

Leveraging People Practices for Growth

By Kevin Dias
CEO - ShareYourHR



TiE KNOWLEDGE SESSION

Talent Acquisition

Tools

- Under 40% of companies' talent acquisition functions can meet business needs

Branding

- Branding for organizational influence yields 43% more high-quality applicants

Social Media

- 30% of companies still are not using social media to recruit

Mobile

- Only 36% of companies have mobile-friendly application processes

Talent Community

- 77% of the workforce is open to a new position

Talent Acquisition

What is your **current** recruiting strategy?

How is your company **positioned in the market**?

- Glassdoor

- Company reviews

- Candidate surveys

Are you taking advantage of **social, mobile, and talent community** recruiting?

What **technology tools** are you using?

- ATS

- CRM

- Centralized recruiting platform

How do you track results?

Talent Acquisition

Making the most of your employment brand marketing and communications.

Development

Define the strategic vision for career site functionality, building on existing brand



Social Media/ Mobile Technology

Build out appropriate channels to enhance communications

Deploy Communications

Send newly developed messages throughout all channels



Talent Acquisition

- Social media has had a game-changing impact on how companies source and recruit critical talent across all industries

55% of recruiters say they have changed their mind about a candidate based on social media posts

70% of companies are using social media to recruit

93% of recruiters are likely to look at candidates' social profiles



Talent Acquisition

6.5
billion global
mobile subscribers



India mobile
internet
penetration is

97%



Talent Acquisition

Sources

Entry level technicians –
Newspaper advt
Tie up with Tech Institutes

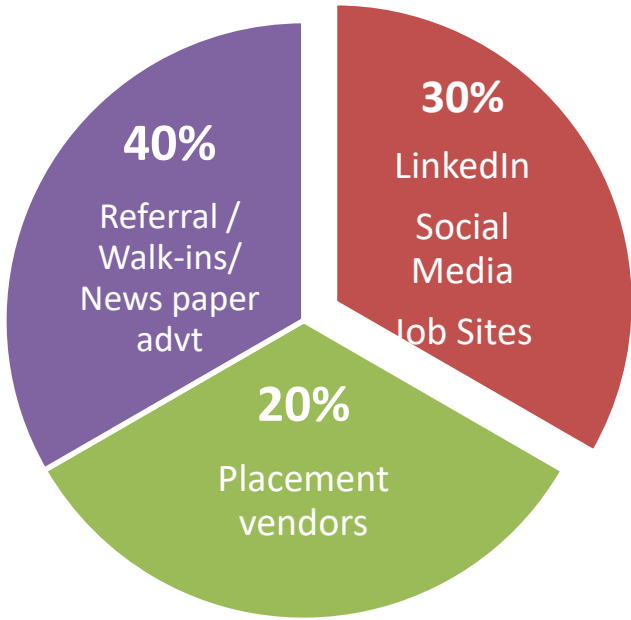
Mid Level -
Referrals
Job Portals
Social Media

Senior Level –
LinkedIn
Referrals
Agencies

Industry specific
publications
Tie up with education
institutes
Job Fairs

Regional News Channels
Local News papers /
Publications

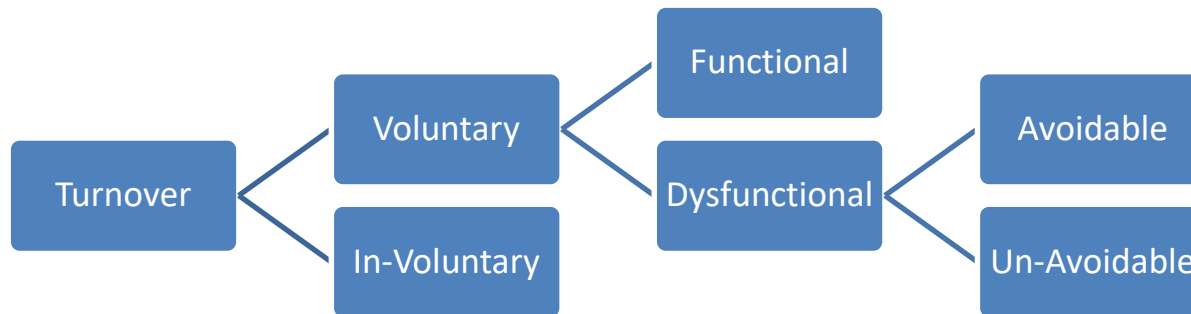
Mix



Retaining Strategies

Problem Statement –

- Manufacturing industries facing around 20% Employee Turnover. (Hay Group, 2013),
- Studies suggest that losing a talented employee in most organizations cost up to 4-5 times of his salary (Sharma, 2011, pp. 2-3),
- Whenever employees leave, the organization loses their hard-won knowledge and acquired skills.
- When those employees go to a competitor, the loss is compounded



The Forces model identifies eight distinct motivational forces that act as the direct motivators driving quit decisions

- **Affective forces:** i.e., lack of positive emotional attachment to the organization
- **Alternative forces:** e.g., receiving an attractive job offer or believing in such possibilities in the future
- **Behavioral forces:** e.g., low costs of leaving the organization
- **Calculative forces:** low possibility of attaining important values and goals such as career development and promotion in the future when remaining in the organization
- **Normative forces:** e.g., wanting to be closer to family
- **Contractual forces:** e.g., breach of the implied contract by the side of the organization
- **Constituent forces:** e.g., lack of attachment to co-workers and work group
- **Moral/Ethical forces:** e.g., believing that switching jobs regularly is good and that staying long means stagnation.

This taxonomy of motivational forces provides a summary of the numerous predictors of voluntary turnover and retention.

Retaining Strategies

1. There are plenty of opportunities available outside to them and that induces them to leave the present organization they are working with.
2. It is found that the job in the manufacturing industry demand high skill set and competencies and there is a mismatch between the training provided to the employees and suitable skill to perform the job.
3. It is found that most of the respondents have been experiencing the high amount of stress in their work that causes them to lower their performance level, productivity and health.
4. The respondents feel that organizations doesn't provide adequate leaves to the employees and it doesn't have any work life balance programs for the employees to maintain their work life and personal life
5. The women respondents working in the industry feel that getting married can cause them to leave the present organization attributing various societal reasons like seeking acceptance of husband and in-laws, moving to husband's place.
6. The study found that unusual shifts and odd shift timings discourage the employees to stay
7. It is found that there is less transparency in the performance appraisal system and the performance feedback is also not communicated to the employees to know the gap in their performance.
8. Respondents feel that the salary packages one receives is not the main factor for the increasing rate of attrition, as most of the respondents have been paying better salaries by their respective organizations.
9. Most of the female respondents feel that the domestic responsibilities like taking care of parents, in laws and children causes them to leave the profession and join some other profession.

