HR POLICIES AND PROCEDURE

Company: Honest Steel FZCO (JAFZA, Dubai)

1. Goal

To make sure every employee at Honest Steel FZCO has the right skills, training, and knowledge to do their job safely and deliver high-quality steel products to our customers.

2. Who Needs to Follow This?

All employees across all departments:

- Sales & Office Staff
- Stockyard & Warehouse Personnel
- Factory Operators (Coil Shearing, Perforation, Cutting)
- Quality Control & Logistics Staff

3. The 5 Easy Steps

[Step 1: Define Job Roles]



[Step 2: Recruit & Hire]



[Step 3: Welcome & Quality Induction]



[Step 4: Train & Check Results]



[Step 5: Keep Records & Review]

Step 1: Define Job Roles

- Every position must have a simple **Job Description** listing:
    - Minimum Education
    - Work Experience needed
    - Required Skills (e.g., Crane operation, Forklift driving, Steel grading, ERP use)

Step 2: Recruit & Hire

1. Department manager requests a new hiring.
2. HR checks candidates against the Job Description.
3. HR verifies passports, UAE visas, degrees, and previous work certificates.
4. Medical fitness check is completed for yard and factory workers.

Step 3: Welcome & Quality Briefing

Every new employee must complete a 1-day onboarding before starting work:

- **HR Rules:** UAE Labour Law, company rules, and working hours.
- **Quality Briefing:** Our Quality Policy, how their work affects steel quality, and what happens if mistakes occur.
- **Safety Training:** JAFZA safety guidelines, wearing PPE, and emergency exits.

Step 4: Training & Skill Checking

1. **Identify Needs:** Managers check if employees need safety renewals, new machine training, or quality refresher courses.
2. **Conduct Training:** Internal (on-the-job) or external training is conducted. Attendance is recorded.
3. **Check Effectiveness:** After 30 to 90 days, the manager checks if the employee's work performance improved (e.g., fewer material errors, safe machine operation).

Step 5: Keep File Records

HR keeps a confidential physical or digital file for every employee containing:

- Signed Job Description
- ID & UAE Visa Copies

- Trade Licenses / Certificates (e.g., Forklift, Overhead Crane license)
- Signed Induction Form & Training Attendance Sheets
- Annual Performance Reviews