

# HR

Empower ActSEA's team members to perform effectively and happily by developing and maintaining relevant and appropriate HR systems, policies, and procedures.

## Roles and responsibilities

Develop and implement systems and procedures for:

- [Recruitment, onboarding](#), and exit;
- Performance management and improvement, together with the Knowledge Team;
- Team member feedback, together with the Organisational Development Team.

Develop and implement policies to:

- Ensure the fair treatment of team members, including:
  - Salaries;
  - Benefits, including insurance;
  - Working hours;
  - Discrimination and harassment.
- Ensure the health and safety of team members during their work
- Ensure that team members act in line with ActSEA's values, including:
  - [Code of conduct](#)

Maintain up-to-date documentation of systems, [procedures](#), [policies](#), [team roles and responsibilities](#), as well as contracts.

Department	 Management
Purpose	Empower ActSEA's team members to perform effectively and happily by developing and maintaining relevant and appropriate HR systems, policies, and procedures.
Status	<div>COMPLETE</div>

### Apps

-  HR