APPENDIX BB   
ADOPTION PROPOSAL FORM

**CPR183/F15**

**KENYA BUREAU OF STANDARDS**

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| **Document Type:** | **Adoption proposal** | |
| **Dates:** | Circulation date | Closing date |
| **22 December 2021** | **29th January 2022** |
| **TC Secretary** | **This form shall be filled, signed and returned to Kenya Bureau of Standards for the attention of Jacob Mutungi** [**mutungij@kebs.org**](mailto:mutungij@kebs.org) | |

The Kenya Bureau of Standards intends to adopt the International Standards as detailed here below .

1. Number: **ISO 30415**

Title: Human resource management — Diversity and inclusion.

Scope:

This document provides guidance on D&I for organizations, including their governance body, leaders, workforce and recognized representatives, and other stakeholders. It is intended to be scalable to the needs of all types of organizations in different sectors, whether in public, private, government or non-governmental organizations (NGO), regardless of size, type, activity, industry or sector, growth phase, external influences and country-specific requirements.

This document presents fundamental prerequisites for D&I, associated accountabilities and responsibilities, recommended actions, suggested measures and potential outcomes. It recognizes that each organization is different and that decision makers need to determine the most appropriate approach to embedding D&I in their organization, based on the organization’s context and any disruptive challenges that emerge.

This document does not address the specific aspects of relations with labour unions or work councils, or country-specific compliance, legal requirements or litigation.

1. Number: **ISO 30421**

Title: Human resource management — Turnover and retention metrics.

Scope:

This document describes the elements of workforce turnover and retention and provides comparable measures for internal and external reporting.

This document also highlights issues that need to be considered when interpreting the turnover and retention data, especially when deciding on the appropriate intervention internally and when reporting this to external stakeholders (e.g. regulators, investors).

1. Number: **ISO 30428**

Title: Human resource management — Skills and capabilities metrics cluster

Scope:

This document describes and defines the five metrics of skills and capabilities. This document also provides the formula for each metric and describes the common metrics which employ the five metrics.

This document also highlights issues that need to be considered when interpreting the skills and capabilities data, especially when deciding on the appropriate intervention internally and when reporting these to external stakeholders (e.g. regulators, investors).

1. Number: **ISO 30430**

Title: Human resource management — Recruitment metrics cluster

Scope:

This document describes the elements of recruitment in the recruitment, mobility and turnover cluster. This document provides the formulae for comparable measures for internal and external reporting.

This document also highlights issues that need to be considered when interpreting the recruitment data, especially when deciding on the appropriate intervention internally and when reporting these to external stakeholders, such as regulators and investors.

1. Number: **ISO 30433**

Title: Human resource management — Succession planning metrics cluster

Scope:

This document specifies the elements of succession planning metrics and provides comparable measures for internal and external reporting.

The document also highlights issues that need to be considered when interpreting the succession planning data, especially when deciding on the appropriate intervention internally and when reporting this to external stakeholders such as regulators or investors.

We are therefore seeking views from potential users in respect of the same. The Standard is available at the Kenya Bureau of Standards Information Centre. Please tick and fill your preference of the listed option. (If the spaces provided are not enough, please attach a separate sheet of paper).

Adoption acceptable as presented

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Adoption proposal not acceptable because of the reason(s) below

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Our Recommendations are as follows

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Name and Signature (of respondent): ................................................

Position (of respondent): .....................................

On behalf of ......................................................................................... (Name of organization)

Date .........................................................................

**NOTE:** Absence of any reply or comments shall be deemed to be an acceptance of the proposal for adoption and **shall constitute an approval vote**.