The factors which cause attrition among the employees working in manufacturing industry –

1. Unfriendly Working Conditions – 52%
2. Lack Of Social Interaction At Work Place – 60%
3. Lack Of Training And Developmental Opportunities – 37%
4. High Amount Of Work Stress – 73%
5. Role Confusion – 28%
6. Ineffective Organizational Policies –
 - Performance Appraisal and Feedback - 67%
 - Career Management - 54%
 - Compensation and Reward Management – 38%
 - Communication Policy - 51%
 - Leave Management – 56%
 - Motivational Policies – 88%
7. Marriage Is The Reason For Attrition – 33%
8. Loss Of Interest Is The Reason For Attrition – 57%

Respect

Recognition

Reward

3 R's Of Employee Retention to retain employees and keep satisfaction high:

The Eight Central processes of the Kei's Employee Retention Wheel are:

1. Values for employing are communicated to employees.
2. Communicate to job seekers and attract candidates who will fit in the job.
3. Employers seek if the attitude of job seekers will match their environment.
4. Employers check job seeker's ability and their skills before selection.
5. Make new employees to understand the reason for success of business and prepare them to work for further support.
6. Employers provide essential information to carry on work effectively.
7. Giving opportunity for employees to work together and measure their effectiveness through training.
8. Employees duly rewarded with extra incentive income.

1. Paint a clear and exciting vision for the future. Employees stay longer when they buy into the future of the business and are excited about the opportunities for their own growth and development.
2. Leaders and managers need to make sure that every employee is clear about how their role contributes to growth and success. Changing business objectives into personal objectives and measuring these continuously can achieve this. Tools such as a Balanced Score Card work particularly effectively.
3. Assess your Employee Engagement strategies. Improving employee engagement is a long-term strategy but it increases productivity and enables organizations to grow faster and more sustainably.
4. Recruitment is often reactive. A person leaves and there is a mad dash to find a replacement. It is far more effective to put in place a strategy that continuously looks for highly talented and skilled employees.
5. Engaged employees are the best advocates for your company. Motivate them to refer and recommend your organization to others.
6. Market yourself externally as a company that is growing and has a clear vision of where it wants to be.
7. The best staff will already be in employment and are never those proactively looking for a position. Tempt them to be in direct contact with you.
8. Be sensible with your job descriptions. Because we suffer from a skills gap, there is a temptation to combine roles and responsibilities. After all, having one person do two people's jobs makes financial sense. Unfortunately it won't help your recruitment and finding someone with a broad skill set across diverse areas will impede your recruitment and can damage your reputation as an employer.

It is desirable to plan Employee retention strategy by covering following aspects

- Identify and prioritize key employees that present a current or future retention risk,
- For each key retention group, clarify reasons for wanting to retain them,
- With each group, need to take interviews, and opinions, (entry – reasons for taking this job, on the job – reasons for staying, to ascertain what need to do to retain other group employees and also for future reviews, and exit interviews to assess what went wrong)
- Making the interviews with employees independently and keeping them confidential for best results,
- Using the information that is collected to clear, quantifiable retention goals for each group of employees.



Actions -

1. Focus on providing Hygiene factors - compensation, benefits and physical aspects of working environment (health, safety, and comfort)
2. Thrust on Motivating factors - Feeling of achievement, Recognition, Challenging work itself, Career advancement, Increased responsibility, Opportunity for growth as a person
3. Building Organizational culture - Good culture is usually typified by quality of excellence, openness in communication, participation in decision making, and high standard of safety.
4. Undertake review of existing policies and improve current practices on flexible work arrangements.
5. Provide possible work breaks and interval to the employees to get relief from their work.
6. Open Communication always helps the organization, the employees' doubts with regard to performance standards and performance expectations must be communicated prior.
7. Try to make the job more enriched so that employees can feel a sense of satisfaction and pride in their work.
8. Loyalty can't be bought, companies can introduce loyalty programs to motivate their employees to stay back with their organizations.
9. Build learning relationships in all directions and hold all participants responsible for their success.
10. Select the candidates who fit into the role and train them accordingly and make it as a continuous practice in the organizations, so that the employees never feel inferior to perform their role.
11. Strengthen Career Development and Career Progression Programs in return it help the organization to retain their employees.
12. Provide whole job experience to the employees to maintain their interest in their work and it motivates the employees to stay back with the organization.
13. Recognize the employees. Appreciating the skill and performance acts as the energy booster to the employees and induces them to achieve higher performance standards.
14. Retention must be intertwined and blended in the organizational strategy formulation. Organizations must maintain a rewarding, encouraging a participative culture in the organization. This definitely pays off to the organizations with having loyal workforce who are skilled, trained and motivated workforce.
15. Build A Great Place to work
16. Encourage and create Great Managers – as people leave managers (GMI)

Talent Evaluation

Three types of goals: based on time, focus and topic

1. **Set realistic goals.**
2. **Keep a track on achievement.**
3. **Build Ownership & Accountability around goals**

Common types of goals are to:

- o Increase something
- o Make something
- o Improve something
- o Reduce something
- o Save something
- o Develop someone (yourself!)

Job descriptions are valuable communications tools they help to:

- Define the job and expected results
- Select the best qualified candidates
- Determine the best processes to accomplish tasks and projects
- Establish performance objectives and goals
- Identify knowledge, skills and abilities to select and develop
- Reward employees equitably and appropriately
- Companies usually develop employee performance standards directly from a thorough and well-written job description. As an employee, it is important to understand the roles and responsibilities outlined in your job description and your expected performance levels

SMART criteria?

S	Specific What will be accomplished? What actions will you take?
M	Measurable What data will measure the goal? (How much? How well?)
A	Achievable Is the goal doable? Do you have the necessary skills and resources?
R	Relevant How does the goal align with broader goals? Why is the result important?
T	Time-Bound What is the time frame for accomplishing the goal?

Talent Evaluation

S – Specific - When setting a goal, be specific about what you want to accomplish.

Who – Consider who needs to be involved to achieve the goal (this is especially important when you're working on a group project).

What – Think about exactly what you are trying to accomplish and don't be afraid to get very detailed.

When – Goals need to be timebound, you should at least set a time frame.

Where – This question may not always apply, especially if you're setting personal goals, but if there's a location or relevant event, identify it here.

Which – Determine any related obstacles or requirements. This question can be beneficial in deciding if your goal is realistic.

Why – What is the reason for the goal? When it comes to using this method for employees, the answer will likely be along the lines of company advancement or career development.

Talent Evaluation

M – Measurable - What metrics are you going to use to determine if you meet the goal? This makes a goal more tangible because it provides a way to measure progress. Milestones are a series of steps along the way that when added up will result in the completion of your main goal.

- ❖ As the “M” in SMART states, there should be a source of information to measure or determine whether a goal has been achieved. ☑ The M is a direct (or possibly indirect) indicator of what success for a particular goal will look like.
- ❖ Sometimes measurement is difficult, and managers and employees will need to work together to identify the most relevant and feasible data sources and collection methods.
- ❖ Data collection efforts needed to measure a goal can be included in that goal’s action plan.
- ❖ Even if a perfect, direct measurement source is not immediately feasible for a given goal, the discussion about the desired end result (why this goal is important) and what the measurement options are (what success might look like) is an important and valuable part of performance planning.
- ❖ Measurement methods can be both quantitative (productivity results, money saved or earned, etc.) and qualitative (client testimonials, surveys, etc.).

