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# Labour Law Workshop

## Session 2: Policies and Procedures Do's and Dont's for Employers

Dr. Michael Krämer

Ms. Nishi Shetty

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# Agenda



- I. Company Policy vs. General Laws
- II. Policies required by Law
- III. Policies admissible as per the Law



# Company Policy vs. General Laws

One simple rule: general laws win



## Policies required by Law



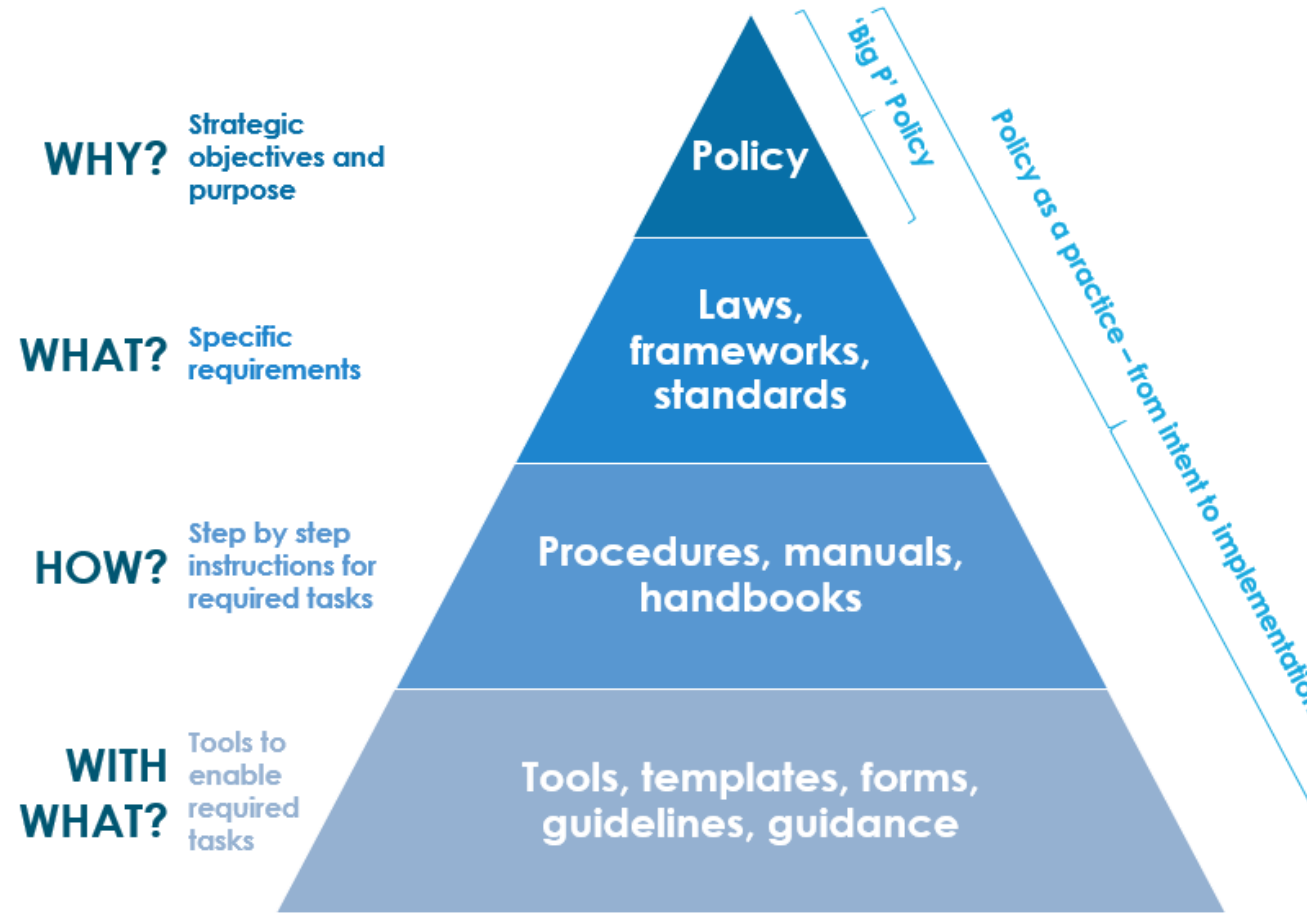
## Policies admissible as per the Law

Anything you deem worthy or required, provided that it does not conflict with the minimum requirements set out in the general laws



