

MALAYSIAN RED CRESCENT SOCIETY (MRCS) HUMAN RESOURCE POLICY

Policy statement

The Malaysian Red Crescent Society (MRCS) aspires to be a leading humanitarian organization by mobilizing and managing the staffs and volunteers to assist vulnerable people all across the country. This HR Policy shows the priority given by the MRCS towards its staff development, administration and welfare. The HR policy is applicable to all staff in MRCS, i.e. staff in HQ, Branches and Chapters.

MRCS human resource Policies is essential to enable the organization in delivering and fulfilling its goals, as formulated in the MRCS strategy.

This policy is guided by the 7 Fundamental Principles (Humanity, Impartially, Neutrality, Independence, Volunteer Service, Unity and Universality), which aims to assist the achievement of organization's objectives. MRCS values all its staff for their contribution, enthusiasm and commitment that they can bring to the betterment of the organization.

People is the most valuable asset of an organization and it is absolutely essential that MRCS has staff with the requirement skills, knowledge and competencies. MRCS also need staffs who will represent MRCS both in the communities and as an auxiliary role to the government.

To support this HR policy, MRCS recommend the policies under the following headings:

- Code of Conduct
- Benefit and remuneration
- Recruitment and selection
- Induction and orientation
- Welfare

- Health and safety
- Training opportunity staff career development to maintain

The application of staff with MRCS Handbook No. 4 relevant to the
CODE OF CONDUCT

BENEFIT AND REMUNERATION

REWARDS AND RETAIN

To develop and implement fair and transparent reward and retain based on staff Performance.

To reward the employees in accordance for the Provision Employment Act 1955 and Employment (Amendment) Act 2012

To offer competitive salary which is similar to what is offered by the current market. This is for the purpose of retaining competent staff. This policy is subject to the availability of fund.

RECRUITMENT AND SELECTION OF STAFF AT MRCS

Mechanism and procedures for recruitment and selection of staff will be developed and implemented at all levels of MRCS

Plan and identify the positions based on the needs and ensure detailed job description is created for the positions. MRCS is to engage qualified staff on permanent or contract.basis.

Job vacancies are to be advertise accordingly as specified Hand Book No. 4

Recruitment and selection shall be based on the specified required criteria. The recruitment and selection process shall be planned in advance. This is subject to the availability of fund. In relation to positions which require employee with Red Cross and Red Crescent background, priority shall be given to MRCS Volunteers

For positions requiring Red Cross and Red Crescent background and experience the priority will be given for selection within internal MRCS including volunteers

ORIENTATION AND INDUCTION OF STAFF

All new staffs are required to be equipped

All new staff must be attend orientation course on the history and background of the Red Cross and Red Crescent Movement, MRCS structure, key policies, strategies and activities.

All staff to share the spirit of culture as practicing and mostly required to be registered as a member of MRCS.

STAFF DEVELOPMENT

TRAINING

MRCS is to create an environment that gives opportunity for staff to further develop their skills and provides equal training opportunities for all staff with opportunities for promotion within the society.

The impact of the training attended by staff will be assessed and evaluated every year through the appraisal and performance management system.

Heads of Department together with HR Department shall identify the needs for the development and training for staff. The HR Department and Training Department shall arrange the training's which are necessary for the staffs. HR Department shall keep track of all the training attended by staff.

PERFORMANCE APPRAISAL

To have a standard performance appraisal system

To conduct formal annual performance appraisal of staff and provide regular feedback on staff performance

The National Admin & Personnel Committee will revised the said form from time to time.

WELFARE

Sexual harassment in job place is to be accordance to the Employment (Amendment) Act 2012

HEALTH AND SAFETY

To ensure staff are provided with safe working conditions.

The HR is to ensure that staffs are provided with safe working conditions.

HR is to enhance a comfortable working condition including the appropriate secured transport, sufficient food and adequate accommodation when travelling outside duty station.

Ensure staff briefing and training in emergency situations such as first aid infectious disease etc.

Provide vaccinations for staff at risk when working for MRCS during the deployment on mission.

Provide relevant staff with necessary personnel protective equipment (PPE) and facilities (AMA, DM and LOGISTICS)

Have clear team communication lines when in the field.

IMPLEMENTING THE POLICY

The MRCS's National Admin & Personnel Committee with the assistance of the Secretary General to implement this Policy effectively. The Governance Board is responsible to review this policy from time to time.