Talent Evaluation

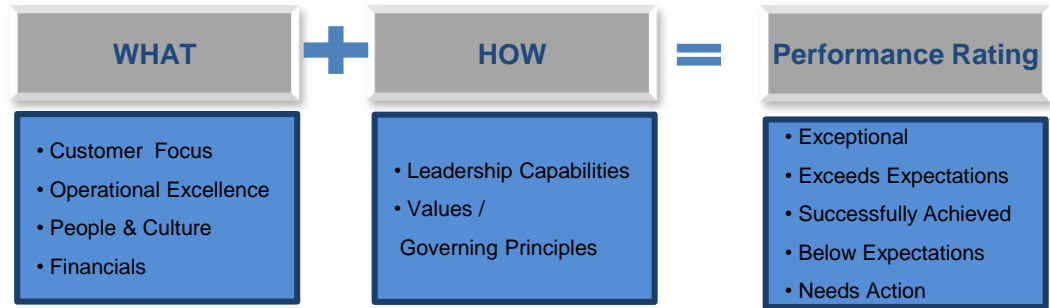
A – Achievable This focuses on how important a goal is to you and what you can do to make it attainable and may require developing new skills and changing attitudes. The goal is meant to inspire motivation, not discouragement. Think about:

- ❖ how to accomplish the goal,
- ❖ if you have the tools/skills needed,
- ❖ if not, consider what it would take to attain them.

R – Relevant Relevance refers focusing on something that makes sense with the broader business goals. For example, if the goal is to launch a new program or service, it should be something that's in alignment with the overall business/department objectives. Your team may be able to launch a new program, but if your division is not prioritizing launching that type of new programs, then the goal wouldn't be relevant.

T – Time -Bound Anyone can set goals, but if it lacks realistic timing, chances are you're not going to succeed. Providing a target date for deliverables is imperative. Ask specific questions about the goal deadline and what can be accomplished within that time period. If the goal will take three months to complete, it's useful to define what should be achieved half-way through the process. Providing time constraints also creates a sense of urgency.

Talent Evaluation



LCM Framework

Leadership Capability Model – At a glance

At the heart of the model are our **Governing Principles** which form the foundation of our approach. The model is aligned to the strategic priorities of our company which are **Customer, Operational Excellence, People & Culture**.

Governing Principles:

- Focus on an operational culture
- Enable our people to excel
- Deliver our promises
- Build trust and respect

Leader of People for: Emphasis shifts to leading and managing others, influencing through others and shaping the environment for others to deliver in the short to medium term. All members in grades **Max to Max 6** are part of this list.

Clones	Leadership Capabilities	Capabilities for Leader of People for
CUSTOMER	Customer Focus	Delivers Customer Service
	Judgment and Decision-Making	Makes Decisions
	Driving Growth and Innovation	Supports Innovation and Continuous Improvement
	Execution and Delivery	Delivers Against Teams Objectives
OPERATIONAL EXCELLENCE	Drive for Results	Delivers to Deliver Throughflow Team
	Team	Builds Trust in Others
	Communication and Influence	Engaging Communication
	Collaboration	Builds Collaborative Relationships
PEOPLE AND CULTURE	Transformation and Change	Facilitates Transformational Change
	Valuing Difference	Supports Difference
	Empowerment and Delegation	Develops Responsibility
	Building Talent	Coaching and Developing Others
Resilience	Maintains Composure	
Personal Growth	Demonstrates Self-Development	

PDR Form

Report to: [Name]

Department: [Name]

Position: [Name]

Supervisor: [Name]

Criteria	Target	Actual	Rating	Comments
Customer Focus				
Operational Excellence				
People & Culture				
Financials				
Leadership Capabilities				
Values / Governing Principles				
Total				

5 * 3 Matrix

Overall performance rating

The 'How'	The 'What'				
	Needs action	Below expectations	Successfully achieved	Exceeds expectations	Exceptional
Exceeds expectations	Successfully achieved	Successfully achieved	Exceeds expectations	Exceeds expectations	Exceptional
Exceeds expectations	Below expectations	Successfully achieved	Successfully achieved	Exceeds expectations	Exceeds expectations
Exceeds expectations	Below expectations	Below expectations	Successfully achieved	Successfully achieved	Exceeds expectations
Below expectations	Needs action	Below expectations	Below expectations	Successfully achieved	Successfully achieved
Needs action	Needs action	Needs action	Below expectations	Below expectations	Successfully achieved

Talent Development



Talent Development

Some Head Winds

Coaching programs will draw greater scrutiny

Coaching will continue to be a key tool for executive and leadership development. Organisations expect to see clear success criteria as a part of any engagement to get real returns on this type of a development investment

Demand for basic skills training is expected to re-emerge

Due to volatility in the business environment and budget constraints, programs devoted to developing basic skills often take a back seat. Highly focused training modules designed to meet specific short-term needs or pressing business challenges take prominence over such programs.

Globalisation will shape more leadership programs

While some organizations have had a global dimension in their leadership development initiatives, most companies realise that they must play catch-up or lose ground in an increasingly integrated, competitive global marketplace.

Companies will turn to training to build employee loyalty

As attrition rates increase, senior management is expected to turn to the Human Resources (HR) teams to build closer relationships with high-performing workers. Organisations will increase their focus on leadership and personal development programs in order to improve retention and engagement.

Workers will be more assertive about high-potential programs

Up till now, the process of selecting candidates best suited for high-potential programs has been discreet and low key. However, with the selection process becoming more open, ambitious individuals have begun to volunteer enthusiastically for any kind of leadership development offering.

