

# **CAREER STRUCTURE AND ENTRY REQUIREMENT**

## **HUMAN RESOURCE POLICIES**

The company places great value upon the service of its staff. It establishes policies and procedures, which assist each employee to contribute the best of his or her ability. Specifically, the company recognizes:

- (i) That a capable and contented employee is an asset in the attainment of its objectives;
- (ii) That all jobs in the company are important and that each employee should be treated with highest degree of human respect, tolerance, understanding and dignity;
- (iii) That the employee's dedication, honesty, efficiency, creativity, initiative, dynamism, loyalty and devotion to the advancement of the company service are of paramount importance to the company.

## **HUMAN RESOURCE MANAGEMENT**

In its relationship with employees, the company is always guided by the best principles of professional human resource management.

The company, will, as far as practicable: -

- (i) Provide the customer with the best service at all times.
- (ii) Ensure that jobs in its establishment are filled by the most suitable appointees;
- (iii) Clarify the objectives, tasks and key results expected of each position;
- (iv) Remunerate all employees fairly in line with individual performance and responsibility;
- (v) Provide equal opportunity for all employees for good performance and for advancement within the company service;
- (vi) Reward honesty, integrity, steadfastness and sustained efficiency
- (vii) Provide appropriate opportunities and support for each employee to develop and improve his or her knowledge, skill and work effectiveness;
- (viii) Avoid all discrimination on grounds of sex, tribe, religion or other affiliation