

MARKLUND
HUMAN RESOURCES POLICY & PROCEDURE

POLICY NO: 1.2 **PAGE: 1 OF 1**
SUBJECT: HUMAN RESOURCES POLICIES AND PROCEDURES
DEPARTMENTS AFFECTED: ALL **APPROVED BY:**
ISSUED: 12-01-90 **EFFECTIVE DATE 1-13-95** **REVISED: 1-13-95, 6-17-96, 4-01-1, 1-1-13**

PURPOSE:

To define the basis on which Human Resources Policies and Procedures will be established, administered and reviewed and how new policies will be communicated to all employees.

PROCEDURE:

The Human Resources Policies and Procedures of Marklund are based on the organization's mission and philosophy and on sound management practices. They are governed by the philosophy that all persons are to be treated fairly and meet requirements of employment law, in the terms, conditions and benefits of employment.

- 2) All Human Resource Policies are available on the Marklund Intranet to which all employees have access. Policies are created and revised by the Human Resources Department only. Revisions are made based on changes in practice, philosophy and employment law. All policies are reviewed by management and once approved, they are posted on the intranet for all employees. No verbal agreement may supersede a written policy. The Human Resources Team is available to consult with managers and employees in matters of interpretation and the application of these policies and procedures to specific situations. Whereas policies are updated and revised as required by law or revised to meet any changes made by the organization, the revised Policies and Procedures are provided annually to the Chairman of the Marklund Board of Directors for approval.