Talent Development

Aspects Critical to Business Success

Values
[Guiding Principles]

Competencies
[Behaviors critical to role]

Process Abilities
[Skills critical to success]

Functional Know-how
[Domain specific knowledge]

Focus on the above through the following

Culture Building

**Front Line /
Technicians**

**Junior
Management**

**Mid
Management**

Leaders

*Programs across employee groups & levels
focused on embedding a Value based culture*

**Capability
Building**

SEED

Umbrella programs mapped to Competencies for frontline

ROOT

Programs based on Training Needs Identification

**Career
Development**

CAPTAIN

To 1st Level Suepvisor

PILOT

To 2nd Level Supervisor

Accelerated Development

For Hi-Po's/KCRs

Talent Development

the 70 : 20 : 10 model

70%

Learn & Develop
through
Critical experiences

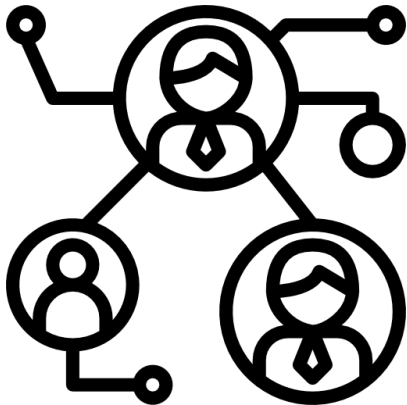
20%

Learn & Develop
through
relationships

10%

Learn & Develop
through
**structured courses
& programs**

**We know that employees
join organizations & leave managers**



At the heart of a **Great Company** is **Great Employee Experience**

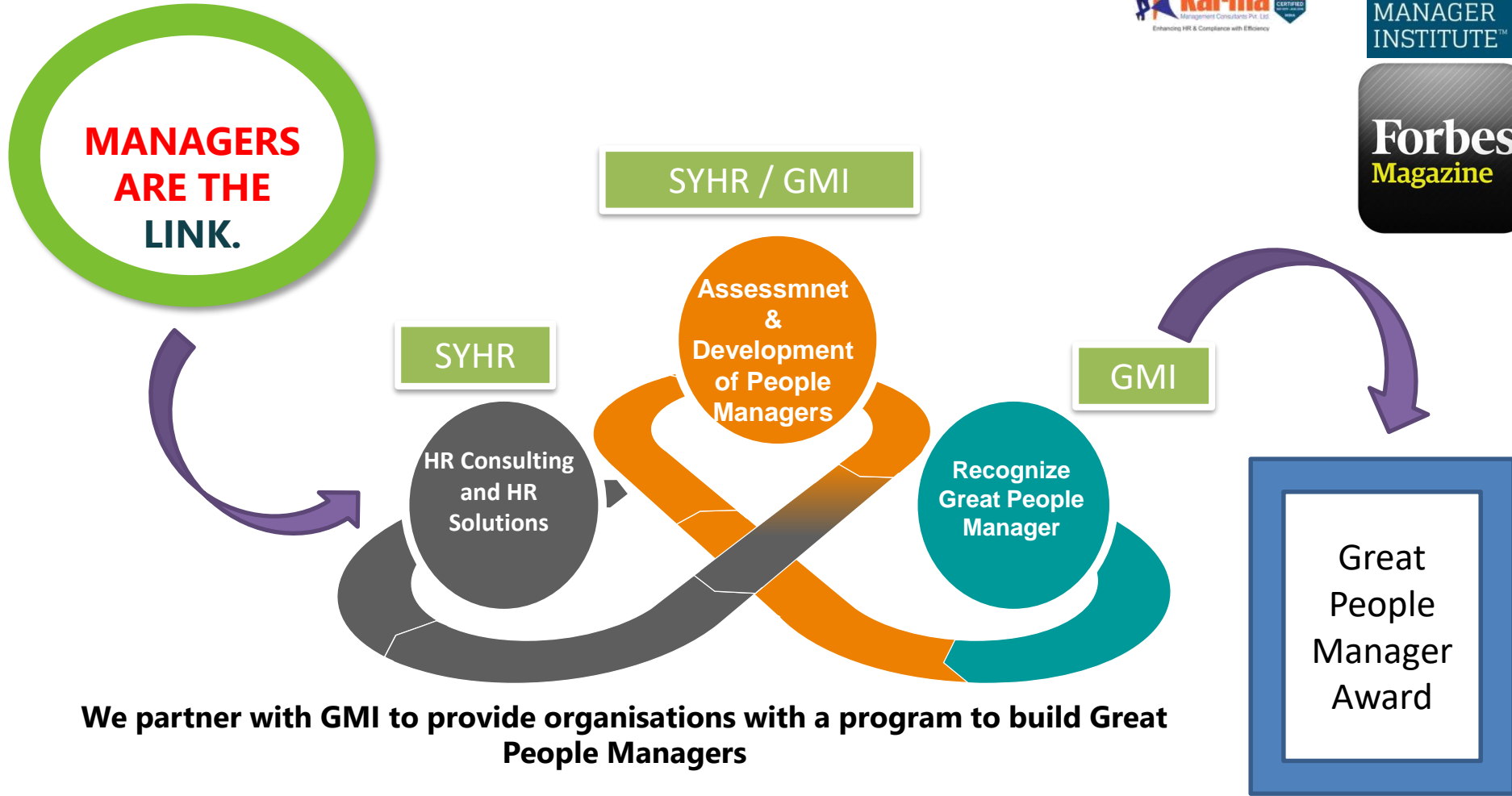
**An organization's Employer Brand is significantly impacted by
the quality of their People Managers.**

Mentoring for Great Managers



GREAT
MANAGER
INSTITUTE™

Forbes
Magazine



We partner with GMI to provide organisations with a program to build Great People Managers

Great Managers Institute and ShareYourHR



GREAT
MANAGER
INSTITUTE™

- GMI and SYHR are dedicated to build and celebrate great People Managers who delivery great employee experience
- GMI and SYHR share a common philosophy towards people practices and how they are implemented
- SYHR and Karma along with its mission to provide people solution to its clients globally will also propagate GMI mission of identifying Great Managers
- GMI and SYHR will work together in forums to share practices and solutions that build great working places
- GMI and SYHR will partner to develop managers to aspire to be Great Managers and vie for the coveted “Great People Manager”

Performance Bonus

Performance Bonus payout Grid

Rating	Others	HiPo's
Exceptional	115%	130%
Exceeds Expectation	105%	120%
Successfully Achieves	100%	105%
Below Expectation	0%	0%
Needs Action	0%	0%

<u>Proposed PB Structure</u>		Financial metric (50%)		Non - Financial metric (50%)
	Ratio of Financial to non-Financial measures	Company Financial Performance	Department Financial Performance	Individual Performance
		Revenue & EBIT		
Leadership	50% : 50%	50%	0%	50%
Middle Management	40% : 60%	20%	30%	60%
Support Staff	30% : 70%	10%	20%	70%
Operation Staff	30% : 70%	0%	30%	70%
Junior Staff	0% : 100%	0%	0%	100%

Target Achievement	Percentage Payout
90 - 94	50
95 - 99	75
100 - 101	105
102 - 105	120
106 +	130

Subject to approval

Sales Commission

Sales Leader Team / Operations HOD

- Works on start to finish of bid/deal
- Generates lead
- Follow up
- Deal closure

Bid Support Team

Support Employees who work across bids

- Support teams not eligible
 - Human Resource
 - Administration
 - Technology
 - Finance
 - Legal

