8. HR Internal Processes

Our Human Resources (HR) team is committed to supporting all employees throughout their career journey at Toyama Controls & Systems Pvt Ltd. Below is an overview of some of the key HR processes, policies, and guidelines designed to ensure smooth operations and maintain a supportive work environment.

1. **Recruitment and Hiring**: Our HR team coordinates the entire recruitment process, from job posting to candidate selection. The process ensures that all candidates are evaluated fairly, and the most suitable individuals are chosen to join our team.
2. **Onboarding and Induction**: Upon joining the company, new employees go through an induction process to familiarize themselves with the company's policies, culture, and expectations. The HR team conducts orientation sessions and provides necessary resources to help new hires integrate smoothly into the company.
3. **Training and Development**: We believe in the continuous learning and growth of our employees. Therefore, the HR team organizes regular training sessions, workshops, and professional development programs. Employees are also encouraged to share any specific training needs they may have.
4. **Performance Management**: The HR team manages the process of performance evaluations, providing feedback to employees and identifying areas for improvement. This process helps us recognize the hard work of our employees and ensures they are progressing in their roles.
5. **Compensation and Benefits**: Our HR team oversees the administration of employee compensation, including payroll, bonuses, and increments. They also manage the benefits program, which includes health insurance, retirement plans, and other perks.
6. **Employee Relations**: HR is responsible for maintaining healthy employee relations. This includes resolving any issues or conflicts, addressing employee grievances, and fostering a positive work environment.
7. **Policy Implementation and Compliance**: The HR team ensures that all policies are clearly communicated, implemented, and adhered to within the company. They also ensure the company is in compliance with all relevant labor laws and regulations.
8. **Leave Management**: HR manages the leave policy, approves leave requests, and keeps track of each employee's leave balance. They also handle requests for other types of leave, such as maternity or paternity leave, and sabbaticals.
9. **Termination and Exit**: When an employee's time with the company comes to an end, the HR team oversees the termination or resignation process. This includes conducting exit interviews to gather feedback and understand the reasons for the departure.

Remember, the HR team is here to help you. If you have any questions about these processes or if you need assistance, please feel free to reach out to the HR department.