**QUESTIONS?**

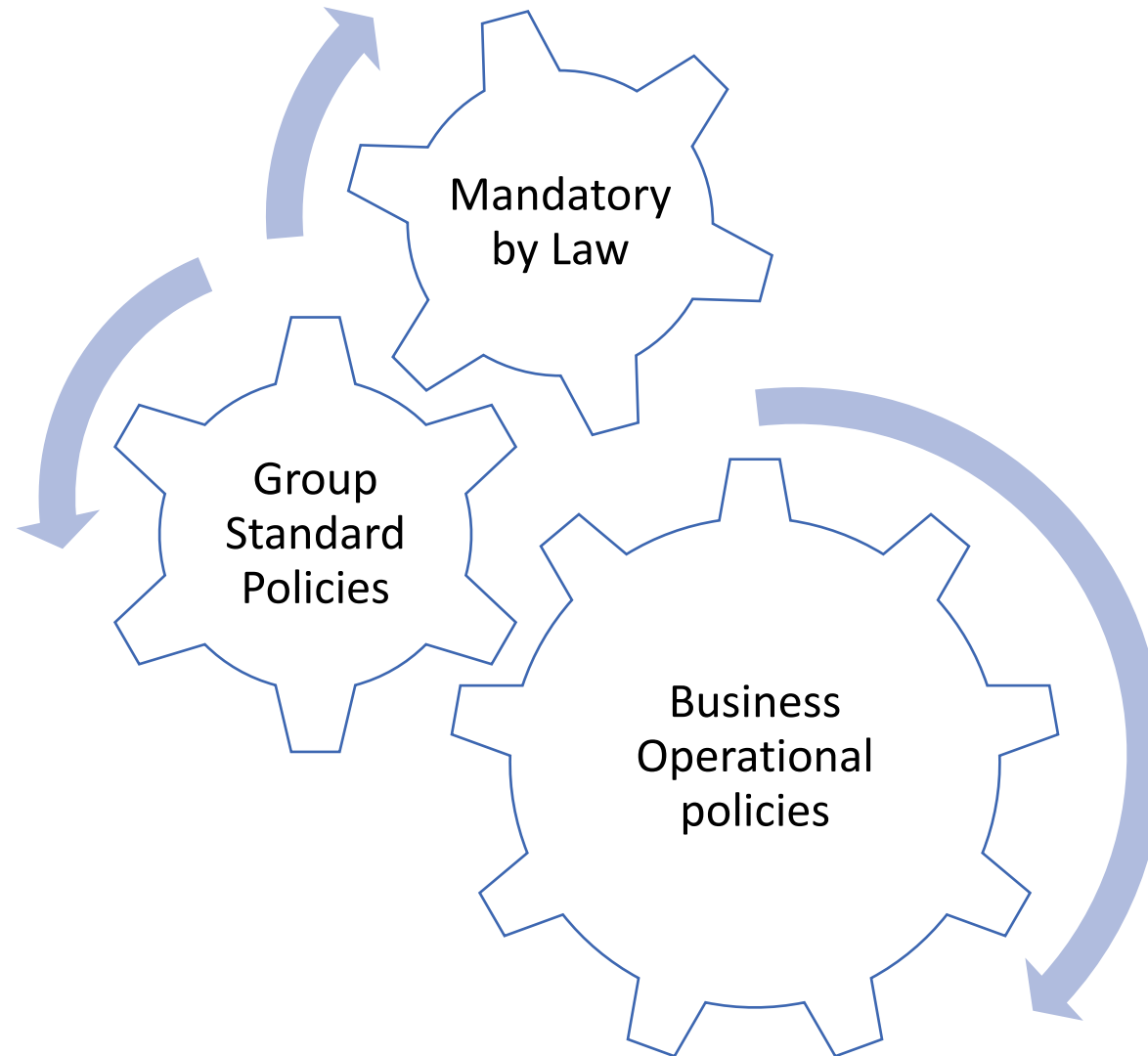
# Human Resources Agenda



## Types of Policies



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## Employee Handbook Content