Liasoning Team

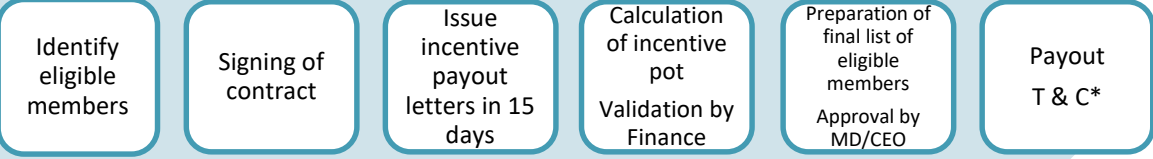
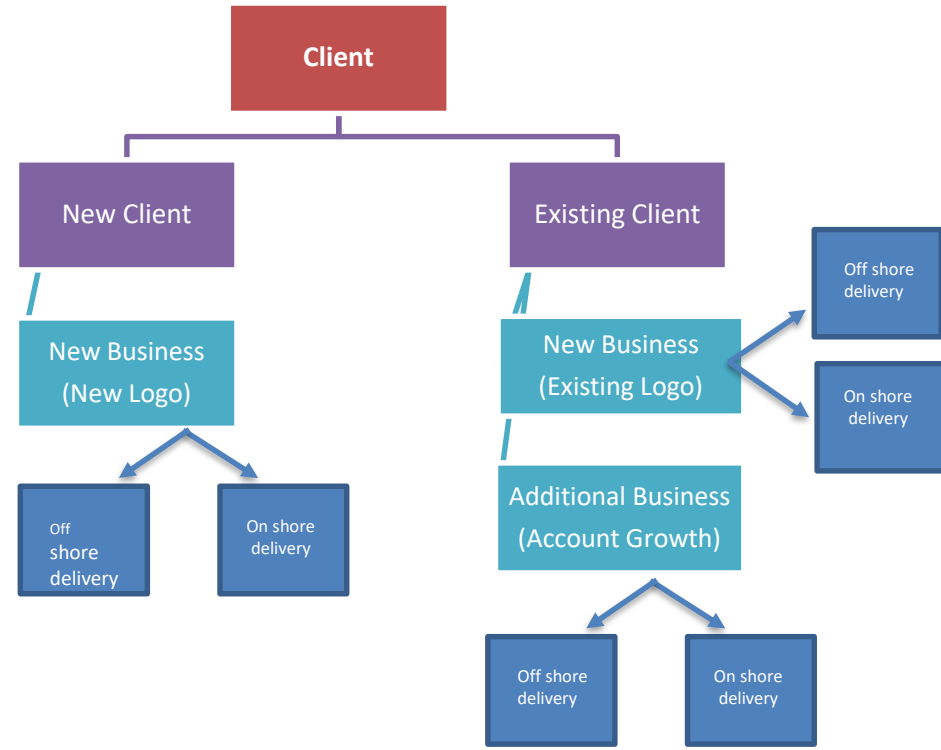
Relationship Managers / Operations Lead / HOD

- All those who are responsible for organic growth within existing contract base

Operations Team

Operational delivery

- Efficient management of client
- Account growth within existing contract base

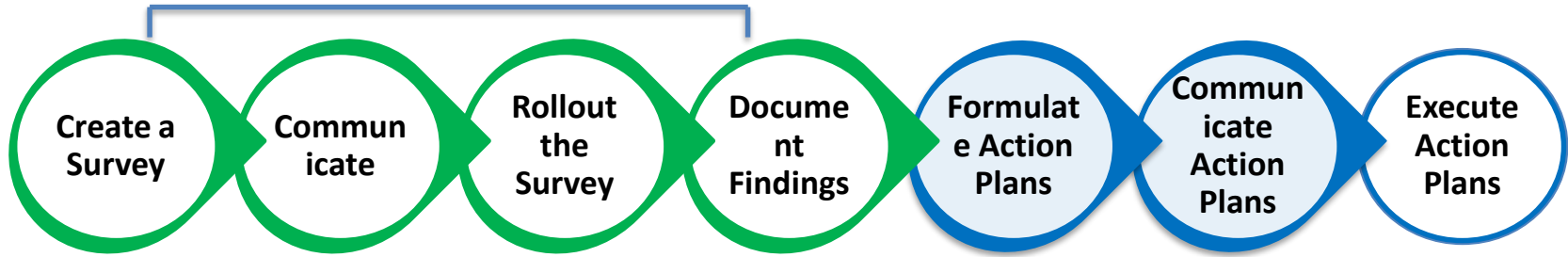


Sales Incentive Plan

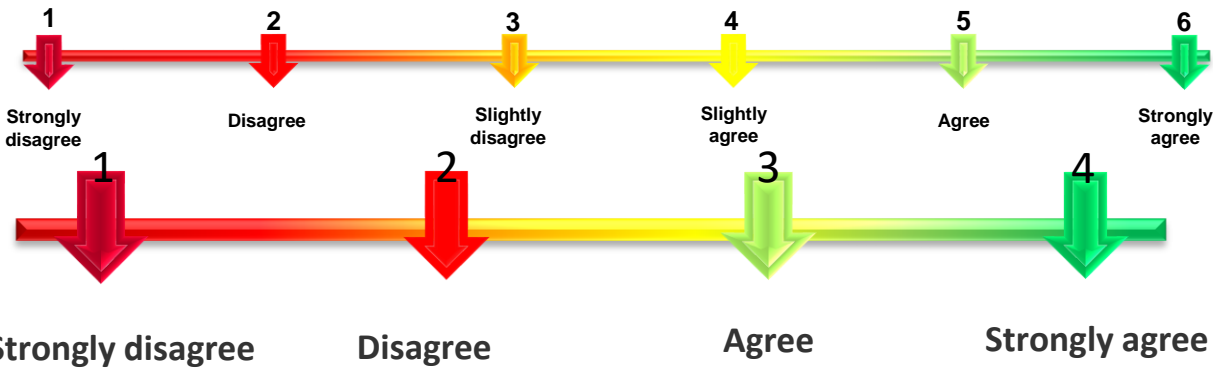
- ✓ Eligibility - All permanent employees excluding MD/CEO
- ✓ Role or contribution – Identified at the beginning of the deal
- ✓ Incentive pot will be calculated on the actual net revenue billed & collected

Employee Satisfaction

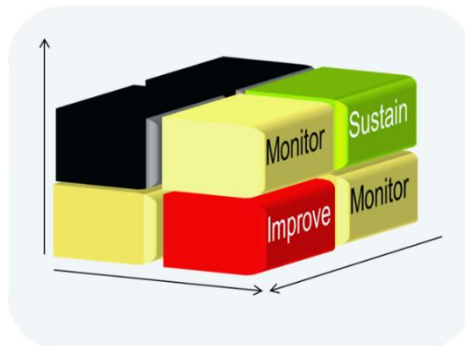
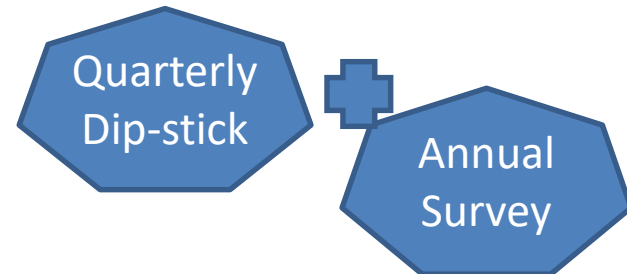
Esat Process



