



SINGAPORE ROWING

SINGAPORE ROWING ASSOCIATION

249 JALAN BUROH SINGAPORE 609832

UEN No. S83SS0011L

HUMAN RESOURCES

PRIVATE & CONFIDENTIAL

REVISION HISTORY LOG

	Descriptions of changes	Ver No.	Ver. Date	Prepared by		
	First Version	V1	26 TH September 2024	J Lawther		

OVERVIEW

The purpose of this Human Resources (HR) policy document is to establish clear guidelines and standards for managing and supporting the workforce at SRA.

This policy serves as a comprehensive guide for all Board Members, employees, including management, staff, and stakeholders, to ensure that HR practices align with the company's mission, vision, and values.

It is designed to promote a fair, respectful, and inclusive workplace.

SCOPE

This HR policy applies to all employees of SRA including full-time, part-time, temporary, contract staff and partners.

EQUAL EMPLOYMENT OPPORTUNITY

SRA is committed to providing equal employment opportunities to all employees and applicants for employment. We do not discriminate based on race, colour, religion, sex, gender identity, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by law.

RECRUITMENT PROCESS

The recruitment process at SRA is designed to attract and hire the best talent available, ensuring that all candidates are evaluated based on their qualifications, experience, and potential contribution to the company. The process includes job postings, candidate screening, interviews, and reference checks, all of which are conducted in a fair and transparent manner.

SELECTION CRITERIA

The selection criteria for each position are clearly defined in the job description and are based on the essential skills, qualifications, and experience required for the role.

DISCIPLINARY ACTIONS

Disciplinary actions at SRA range from verbal warnings and written reprimands to suspension and termination, depending on the severity of the misconduct. All disciplinary actions are documented.

FILING A GRIEVANCE

Employees at SRA have the right to file a grievance if they believe they have been treated unfairly or if they have concerns about workplace conditions or management practices.

GREIVANCE RESOLUTION

The Board will nominate someone responsible for investigating and resolving grievances in accordance with company policy and applicable laws.

COMPENATION AND BENEFITS

To be agreed on a case by case basis.

LEAVES

Leaves entitlements will be agreed on a case by case basis but will meet the minimum required by MOM.

All leaves to be approved by the manager and advised to the Finance and Administration Manager.

Annual Vacation will not be carried forward.

ANNUAL PERFORMANCE REVIEW

The performance appraisal process will provide employees with constructive feedback on their job performance and to identify areas for development and growth.

HEALTH AND SAFETY

SRA is committed to providing a safe and healthy work environment for all employees.

RESIGNATION PROCESS

Employees who choose to resign from their position at SRA are required to provide a written notice of resignation in accordance with their contract of employment.

TERMINATION FOR CAUSE

In cases where an employee's conduct or performance does not meet the standards expected by SRA the company may choose to terminate the employee's employment for cause.

END