



# Vitamin H

**Your ‘complete guide to HR process setup’**

We are able to bring in together most cultivated & leading benefits of Consultation through our experience in the field.

**'Vitamin H'** is regarded as competent process setup for HR compliance matters, a high end service which is well prepared after benchmarked with industry standards, which keeps your company ahead of the curve.

**'Vitamin H'** is designed for companies in start up phase celebrating the crucial phase of its life span i.e. growth.

# Vitamin H - Features

- a copyright product
- Swift delivery & application
- Aids process of implementing HR function
- Brings your HR Operations in place in no time
- Suitable for IT/Software/ITES/Engineering/IT Enabled
- Start-ups to mid size – 0 to 50 employee strength
- Efficient in managing employee life cycle
- Contains HR policies, processes, forms, formats, checklists, drafts, remedies complaint as per law

# Product Highlights

- Policy on Employee Selection
- Policy on Employee Joining
- Confirmation Appraisal Policy
- Employee Separation Policy
- Employee Leave Policy
- POSH Policy
- HR Admin (all related to day to day HR functioning)
- Strategic Business HR
- Compensation Structure



# Contains:

- **Employee Selection** (offer letter, appointment letter, interview rating sheet, Reference check/background check )
- **Compensation structure** (designing of Compensation structure, ctc; important components of salary, professional tax, new joiner salary calculation)
- **Employee Joining Policy** (crucial Joining formalities completion checklists, legal compliances, statutory compliance, Personal filing process)
- **Confirmation appraisal policy** (KPA designing, confirmation letter, process of appraisals)
- **Employee Separation Policy** (Resignation, Termination, final settlement, relieving letters, experience letter, clearance formalities, exit interview, exit formalities, final settlement)

- **Employee Leave Policy** (Leaves maintenance, Leave Policy, Calendar, Leave Application form, Employee Leave Master, Leave Policy PPT for Employees)
- **Day to day Business HR** – Employee Master, Payroll excel format, HR MIS Dashboard, Employee Id generations, format of JD & JS,
- **HR Admin** – Application form, address letters, personal filing process
- **POSH Policy**, a policy on Sexual harassment at workplace, a compliance as per various laws applicable to all kind of setups.

**Thank you**



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