

StratoSense HR Policy

Purpose:

To establish clear guidelines for managing human resources effectively, ensuring a positive, fair, and productive work environment that aligns with StratoSense's values and business objectives.

Scope:

This policy applies to all employees, contractors, and temporary staff at StratoSense.

Policy Statement:

StratoSense is committed to:

Fair Employment Practices: Ensuring that recruitment, hiring, promotion, and termination decisions are based on merit, qualifications, and business needs, without discrimination.

Employee Development: Providing opportunities for professional growth through training, mentoring, and career development programs.

Workplace Conduct: Promoting a respectful and inclusive work environment, free from harassment, discrimination, and bullying.

Compensation and Benefits: Offering competitive salaries, benefits, and rewards that reflect performance and market standards.

Work-Life Balance: Encouraging a healthy work-life balance by offering flexible work arrangements, leave policies, and wellness programs.

Responsibilities:

HR Department: Oversee the implementation of HR policies, support managers in HR-related matters, and ensure compliance with labor laws and company policies.

Managers: Ensure fair and consistent application of HR policies within their teams, and support employee development and well-being.

Employees: Adhere to company policies, respect colleagues, and contribute to a positive workplace culture.

Key Guidelines:

Recruitment and Onboarding: StratoSense will follow a transparent recruitment process, ensuring equal opportunity and a smooth onboarding experience for new hires.

Performance Management: Regular performance reviews will be conducted to provide feedback, set goals, and recognize achievements.

Grievance Handling: A clear and confidential process will be in place for employees to raise concerns or grievances, with protection against retaliation.

Diversity and Inclusion: StratoSense is committed to fostering a diverse workforce and ensuring an inclusive environment where all employees feel valued.

Compliance and Monitoring: Compliance with HR policies will be monitored regularly. Any violations may result in disciplinary action, up to and including termination.

Review and Updates: This policy will be reviewed annually and updated as necessary to reflect changes in labor laws or company practices.

Approval and Date:

Approved by Victor on 29/06/2018

