

# Standard Operating Procedure

SOP-HR-004: Employee Personal File

Date of Issue	01/10/2014	Issued By	General Manager
Rev. No. & Date	New	Review Authority	AGM
Valid Up to	30/09/2015	Implemented By	HR Manager
Department	HR	Intended Audience	HR Department

## 1. Purpose:

The purpose of this SOP is to maintain all the relevant documents of an employee that governs the employment condition within World Class Resorts Private Limited. The documents can be classified as below:

- Documents related to previous employment
- Documents related to the employee qualifications
- Documents related to the conduct of the employee
- Documents related to the disciplinary proceedings
- Documents related to benefits and perks and performance review etc.

This SOP also authorises the Human Resources Manager to open an individual file per employee on the first day of his employment and collect the relevant documents within 7 days of his / her joining the organization. The employee personal files should be maintained by World Class Resorts Private Limited for a period of 10 years from the last day of working of the employee.

## 2. SOP In Nut Shell:



# Hotel Operating Manuals Standard Operating Procedures Sop S

**M Walker**



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