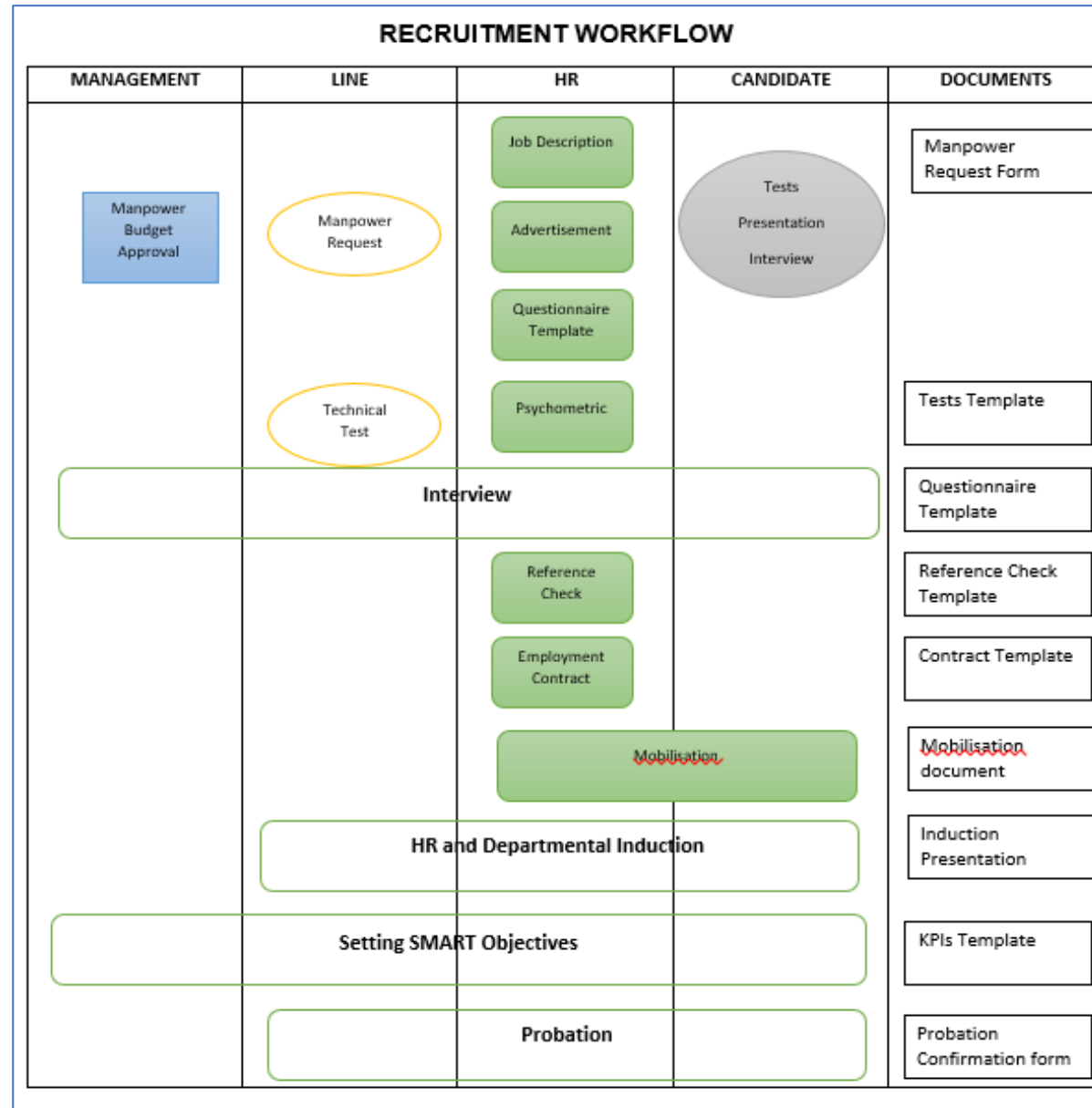
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- A warm welcome
- Employee basics
- Workplace policies
- Code of conduct
- Compensation
- Benefits and perks
- Hours and time off
- Offboarding

## Talent Acquisition

- Policy Objective
- Scope
- Manpower Planning
  
- Interview & Selection Process
- Employment Finalisation & Approval
- Mobilisation Process
  
- Competency Skills Matrix
  - Recruitment Process
  - Sourcing
  
- Probationary Assessment
  - Validity







## Key Inclusions

- Hiring of Relatives
- Retirement
- Diversity
- Career Growth pla
- Rehiring
- Emiratisation
- Internal mobility
- Succession Plan



## Questionnaire for Line Managers



**STANDARD QUESTIONS FOR ANY JOB**  
**JOB-SPECIFIC TECHNICAL QUESTIONS**  
**HEALTH, SAFETY & ENVIRONMENT**  
**MANAGEMENT QUESTIONS**  
**PERSONAL QUESTIONS**

### COMPETENCY BASED QUESTIONS

INITIATIVE

DECISION MAKING

RESULTS FOCUS

CUSTOMER FOCUS

VISION/STRATEGY

INNOVATION

ENVIRONMENTAL, HEALTH & SAFETY

CHANGE MANAGEMENT

INFLUENCE

TEAM LEADERSHIP

TEAMWORK

## Communicate

- Educate the stakeholders
- Easy access on online portal
- Roadshows
- Employee Handbook





**QUESTIONS?**



## Contact us

Nishi Shetty

CEO

Niche Consulting

Phone: 971 50 7886572

Email: [nishi@nicheconsulting.net](mailto:nishi@nicheconsulting.net)

Web: [www.nicheconsulting.net](http://www.nicheconsulting.net)

Linkedin: [linkedin.com/in/nishi-shetty](https://www.linkedin.com/in/nishi-shetty)

Dr. Michael Krämer

Senior Lawyer

Meyer-Reumann & Partners

Phone: (04) 33 17 110

Email: [michael@meyer-reumann.com](mailto:michael@meyer-reumann.com)

Web: [www.meyer-reumann.com](http://www.meyer-reumann.com)