



Prepared (also subject responsible if other) DEK/Robert Bunn		No. DEK-12:0021		
Approved DEK/Robert Bunn	Checked	Date 2012-03-29	Rev A	Reference

## DEK Technologies Human Resources Policy

Context	DEK Technologies is first and foremost a consultancy company. Our people are our lifeblood. All aspects of HR need to run smoothly and unambiguously in order for DEK to prosper.
Purpose	<ul style="list-style-type: none"><li>• We maintain a structured process view of our HR operations, in order to have clarity on:-<ul style="list-style-type: none"><li>○ The nature of the organization</li><li>○ What employees should expect from the organization, and what the organization expects of them</li><li>○ How detailed policies and procedures work</li><li>○ What is acceptable and unacceptable behaviour</li><li>○ The consequences of unacceptable behaviour</li></ul></li><li>• To demonstrate compliance with legislation/regulations, ethics, diversity, and corporate governance requirements.</li><li>• To build and support the desired organizational culture, and foster an efficient work environment.</li></ul>
Benefits	<ul style="list-style-type: none"><li>• Satisfied employees means higher retention, greater efficiency and less conflict.</li><li>• In the event of legal proceedings, DEK has necessary records in place to defend it's position.</li><li>• DEK becomes known as an employer of choice within the industry.</li><li>• Staff are empowered to work within their areas of responsibility, which in turns allows DEK to have a relatively flat organization, and therefore low overheads.</li></ul>
Principles	<ul style="list-style-type: none"><li>• HR activities are conducted fairly, with transparency, and without discrimination.</li><li>• A balance between business drivers, legal &amp; moral standing and the "employee wanted position" is maintained.</li><li>• All aspects of the employment cycle are documented in the QMS: Recruitment, resourcing, salaries and conditions, expected behaviour, contracts, confidentiality, disciplinary actions, induction and training, communications, role descriptions, travel, termination.</li></ul>
Responsibilities	<ul style="list-style-type: none"><li>• The DEK Technologies HR Manager will ensure that the general principals of the HR policy are addressed at a global level.</li><li>• General Managers will ensure that the core policies and procedures in place are suited to their particular site, or provide local adaptations where necessary.</li></ul>
Policy Scope	This policy applies to all sites within the DEK Group. Local site addendums are also necessary to comply with county specific legislation or situations.
Related Documents	Employee Values and Practices Manual, DEK-05:0076
Related Links	HR information can be found spread throughout <a href="http://dekdoc.dektech.internal/">http://dekdoc.dektech.internal/</a> , more specifically the STAFF RELATED section.