understanding of general finance and budgeting, including profit and loss, balance sheet, and cash-flow management.

Ability to build consensus and relationships among managers, partners, and employees.

Excellent communication skills.

Solid understanding of financial management.

4- Driving impact-driven recognition

Performance appraisals make it easier to identify areas where each employee is doing great and acknowledge them.

After a formal performance appraisal, companies can reward top performers through:

- salary increases;
- monetary incentives;
- company awards;
- formal training opportunities, etc.

Taaz Co HR guidelines for the health, safety and overall wellbeing of the company's employees

Workplace health and wellness is critical to a healthy, happy workforce. Sick or unhappy employees aren't operating at 100%, which means neither is your workplace. Building a culture of workplace health and wellness can take a bit of work to implement and get employees on board, but it's worth the effort.

HR professional to build a culture of wellness, promote health, and improve the health of Taaz Co. workplace, here are six tactics to use:

1. Create a flexible working environment
2. Ensure employee healthcare is a top priority
3. Establish or reinforce an employee health and wellness program
4. Get employees moving throughout the day
5. Stress the importance of your safety policies
6. Encourage communication

1. Create a flexible working environment

We've all heard about the term "work-life balance" but in reality, achieving that balance isn't feasible. It's more of a sliding scale, which is why we should strive for flexibility over "balance." If your employees are chronically stressed, this can lead to many deadly illnesses. By working to eliminate or at the very least mitigate their stress at work, you can help boost morale and show them how much you care about their wellness.

So how do you achieve that? Consider the following:

Meditation rooms

Flexible schedules

Summer hours

Outdoor workspaces

Remote work options

Encourage employees to use their PTO (and mean it)

Mindfulness training

Unlimited PTO

All of the above help reduce stress, promote health, and work to achieve flexibility for your employees. If they have the option to work remotely or create their own schedules, then they don't have to feel stressed about getting their car serviced, taking their kids to the doctor, or running errands that need to be completed during standard business hours.

But this starts at the top. Employees need to see their bosses taking time off, working remotely, disconnecting, etc. It needs to be a part of the culture for people to feel comfortable actually taking advantage of some of these flexible options.

1. Create a flexible working environment
2. Ensure employee healthcare is a top priority

Employee health and wellness is an attempt to take a proactive approach versus a reactive one. The first line of defense when it comes to your employees' health and wellness are the benefits that you provide to them.

Employees need to be able to afford their health care. How often do we hear about people not going to the doctor because they can't afford it? By providing employees with affordable, low-cost insurance plans or even an onsite clinic, they can take advantage of preventative care. This allows them the ability to stop avoiding putting things off until they get so bad they become much bigger issues down the road.

2. Ensure employee healthcare is a top priority
3. Establish or reinforce an employee health and wellness program

If you're looking to increase productivity, reduce sick days, improve employee health, increase retention, boost morale, promote health and have happier employees, we encourage putting an employee health and wellness plan in place. If you have one in place already, be sure you encourage employees to take advantage of it and actually participating. If you don't have one and you're looking to get serious about improving workplace health, now is the time to draft a plan.

3. Establish or reinforce an employee health and wellness program
4. Get employees moving throughout the day

According to the Mayo Clinic, sitting for long periods of time is linked to a number of health issues: increased blood pressure, high blood sugar, excess body fat around the waist and abnormal cholesterol levels, obesity, and more. Prolonged sitting can also increase the risk of death from cardiovascular disease and cancer.

Many jobs today require working on a computer leading to prolonged sedentariness. Encourage employees to get up and get move throughout the da. It can help break up the amount of time they're seated.

Here are a few ways to encourage your employees to be physically active throughout the day:

Give extra breaks for people to get up, move around and stretch

Provide employees standing desks or under-desk ellipticals or cycles

Bring in a fitness instructor a few times a week. Things like yoga, Zumba, martial arts, or barre are all great examples of active exercises that don't require much, if any, equipment.

Again, this is one of those things that management and HR need to practice what they're preaching. If your employees see you taking advantage of the extra breaks to get up and move around, they're more likely to follow suit.

4. Get employees moving throughout the day
5. Stress the importance of your safety policies

If you have safety policies in place, that's great. If you don't, you should. But your policies are only as helpful to the degree that your employees know about and practice them.

Job incident prevention is a key piece to working towards a positive workplace environment. Every seven seconds a worker is injured on the job, according to the National Safety Council. That equates to over 12,600 injuries every day!

How can you work to prevent your company from becoming part of that statistic? By providing ongoing safety training and additional training for management. Empower your management team with the tools they need to reinforce the policies and takeaways moving forward. Display visible reminders around your workplace on the safety guidelines. Especially in hazardous areas where accidents might be more prone to occur.

5. Stress the importance of your safety policies

6. Encourage communication

All of these ideas are great to try and promote health and wellness, but if they aren't working for your employees, they need to feel empowered to speak up. By the time most employers notice an employee is burnt out, physically, mentally or both, it's often too late. Establishing an open line of communication can help you know about these issues well before they become an actual problem.

You can implement an open-door policy and make sure you have regular check-ins and connection with everyone on your staff. Encourage employees to express concerns. This can help foster healthy relationships so employees will feel comfortable telling you when they're beginning to feel burnt out.

Encourage communication

Key Takeaways:

There are many ways to promote health and have a happier workplace. We recommend starting with these six:

Create a flexible working environment by allowing work from home and adjustable schedules

Make employee health a priority

Establish an employee health and wellness program

Encourage employees to get up and move and exercise during the workday

Stress the importance of your safety policies to try and prevent workplace injuries

Establish open channels of communication to avoid employee burnout

The following points indicate to Tazz Co. why are HR policies important for human resource management:

- Reflect the culture and expectations for your organization.
- Protect employees from wrong behavior.
- Ensure every employee receives appropriate compensation and the same treatment.
- Assist management to make right decisions which are following legislation.
- Assist to maintain discipline in the workplace and implement best practices right to your

Important HR Policies are needed for the following purpose

1. Recruitment and Employment

It is crucial to attract talented and qualified employees to develop and maintain the success of your company. Recruitment policies explain what goes into recruitment and selection processes and what are company's expectations when it comes to hiring and employing new people. Company should be pay attention to make a clear, professional, and attractive recruiting policies.

2. Training and Development

It is duty of the organization to develop employee skills, knowledge, and abilities. A training plan should be updated based on the current and future of the organization every year(Ferguson, 2021). If the employees do not find any development opportunities in the company, they probably will leave their jobs.

Training policies explain about the resources that are available for the training and professional development of the employees. The older as well as the new employees get assurance for assistance through the policies. (Ferguson, 2021)

3. Compensation and Evaluations

Compensation and evaluations policies indicates about the evaluation and management of employee performance(Ferguson, 2021). It shows how the employees will be compensated and rewarded according to their efforts and responsibilities. In addition, it describes the details of the compensation components which pertain to specific situation(Ferguson, 2021).

4. Employee Issues

HR Policies guides the employees about how to handle and solve problems at work. It is important every HR department creates and implements policies to support consistent treatment of employees, fairness, and transparency . Also, policies serve as a guide dealing with employee issues and claims.

5. Company Rules

HR Policies state the code of ethics and internal policies of an organization. This includes leaves, time attendance, holidays, safety, discrimination, and regulations of employee conduct etc .

Ethics vary from person to person and from organization to organization, so by outlining them employees get to know about what is accepted as a good behavior in their company.

6. Disciplinary and Termination

Disciplinary and termination policies state the reasons for which an employee can be fired. It is stated very clearly in the policies how an employee can be terminated if he does not comply to the laws of an organization.

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