

Human Resource policies for M A Fazal & Co. Chartered Accountants

The HR policy at M A Fazal & Co. includes elements that support their mission and values, which emphasize integrity, teamwork, passion, professionalism, and excellence for over 50 years in practice. The firm focuses on building long-term relationships with clients and delivering tailored solutions to help them thrive in a dynamic business environment. They also prioritize the professional development of their employees through capacity building and training services, ensuring a high level of expertise and commitment among their staff.

For more detailed information about our HR policies and other services, you can visit our official website or our company profile. Human resource policies of M A Fazal & Co Chartered Accountants generally align with global standards while incorporating local regulations and cultural considerations.

Recruitment and Selection

1. **Job Posting and Advertising:** Transparent processes to advertise job openings internally and externally.
2. **Selection Criteria:** Clear criteria for candidate selection based on qualifications, experience, and skills.
3. **Interview Process:** Structured interview processes, often including multiple rounds and practical assessments.
4. **Equal Opportunity Employment:** Commitment to non-discriminatory hiring practices.

Employee Onboarding

1. **Orientation Programs:** Comprehensive orientation sessions to familiarize new hires with the firm's policies, culture, and expectations.
2. **Documentation:** Proper documentation and record-keeping of employee information.

Employment Terms and Conditions

1. **Employment Contracts:** Detailed contracts outlining job roles, responsibilities, remuneration, benefits, and terms of employment.
2. **Probation Period:** Defined probation periods for new employees, usually ranging from 3 to 6 months.

Compensation and Benefits

1. **Salary Structure:** Transparent and competitive salary structures, often reviewed annually.
2. **Bonuses and Incentives:** Performance-based bonuses and incentives to motivate employees.
3. **Health and Wellness:** Health insurance, wellness programs, and other benefits like paid leave and holidays.

Performance Management

1. **Performance Appraisals:** Regular performance reviews and appraisals to provide feedback and set goals.
2. **Career Development:** Opportunities for training, development, and career progression

within the firm.

Employee Conduct

1. **Code of Ethics:** A code of conduct and ethics policy that all employees must adhere to.
2. **Disciplinary Actions:** Clear procedures for addressing misconduct and implementing disciplinary actions.

Work Environment

1. **Anti-Harassment Policies:** Policies to prevent harassment and create a safe and inclusive work environment.
2. **Work-Life Balance:** Measures to support work-life balance, such as flexible working hours and remote work options.

Health and Safety

1. **Safety Regulations:** Compliance with local health and safety regulations to ensure a safe workplace.
2. **Emergency Procedures:** Established emergency procedures and regular drills.

Grievance Redressal

1. **Grievance Handling:** Mechanisms for employees to report grievances and seek redressal in a confidential and fair manner.
2. **Mediation and Conflict Resolution:** Procedures for mediation and conflict resolution to address workplace disputes.

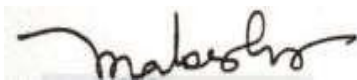
Legal Compliance

1. **Labor Laws:** Adherence to local labor laws and regulations.
2. **Audit and Compliance:** Regular audits and compliance checks to ensure adherence to policies and regulations.

Technology and Confidentiality

1. **Data Security:** Policies to protect client and firm data, including IT security protocols.
2. **Confidentiality Agreements:** Agreements to ensure confidentiality of sensitive information.

These policies help us ensure a structured, fair, and conducive working environment, promoting the firm's growth and employee satisfaction.



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