

SI IPL HR

Service Brief

**Employee
Blue Book**

HR Policy handbook is a reference book which contains all the HR policies, guidelines and procedures to be followed. The reference handbook is written to cover all the organizational policies, rules and regulations that are applicable to the employees of the organization. It ensures consistency in processes across the organization, prevents misunderstandings and improves productivity, service and quality at every level. SI IPL provides an external unbiased perspective and benchmark practices to help build a comprehensive employee policy handbook

Customer need	Employee blue book provides a standard framework of reference of all the human resources policies in the organization. It encompasses all the key processes of human resource management – talent management, performance management, compensation & benefits and training and development. It fosters transparent communication, clarifies policies, ensures correct fitment and helps resolve conflicts. It also acts as an internal comparison for benchmarking by the HR team to seek changes in the policies on different aspects.
How SI IPL can help	SI IPL has a ready to use framework and benchmark policies for the employee blue book, to speed up data gathering to reduce the time in creating a blue book.
Scope and Deliverables	<ul style="list-style-type: none"> - Employee Policy Book - Workflow design for automation - Design / redesign of forms and templates
Customer responsibility	<ul style="list-style-type: none"> - Knowledge on different policies in the organization - Industry benchmarks - Compliance regulations (as applicable)
Engagement approach	SI IPL uses a combination of ½ day workshops followed by workouts or offline work (as applicable) to expedite the process. The workout will essentially cover the data gathering process. SI IPL will complete the basic draft documentation if required or just review the document thereby offering the customer a choice of price points for the effort. The model provides for 2 iterative reviews to close out the effort.
Special Services (Optional)	<ul style="list-style-type: none"> - Business Etiquettes training - Foreign travel policies manual - Blue book for select industries
Service Reference	SI IPL-HR-BB/2009-2
Pricing	On request
Additional information	For a complete range of SI IPL Services, please visit www.siiplconsulting.com or email us at inquiries@siiplconsulting.com

strategicinterventions India Private Limited
Your Creative Business Catalyst

About Strategic Interventions India Private Limited

Strategic Interventions India Private Limited (SI IPL) is a business and operations advisory firm that is positioned as an organizational catalyst. Incorporated in 2003, it has worked with more than 50 customers from India, US and Singapore on various business, functional and domain aspects in select industry verticals such as manufacturing, healthcare, financial services, ICT & Education, Infrastructure and Retail.

SI IPL specializes in offering growth and change management consulting through its business life cycle services, functional problem solving through functional life cycle services, business transformation and outsourcing through its business transformation services and offers Executive coaching services through its Executive focus services as well. SI IPL projects typically span 6-36 months with clearly laid out milestones and deliverables. All SI IPL engagements involve ongoing knowledge transfer and training to maximize benefit to customers.

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