



## **Terms of Reference** **Human Resource & Development Committee**

### **Objectives**

The objective of the Committee is to ensure that the Human Resource Department's functions and the activities are carried out in an efficient and effective manner in order to achieve the company's overall business objectives.

### **1. Responsibilities**

- a) Review, analyze and make recommendations to the Board for improvement that will increase efficiency in the following areas:
  - HR Strategies, systems, policies and procedures
  - Impact and effectiveness of the human resource functions
  - Compliance with HR related budgetary projections and targets
- b) Assess the Human Resource's strategic plans, including human resource planning, compensation, training and development initiatives and employee assistance, wellness and welfare programmes to determine if they are in keeping with the company's business objectives and make recommendations to the Board as is necessary.
- c) Direct periodic human resource audit to ascertain if systems, policies, procedures and functions are being consistently applied and take appropriate action.
- d) Review and approve Human Resource Department's monthly reports to the Board.
- e) Review staffing request/requirement, relating to senior management, and make necessary recommendations to the Board.
- f) Provide Board guidelines on union negotiations and industrial relations issues/matters.
- g) Advise the Board on organizational restructuring and/or specific changes in organizational/departamental structure, as is necessary.

### **2. Reporting Requirements**

The Human Resource & Development Committee shall prepare quarterly reports to the Board, outlining relevant details of matters which have been considered, the Committee's resolutions and recommendations.



**3. Meetings**

Ordinary meetings of the Human Resource & Development Committee shall be held quarterly. Emergency meetings may be called from time to time, as and when appropriate.

**4. Quorum**

A quorum of the Human Resource & Development Committee shall consist of 2 non-Executive Directors.

**5. Secretary**

The Secretary of the Committee shall be the Company Secretary or designate.