**The Human Resources Department**

**The Human Resources Department** is dedicatedto ensuring the Corporation has access to a proficient, skilled, and passionate workforce, which is vital for the successful accomplishment of its overarching goals and objectives. Its core responsibilities include the careful maintenance of personnel records, effective management of leave, and facilitation of processes related to retiring awards documentation. Additionally, the department oversees grievance handling, industrial relations, counseling, health and safety matters, training initiatives, and disciplinary proceedings. The Human Resources Department assumes a significant responsibility in facilitating effective communication among employees, management, and the Board of Directors, thereby creating a work environment that is both harmonious and conducive to the organization's overall achievements.