



## **HUMAN RESOURCES POLICY**

### **1. INTRODUCTION**

Vitaseed Oil Mills Limited is committed to adopting the world's best Human Resources (HR) practices to create a dynamic, productive, and employee-centric workplace. This policy outlines our approach to employee welfare, training, development, and overall workplace excellence.

### **2. OBJECTIVES**

- i. To establish best-in-class HR policies ensuring employee well-being and productivity.
- ii. To provide equal growth opportunities to all employees.
- iii. To foster a culture of continuous learning and development.
- iv. To maintain high ethical and professional standards in the workplace.
- v. To ensure compliance with Kenyan labour laws and global best practices.

### **3. ADOPTION OF WORLD'S BEST HR PRACTICES**

Vitaseed Oil Mills Limited adheres to internationally recognized HR standards by:

- i. Implementing fair and transparent recruitment, performance appraisal, and promotion processes.
- ii. Encouraging diversity and inclusion in the workplace.
- iii. Ensuring workplace safety, security, and a conducive work environment.
- iv. Promoting work-life balance through flexible policies and wellness programs.

### **4. TRAINING NEEDS ANALYSIS (TNA) & CAPABILITY DEVELOPMENT**

- i. The company shall conduct regular Training Needs Analysis (TNA) to identify skill gaps.
- ii. Training programs shall be designed to enhance both technical and soft skills.
- iii. Employees will have access to workshops, seminars, and e-learning platforms to improve competency.
- iv. Managers and supervisors shall be trained to support employee growth and performance.

### **5. EMPLOYEE GROWTH & CAREER PLANNING**

- i. Career growth opportunities shall be provided based on merit and performance.
- ii. Employees will have access to mentorship programs and leadership development initiatives.
- iii. Succession planning shall be implemented to ensure continuity in leadership roles.
- iv. Regular performance reviews shall be conducted to align career goals with company objectives.

## **6. BEST-IN-INDUSTRY WORKING CONDITIONS**

- i. The company ensures a safe, clean, and healthy work environment in compliance with health and safety regulations.
- ii. Ergonomic workstations and necessary protective equipment will be provided.
- iii. Policies promoting mental health and well-being will be actively implemented.
- iv. Open communication channels will be maintained to address employee concerns.

## **7. COMPETITIVE PAY PACKAGE & REWARDS**

- i. Compensation structures shall be bench marked against the best industry standards to attract and retain talent.
- ii. Fair and transparent salary reviews shall be conducted periodically.
- iii. Incentives and performance-based rewards will be offered to recognize outstanding contributions.
- iv. Employees shall have access to medical, insurance, and retirement benefits.

## **8. HUMAN RIGHTS & WORKPLACE ETHICS**

- i. Vitaseed Oil Mills Limited is committed to upholding human rights and ethical business practices.
- ii. Discrimination, harassment, or any form of workplace misconduct will not be tolerated.
- iii. A grievance redressal mechanism will be in place to address employee concerns confidentially.
- iv. Employees will be educated on their rights and responsibilities under the law.

## **9. IMPLEMENTATION & MONITORING**

- i. The HR department shall oversee the implementation and continuous improvement of HR policies.
- ii. Employee feedback mechanisms will be established to assess policy effectiveness.
- iii. Compliance audits will be conducted to ensure adherence to HR best practices.

## **10. REVIEW & AMENDMENTS**

- i. This policy shall be reviewed once every two years to ensure alignment with global HR trends and company goals.
- ii. Amendments may be made to accommodate evolving workforce needs and legal requirements.

**Managing Director**

Vitaseed Oil Mills Limited

Date: 15-03-2025