Esat Process



Esat Frequency



- To all employees who are 6 months plus in the system
- Segregation –
 - Top/Middle/junior levels
 - Company & department/Location wise

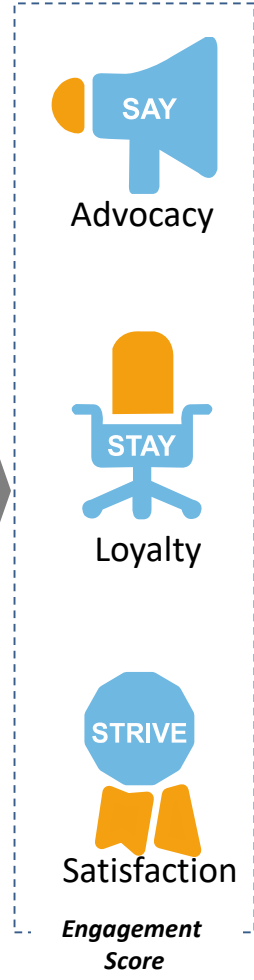
Differentiators

Foundation

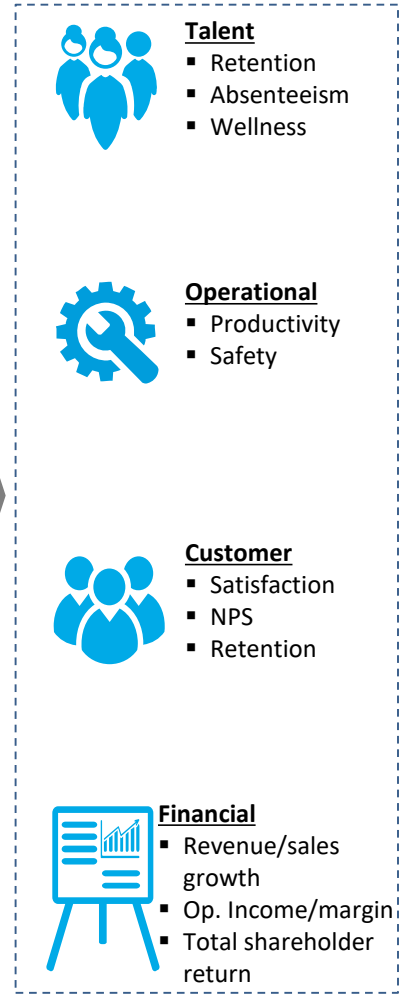
Engagement Drivers



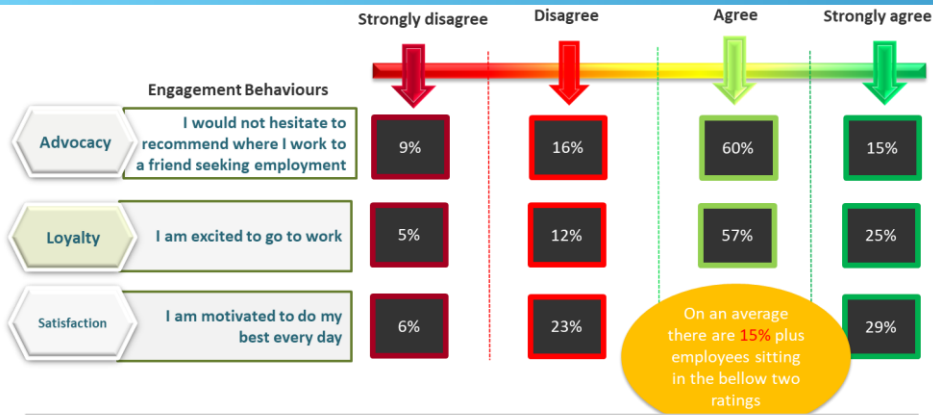
Engagement Outcomes



Business Outcomes



Employee Satisfaction



Performance Management System drivers

Performance appraisal setting expectations, measurement criteria is clear

Goals set for me at work are realistic

My supervisor discusses my performance evaluation with me

I am able to apply my talents

I am motivated to contribute more than is normally required to complete my work

I am given required guidelines & support from management to execute my duties

Motivation to contribute & Guidance + support have over 20% sitting in below 2 ratings

Work Environment drivers

I have a good relationship with my supervisor

I have a good relationship with my co workers

I am aware of what my colleagues in other divisions are doing

Team from different division work together for the common good

Awareness of work in other divisions has 20% plus in below 2 ratings, can be correlated with communications with employees

General drivers

My voice is being heard by the management

I trust that the survey results will be acted upon

I am aware of the vision, mission and values of the company

We never compromise on work ethics

Employees treat each other with respect

I feel secure working here

Reward & Recognition drivers

My company rewards and recognizes the good work done

Management recognizes strong performance

I am recognized by my supervisor in front of my other colleagues for my performance and it helps me perform better

Policy related drivers

I am aware of the HR policies

Management policies helps and motivate me to perform better

List two company policy which works as road blocker for you to perform well

Quarterly Yearly I Sparkle Awards

These awards are held every quarter. The period for rewarding the employees will be from January to December. The awards will be held in each site/department locally

Employees from Jr Employee to Mid Level Management will be rewarded

Half Yearly I Sparkle Awards

These awards are held in the month of July every year. The period for rewarding the employees will be from January to June. The awards will be held in each site locally.

Employees from Jr Employee to Mid Level Management will be rewarded.

Annual I Sparkle Awards

These awards will be held in the month of January every year. The period for rewarding the employees will be from January to December. The awards will be held in each location/HO.

Employees from Jr Employee to Mid Level Management will be rewarded.

The H2 awardees are selected for the period July to December and are given an iSparkle certificate at a local R&R process function.

The winners of the Half yearly H1 & H2 I Sparkle awards qualify for the Annual I Sparkle Awards. Annual Awardees are selected from this pool.

Global Awards

These awards will be held in the month of March every year. The period for rewarding the employees will be from January to December. We will be awarding the crème d le crème (Top 100) performers across the company.

Employees from Jr. Employee to Leadership level will be rewarded

The Reward categories

- 1) Class of 20__ (Ops & Ops Support)
- 2) Class of 20__ - Supervisor
- 3) Class of 20__ - Team Manager
- 4) Class of 20__ – Support –
 1. Support/Enabler selected by Regional/Department Head
 2. Corporate selected by CEO/MD
- 5) Best Operations Team
- 6) Best Support Team
- 7) Best Corporate Team
- 8) Best Service Delivery Leader
- 9) Best Support Leader
- 10) Best Corporate Leader

CEO's Award for Excellence

- 1) Leadership Excellence Award (Operations) – Leadership Level
- 2) Leadership Excellence Award (Support including Corporate) – Leadership
- 3) Emerging leader Award (Ops)
- 4) Emerging leader Award (Support)
- 5) Emerging leader Award (Corporate)
- 6) CSR Award
- 7) Award for Woman Leadership
- 8) Sales Leader with significant contribution to growth
- 9) Operations Leader with maximum automation/tools deployment
- 10) Operations Leader with HR Orientation

C) Chairman's/MD Award:

These Awards will felicitate the employees who walk the talk with regards to our Values/Culture and those who have ingrained these behaviors in their day to day activities.

