

## HUMAN RESOURCES COMMITTEE 2021 / 2022



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Chair



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### HUMAN RESOURCE COMMITTEE

#### Terms of Reference

Scope: DAS Group (DAS, DAS Academy, DAS International and DAS Ltd)

The functions of the HR Committee include drafting and/or revising personnel policies for Exco approval, reviewing job descriptions, establishing a salary structure, and annually reviewing staff salaries, and reviewing the benefits package. It is also tasked in guiding development, review and authorisation of HR policies and procedures.

In some organisations the HR Committee also acts as a Grievance Committee for employee complaints. Since difficulties can arise if many less serious complaints are brought directly to the Committee rather than to the staff's direct supervisor, it is preferable for the HR Committee to act only on formal written grievances against the Chief Executive Officer or when an employee formally appeals a decision by the Chief Executive Officer to the Exco