



Human Resources Manual

Introduction

The laboratory is committed to providing a safe and supportive working environment for all employees, and to ensuring that its human resources policies and procedures are aligned with its mission, goals, and values. This Human Resources Manual sets out the laboratory's policies and procedures for managing its employees.

Purpose

The purpose of this manual is to provide a comprehensive guide to the laboratory's human resources policies and procedures, and to ensure that they are consistently applied and understood by all employees.

Scope

This manual applies to all employees of the laboratory, including full-time, part-time, and casual employees.

Equal Employment Opportunity

The laboratory is committed to providing equal employment opportunities to all employees and applicants for employment, and to ensuring that all employees are treated with respect and dignity. The laboratory will not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, veteran status, or any other protected status.

Anti-discrimination, Harassment, and Bullying

The laboratory is committed to providing a workplace that is free from discrimination, harassment, and bullying, and to ensuring that all employees are treated with respect and dignity. The laboratory will not tolerate any form of discrimination, harassment, or bullying, and will take appropriate action to address any incidents that are reported.

Privacy

The laboratory is committed to protecting the privacy of its employees, and to ensuring that personal information is collected, used, and disclosed in accordance with applicable privacy laws. The laboratory will only collect, use, and disclose personal information for legitimate business purposes, and will take appropriate steps to protect personal information from unauthorised access, use, or disclosure.

Personnel Training and Competency

The laboratory is committed to ensuring that all employees are properly trained and competent to perform their jobs, and to ensuring that they are able to meet the laboratory's performance expectations. The laboratory will provide all employees with the training and support that they need to perform their jobs effectively and will regularly assess their performance to ensure that they are meeting the laboratory's performance expectations.

Performance Management

The laboratory is committed to ensuring that all employees are performing to the best of their abilities, and that their performance is aligned with the laboratory's mission, goals, and values. The laboratory will provide all employees with regular feedback on their performance and will work with them to develop performance improvement plans if their performance is unsatisfactory.

Recruitment and Selection Procedure

The laboratory will follow the following steps when recruiting and selecting new employees:

- Define the job requirements and duties;
- Advertise the job;
- Review applications;
- Interview shortlisted candidates;
- Select the successful candidate;
- Provide the successful candidate with a job offer; and
- Onboard the new employee.

Employee Onboarding Procedure

The laboratory will follow the following steps when onboarding new employees:

- Provide the new employee with an orientation to the laboratory and its policies and procedures;
- Provide the new employee with any necessary training;
- Assign the new employee a mentor or coach; and
- Provide the new employee with regular feedback and support.

Performance Management Procedure

The laboratory will follow the following steps when managing employee performance:

- Provide the employee with regular feedback on their performance;
- Work with the employee to develop a performance improvement plan if their performance is unsatisfactory;
- Encourage open communication between supervisors and employees to foster a collaborative approach to performance enhancement.
- Establish clear performance goals and expectations, aligning them with the laboratory's overall objectives.
- Conduct regular performance evaluations to assess achievements, identify areas for improvement, and recognise outstanding contributions.
- Recognise and reward exceptional performance through various incentive programs, acknowledging the valuable contributions of employees.

Termination and Separation

The laboratory acknowledges that employment relationships may come to an end for various reasons. In the event of termination or separation, the following procedures will be followed:

- Conduct exit interviews to gather feedback and insights from departing employees.
- Provide employees with the necessary information regarding benefits, final pay, and the return of company property.
- Ensure a smooth transition, maintaining professionalism and respect during the departure process.

Employee Relations and Conflict Resolution:

- The laboratory is committed to fostering positive employee relations and providing a fair and impartial process for resolving conflicts. Procedures include:
- Encouraging open communication and a culture of respect among employees.
- Establishing a designated channel for reporting workplace issues and conflicts.
- Conducting impartial investigations into reported concerns and taking appropriate corrective actions.
- Offering mediation services to facilitate resolution when conflicts arise.

Health and Safety

The laboratory prioritises the health and safety of its employees. The health and safety procedures include:

- Providing a safe and secure work environment in compliance with relevant occupational health and safety regulations.
- Conducting regular safety training sessions and drills to ensure employee preparedness.
- Encouraging employees to report any safety concerns promptly for prompt resolution.

Employee Benefits and Well-being

The laboratory recognises the importance of employee well-being and offers a range of benefits, including:

- Health insurance, wellness programs, and mental health support.
- Flexible work arrangements to promote work-life balance.
- Employee assistance programs to provide resources for personal and professional challenges.

This Human Resources Manual is a dynamic document subject to periodic updates and revisions. Employees are encouraged to familiarise themselves with the latest version and contact the HR department for any clarifications or additional information.