Employee Wellbeing

**Employee
HAPPINESS**

Build Employee Experience outcomes in every HR process.
Culture is a Key Driver of the business

Create Policies that foster workplace culture, healthy competition & transparency.
Ease to use processes has to be inbuilt

Have planned and informal employee Listening Forums
You Said..... We Did. Needs to be communicated

Effective Employee Communication is key to building culture, transparency and inclusivity
Communicate to employees the company status

Robust Compensation/benefit structure, Performance Management process and R&R program must go hand in hand.

Leader must walk the talk (Right from Onboarding to EXIT)

Zero tolerance to any breach in values
Put Employee FIRST
Invest in employee development and genuinely look out for employee wellbeing

Our Wellness Program



Healthy work force = Happy work force = Increased productivity

LVG SYSTEMS, based in California, USA, provides quality educational programs and workshops to promote personal health, fitness, protection and safety. We strive to improve the health and well-being of individuals through a holistic approach

All the programs are reputed for being tailored to the needs of individuals, irrespective of their age group or fitness level.

LVG programs are known to be popular for their simplicity, effectiveness and positive results.

LVG* SYSTEMS STRESS PREVENTION PROGRAM

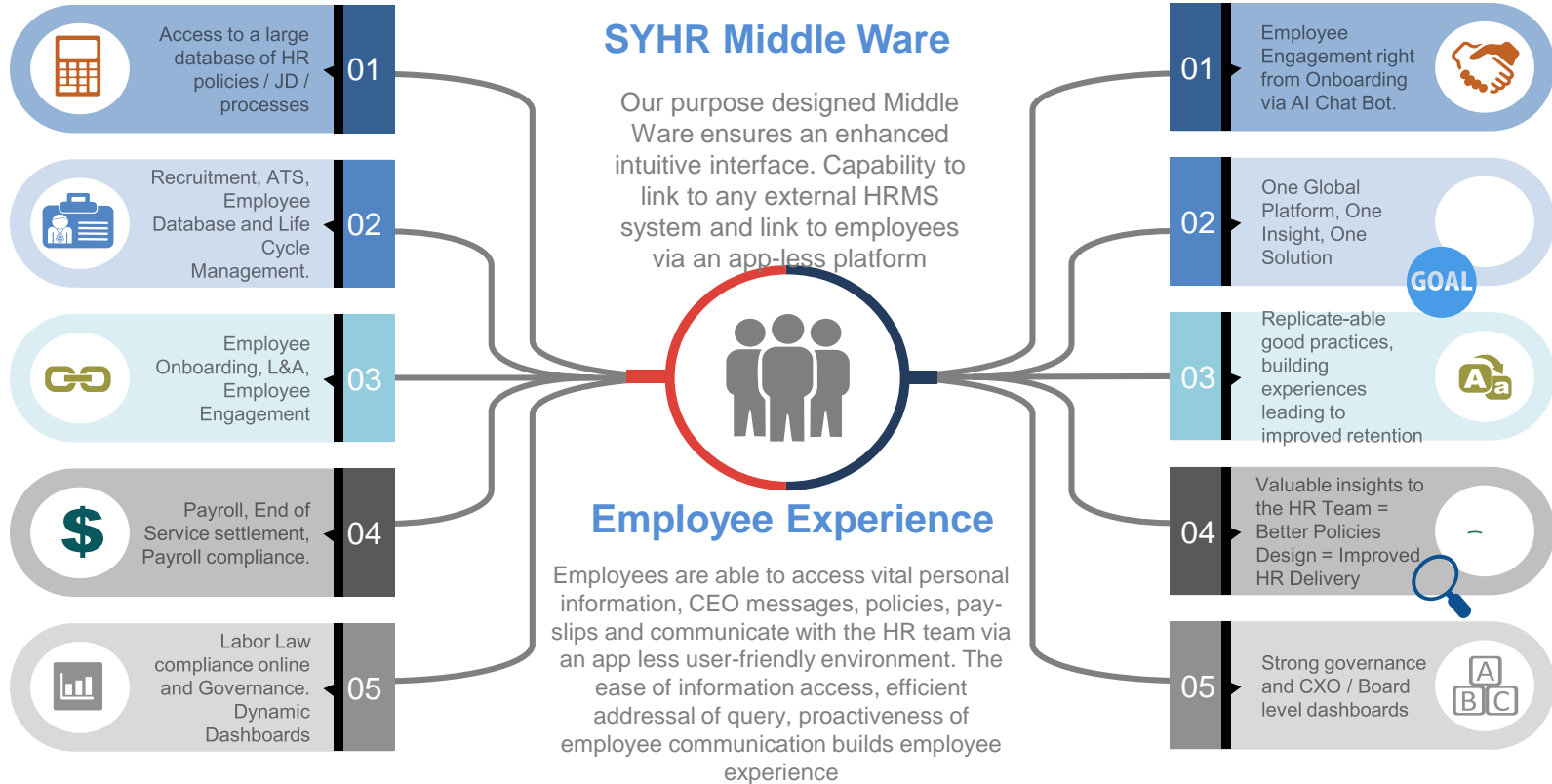
- Recognize the signs and symptoms of Stress in themselves and others.
- Understand the causes and effects of Stress and its impact at the individual, departmental and organizational levels.
- Learn methods for enhancing positive health, reducing and preventing unnecessary Stress through a variety of **LVG***:
 - o Breath, Concentration, Progressive Relaxation, Meditation, Mental Imagery, Mindfulness, Self-Massage and yogic exercises.
- Learn the seven dimensions of wellness and integration states of physical, mental, and spiritual well-being.
- Learn how these seven dimensions act and interact in a way that contributes to creating a culture of well-being .

Stretch & Breathe

SLIM

Women
Programs

Tech Enabled Solution



HR Compliances

Compliance Tools

- › *Edoc*
- › *ECheck*
- › *VCheck*

Consultation

- › *Guide to build people structures, pay components, HR processes, SLA*

Set-Up Guidance

- › *Compliance Registration*
- › *Org Structure*
- › *HR Policies*

Knowledge Reservoir

- › *Comply4HR*



Payroll

- › *My Payroll Buddy*
- › *Payroll processing – L&A, Expenses, Variable pay, F&F*

Compliance

- › *Filing all monthly & Annual compliance*
- › *Maintenance of records*

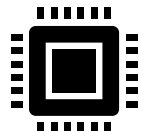
Governance

- › *Risk Management*
- › *Board Reporting*
- › *M&A Due Diligence*

Government Liaison

- › *Relationship management*
- › *Solution building*

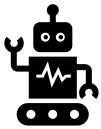
Automated Compliance



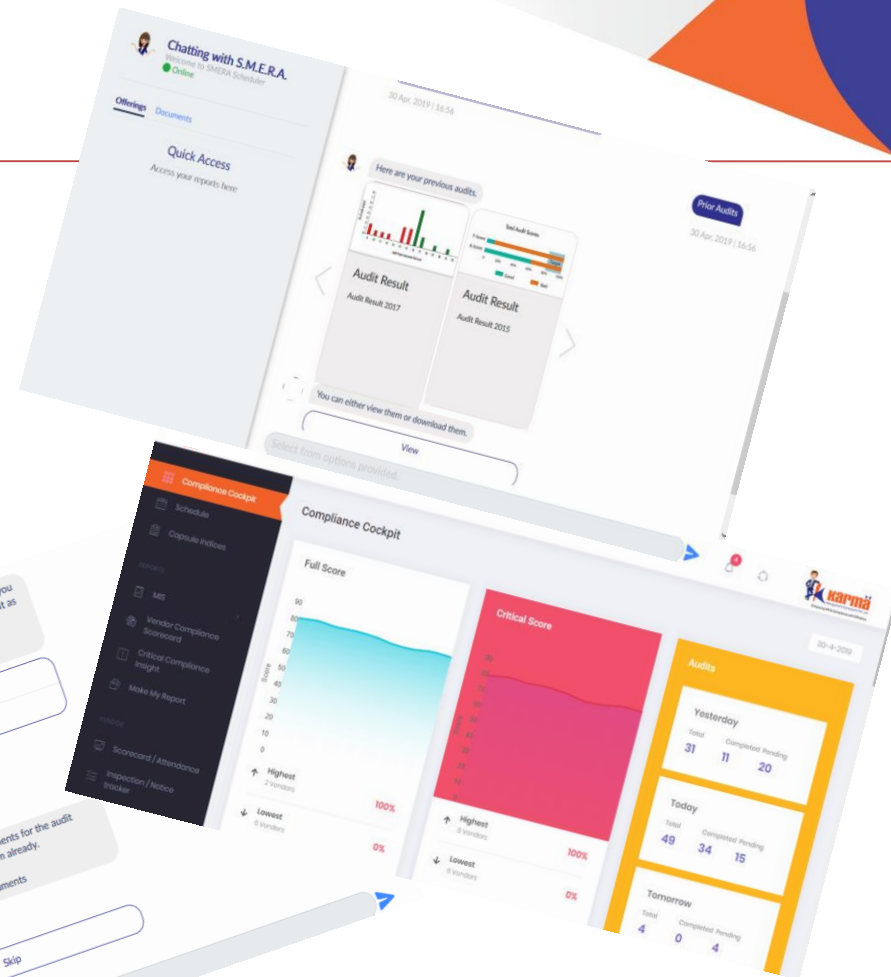
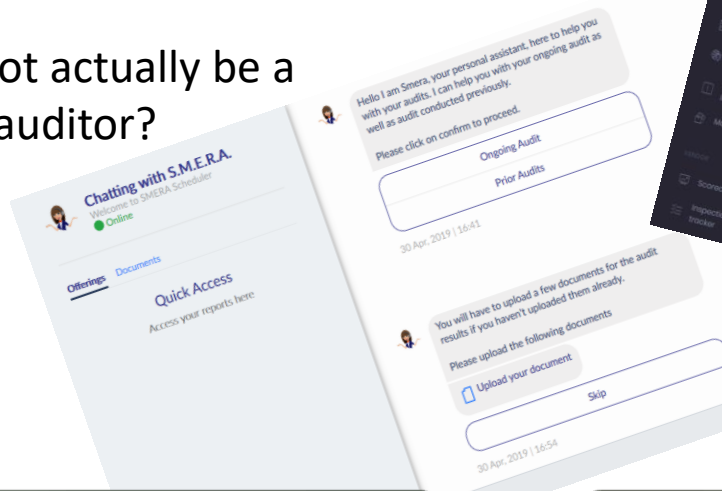
Can labour compliances be real time?



Can we get compliance status/insight?



Can a chat bot actually be a compliance auditor?



“E-Doc” – solution for preparation of Statutory Registers as per each State’s Statutory formats.

“E-Check” – solution for complete establishment compliance PAN India including dashboards and repository of the documents.

“V-check” – vendor compliance solution to enable clients to view reports on audits for all their sites.

USP – My Payroll Buddy

Payroll would be processed through HRMS Software – My Payroll Buddy

Spread over **25** Locations PAN India

100% Confidential Of Salary

100% Accurate & On - Time Payroll Generation, On Time Salary

100% Automated HR & Payroll Process

35 Years Of Payroll & Compliance Expertise

Avg **1.5** Lac Claims Settled For PF In a Year

2 Lac TIC Generated PA

Already Managing **5** Lac Employees Automation, Payroll & Compliance

HRMS Platform On Cloud For Employee Self Service / Manager Self Service / HR Dashboard

Payroll & Compliance On Cloud including Time & Attendance Module

Onsite Employee Helpdesk for Payroll and Payroll Compliance

End-to-end Payroll compliances including PF UAN, PF Claims , ESI cards Management across

International Workers Compliance

ESIC TIC / PF UAN Management

Audit & Inspection Management

Provide time to time updates related to regulatory changes & standard product enhancement

Gap Analysis and Customization development for customer specific requirement

Conformance to GDPR and data protection act

Confidentiality

An employer's ability to **protect** its **trade secrets** will depend on the degree to which the underlying knowledge or information is known by others. Put another way, in order to gain common law protection, a **trade** secret should be treated as a secret.

Information that has **commercial value** and that has been **scrupulously kept confidential** will be considered a trade secret (TS).

A **secret**, where the Owner will be entitled to **court relief** against those who have stolen or divulged it in an illegal manner.

Confidentiality

- Under most TS regimes, you cannot have a TS unless you have taken reasonable precautions to keep the information confidential
- ‘Reasonable’ → case by case
 - reasonable security procedures
 - Non-disclosure agreements (NDA) / Non Compete
 - such that the information could be obtained by others only through improper means
- Importance of proper TS management program / Protection Policy
- Educate & Train
- Restrict Access
- Marking of Documents



Our Value Proposition

- ✓ We have Expertise to manage HR processes globally - HRSS
- ✓ We are Specialist in HR Strategy/Processes, M&A, Talent Management, Employee Experience, Wellness, Solution Design, HRSS, Recruitment & Compliance
- ✓ Our Tech Enabled Solutions are purpose built for Shared Service with employee Experience at Core – SYHR Middle Ware
- ✓ We assure that the Value we bring to our clients will go beyond expectations

THANK YOU

Contact details:

Pratik@shareyourhr.com

Kevin@shareyourhr.com