

## GTI Human Resources Management Policy

Person Responsible: Director Human Resources and Administration

### 1. Policy Statement

GTI is committed to safeguarding and promoting a good human resource management culture emphasizing on providing equal opportunities, career improvement, education and training, compensations and assistances, accountability and encouragement.

The GTI's vision is "to become a centre of excellence in providing market driven training in Bahrain" that requires the support of quality human resource management practices to attract, appoint, develop, motivate & retain a highly skilled workforce within a supportive work environment.

The aim of this policy is to ensure that the Human Resources practises at GTI are guided by its vision and in line with the requirement of the government laws and legislations for the governance of a human resources and Ministry of Labour whilst endeavouring to provide best possible practices to our employees.

### 2. Definitions

**Academic Staff** are employees with duties that are primarily associated with training and learning and curriculum development (e.g. Trainers, Quality Specialists, and Course Consultants).

**Similar Staff** are employees with duties that are associated with corporate and operational services which support the institute and the management of the trainee body.

### 3. Application

People:

- All prospective and current staff of GTI both academic and similar staff.

Processes:

- This policy applies to all procedures related to the human resources management of GTI employees including: recruitment, selection, contracting, remuneration, reward, employee benefits, employee administration, training, professional development, performance management, induction, probation, complaints.

#### 4. External Requirements

This policy helps GTI meet the following external requirements:

- Labour Law
- Ministry of Labour regulations
- Quality Assurance for Education & Training (BQA)

#### 5. What is Expected:

- The development of transparent HRM procedures and services, that promotes equity and fairness for all employees.
- To recruit people that are sufficient in number and appropriately qualified to achieve the mission and vision of GTI.
- To evaluate and develop employees in order to become qualified in their specialisation.
- To motivate and reward employees in order to enhance their productivity.
- To sustain a supportive and cooperative work environment to retain highly performing employees.
- To provide superior support services to GTI's core business.
- To satisfy GTI community in relation to human resource services that enables all stakeholders to meet internal and external expectations.
- To offer services within clear and set criteria that will maintain equity and fairness.

#### 6. Key Dates

First Approved:

This Version Approved:

Next Review Date: 4 years from this version approval or as required

## GTI Procedure: Managing Time and Attendance

Procedure Reference:

Version: 2

Person Responsible: Human Resources / Business Development Manager

### 1. Purpose

The purpose of this procedure is to monitor and record absences and attendance correctly.

### 2. Related Policy

- Human Resources Management Policy

### 3. Related Documents and Forms

- Time Keeping system
- Ramadan Working Hours

### 4. Procedures

Step	Responsible	Outcome	Location (Optional)
1. Advise your line manager of any reason (illness, bereavement, accident, emergency etc.) that you will be unable to attend scheduled duties <ol style="list-style-type: none"> <li>By 0900 if you have teaching responsibilities that day</li> <li>By 1600 if you do not have scheduled teaching that day or are a similar employee.</li> </ol>	All staff	Duties can be reassigned or rescheduled appropriately	Attendance Reports

Step	Responsible	Outcome	Location (Optional)
2. Record presence using the biometric system (on arrival at the device). a. Multiple arrivals during the day need to be recorded	All staff	Presence recorded correctly	Time and attendance system
3. Record departure using the biometric system (on departure). a. Multiple departures during the day need to be recorded	All staff	Presence recorded correctly	Time and attendance system
4. Complete and submit for approval a leave request form application for any absence of more than 2.5 hours in a working day	All staff	Leave and Attendance records updated correctly	Staff Files/ Attendance Reports
5. Complete and submit for approval for any a. Late arrival; after 0900 b. Early Departure; c. Any Missing Swipes; forgetting to register in or out for the day d. Leaving during normal working hours; for either work related business or for personal matters	All staff	Leave and Attendance records updated correctly	Time and attendance system
6. Maintain electronic attendance records for all staff. These records may be produced by HR/ Business Development Manager and forwarded to the Trainer for approval if requested.	HR/Business Development Manager	Attendance reports approved	Business Development Manager
7. Approve monthly attendance reports for requested staff member(s) and return signed reports to HR /Business Development Manager	Business Development Manager	Academic Attendance reports approved	Business Development Manager
<p><b>Part time staff:</b></p> <ul style="list-style-type: none"> <li>Part time staff shall work hours according to their contracts of employment and agreements with their Business Development Manager and the Quality Specialist.</li> <li>The working hours for part time staff are recorded in Human Resources/Business Development Manager and entered into the time and attendance forms.</li> </ul> <p><b>Mothers:</b></p> <ul style="list-style-type: none"> <li>Mothers eligible for reduced working hours shall be permitted to commence or leave work two hours later or earlier, or a combination of the two, each day. The part of the day in which the hours are taken must be agreed upon and cannot be changed without Business Development Manager's Approval.</li> </ul>			

Step		Responsible	Outcome	Location (Optional)		
<b>Ramadan Working Hours:</b>						
Normal Weekly Working Hours	Working Days	Normal Daily Working Hours	Ramadan Working Hours	Flexi Hours (Morning)	Core Hours	Flexi Hours (Afternoon)
48	SAT - THUR	8hours	6hours	0900-1500	1100-1500	1100-1700
<b>The followings shall constitute violations of the GTI timekeeping regulations:</b>						
<ul style="list-style-type: none"> <li>Late arrival for duty.</li> <li>Leaving the workplace before the end of normal duty without permission from the Business Development Manager.</li> <li>Absence from the workplace during normal duty hours without permission from the Business Development Manager.</li> <li>Refraining from using the biometric attendance system.</li> <li>Conducting acts of vandalism or abuse on the biometric fingerprint devices.</li> </ul>						
<b>1. Guidelines for Training Staff</b>						
<ul style="list-style-type: none"> <li><b>Training staff members</b> are expected to be contactable during their agreed working hours. Normal academic class hours of the GTI are currently 0900 to 1500.</li> <li><b>Part time staff</b> shall work hours according to their contracts of employment and workload agreements with GTI.</li> <li><b>The time and attendance system</b> is not intended to monitor the working hours of training staff.</li> <li><b>Training staff</b> must accurately record attendance on site; including multiple entries or exits from premises during the day as per procedure.</li> <li><b>Business Development Manager</b> may require staff to attend site for set hours each day.</li> <li><b>Business Development Manager</b> may request monthly attendance records for training staff.               <ul style="list-style-type: none"> <li>Timetabled Teaching Hours (As Scheduled)</li> <li>Office hours</li> <li>Meetings</li> </ul> </li> </ul>						

Step	Responsible	Outcome	Location (Optional)
<ul style="list-style-type: none"> <li>○ Hours set by Business Development Manager</li> <li>○ other assigned tasks</li> </ul> <ul style="list-style-type: none"> <li>● <b>Mothers</b> eligible for reduced working hours shall have their workload reduced by two hours per day for up to two years following the birth of a child. The part of the day in which the hours are taken must be agreed upon by the Business Development Manager and will be factored.</li> </ul>			

## 2. Application

People:

- All GTI staff

Processes:

- Recording presence
- Recording departure

## 3. Key Dates

First Approved:

This Version Approved:

Next Review Date: