

Shannon Technologies HR Manual

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1. Introduction

1.1 Purpose

This HR Manual serves as a guide to the company's policies, procedures, and employee expectations. It aims to provide a clear understanding of the company's operations, employee rights, and responsibilities.

1.2 Scope

The manual applies to all employees of Shannon Technologies Limited including full-time, part-time, temporary, and contract employees.

1.3 Company Values

- Integrity
- Innovation
- Teamwork
- Accountability

2. Employment Policies

2.1 Equal Employment Opportunity

Shannon Technologies Limited is committed to providing equal employment opportunities to all employees and applicants without discrimination based on race, color, religion, gender, national origin, age, disability, or any other protected status.

2.2 Anti-Harassment Policy

The company strictly prohibits harassment of any kind. Employees are encouraged to report any incidents of harassment, which will be handled promptly and confidentially.

2.3 Diversity and Inclusion

We strive to create a diverse and inclusive workplace where all employees feel respected and valued.

3. Recruitment and Hiring

3.1 Recruitment Process

Job openings are posted internally and externally. The selection process includes resume screening, interviews, and background checks.

3.2 Offer and Acceptance

Once selected, the candidate will receive an offer letter outlining the terms of employment. Acceptance of the offer must be communicated in writing.

3.3 Onboarding

New employees will undergo an onboarding process that includes orientation, training, and introduction to company policies.

4. Code of Conduct and Ethics

4.1 Employee Behavior

Employees are expected to maintain professionalism, respect, and integrity in all interactions. This includes adherence to the dress code, punctuality, and communication standards.

4.2 Confidentiality

Employees must protect sensitive information related to the company and its clients.

4.3 Conflict of Interest

Employees should avoid situations where personal interests conflict with company interests. Any potential conflicts must be disclosed to management.

5. Compensation and Benefits

5.1 Salary and Wages

Employees are paid on a monthly basis via direct deposit.

6. Performance Management

6.1 Performance Reviews

Employees undergo performance evaluations annually . Reviews are based on predefined criteria, including job performance, goal achievement, and behavior.

6.2 Feedback and Development

Employees are encouraged to participate in feedback sessions to discuss performance, set goals, and identify development opportunities.

7. Attendance and Leave Policies

7.1 Working Hours

The standard working hours are 8:00 AM to 5:00 PM, Monday to Friday.

8. Remote Work Policy

8.1 Eligibility

Remote work is available to employees whose job responsibilities can be performed offsite.

8.2 Expectations

Employees working remotely must maintain regular working hours, be available for meetings, and meet productivity standards.

9. Training and Development

9.1 Learning Opportunities

Employees have access to training programs, workshops, and online courses to enhance their skills and knowledge.

10. Employee Relations

10.1 Grievance Handling

Employees are encouraged to raise concerns with their supervisors or HR. The company will investigate all grievances promptly and fairly.

10.2 Disciplinary Procedures

Disciplinary actions include verbal warnings, written warnings, and termination, depending on the severity of the misconduct.

11. Health, Safety, and Well-being

11.1 Workplace Safety

Employees must adhere to all safety guidelines and report hazards immediately.

11.2 Emergency Procedures

Follow the company's emergency evacuation plans during fire drills and actual emergencies.

12. Data Protection and Privacy

12.1 Confidentiality Agreements

All employees are required to sign confidentiality agreements to protect company data.

13. Exit and Offboarding Procedures

13.1 Resignation

Employees wishing to resign must provide notice in writing.

13.2 Termination

Termination of employment may occur due to performance issues, misconduct, or organizational restructuring.

14. Use of Company Resources

14.1 IT Resources

Employees must use company resources responsibly, including computers, software, and internet access.

14.2 Email and Communication

Professional use of email and communication tools is mandatory. Personal use should be minimal and should not interfere with work duties.

15. Compliance and Legal

15.1 Regulatory Compliance

The company adheres to all applicable labor laws and industry regulations.

15.2 Audit and Documentation

HR maintains accurate employee records and ensures compliance with all legal requirements.

16. Updates and Amendments

16.1 Policy Review

The HR Manual will be reviewed and updated annually or as needed to reflect changes in laws, regulations, and company practices.

16.2 Communication of Changes

Policy updates will be communicated to all employees via email and posted on the company intranet.

17. Employee Feedback and Surveys

17.1 Satisfaction Surveys

Regular surveys are conducted to gauge employee satisfaction and gather feedback on company policies and culture.