

## **HR Mission**

### **To proactively contribute to Organization's Vision**

- By attracting and retaining leading edge talent
- By developing effective HR systems and practices whereby we always remain a learning organisation
- By inculcating a value system that treats employees with respect and fairness
- By providing an environment conducive to individual and group productivity, and professional growth
- By providing employees with equitable and competitive compensation

## **Equal Opportunities Employer**

Asia TV Ltd. shall provide equal opportunities to all its employees and all qualified applicants for employment without regard to their race, caste, religion, colour, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability.

Human resource policies shall promote diversity and equality in the workplace, as well as compliance with all local labour / employment laws, while encouraging the adoption of international best practices.

Employees shall be treated with dignity; employee policies and practices shall be administered in a manner consistent with applicable laws, respect for the right to privacy and the right to be heard, and that in all matters equal opportunity is provided to those eligible and decisions are based on merit.

## **Staffing**

### **Objective**

Asia TV Ltd. is an equal opportunity employer. It understands the critical role its pool of talent plays in its success and growth and therefore has a process of staffing and recruitment that hires individuals solely on the basis of the talents / skills / competencies required to perform the job.

All appointments, whether from internal or external sources, are made on the basis of individual suitability and merit.

We understand the importance of recruiting the right talent and in order to ensure that the most suitable candidate is selected; all candidates go through a rigorous selection process. Selection Methodology is predetermined according to the candidate's profile and the job description. The selection process is designed to assess the talents / skills / competencies required for specific role.

## **Manpower Planning**

Personnel or manpower planning is a prerequisite for the actual recruitment and selection process to begin. Overall organisational manpower plan is derived from the Annual Business Plan (ABP). The target manpower for each business unit and location is determined and set on the basis of the existing and forecasted business.

## **Sourcing of Resumes**

Asia TV Ltd. has identified the following major avenues for sourcing of resumes:

- Advertisements in print media
- Web Recruitment through corporate website or tie-ups with job site
- Employee Referrals
- Existing database
- Talent Search
- Recruitment Vendors
- Walk-in Interviews

## **Issue of offer letter**

Once the candidate is selected he/she is issued an offer letter in the standard format. The offer letter reflects any of the contingencies upon which the offer is being extended. Applicants accepting offers must sign a statement at the bottom of the offer letter, indicating acceptance and understanding the conditions of the offer. A copy of the signed offer letter is retained in the employee's personnel file.

## **EMPLOYEE DEVELOPMENT**

### **Talent Development**

The company undertakes talent development efforts to constantly enhance the capabilities of its workforce to effectively carry out current and anticipated future responsibilities. Personal development is primarily the responsibility of each employee. We also expect employees initiative towards self-development to ensure their progress within the organisation.

### **Performance Management**

The Performance Management at Asia TV Ltd. is a developmental endeavour. The basic purpose of the Performance Management is to continuously enhance the performance of the existing employees to achieve the business objectives and stated values of the organisation. It ensures continuous improvement by:

- Performance planning
- Identifying key strengths and improvement opportunities of employees,
- Identifying training needs,
- Identifying potentials for taking higher assignments and
- Recognition and reward

### **Performance Appraisal**

Performance Appraisal is an evaluation of employees past performance (for a given time frame) relative to performance standards. It involves:

- Assessing actual performance vis-à-vis role based standards
- Providing feedback to employees

Performance appraisal is required:

- To set the goals rightly
- To continuously document progress on each KRAs & invite feedback from the reporting manager
- To give regular feedback & guidance to the subordinates
- To make an employee aware of how he/she is doing against the assigned task
- To suggest changes in his/her behaviour, attitude, skills or job knowledge
- To provide systematic approach to back up compensation, rotation or promotion
- To create a base for Training & Development needs, potential assessment and career planning for the employee

## **TRAINING AND DEVELOPMENT**

Training programs at Asia TV Ltd. are conducted with the twin purpose of enhancing the current performance of the employee and enabling the employee to exploit his/her potential through developmental programs.

### ***Types of Training Programs***

#### **Functional Programs**

#### **Behavioural Programs (Focusing on personal / managerial effectiveness)**

#### **Leadership Programs (Focusing on managerial effectiveness and leadership)**

Training is provided by:

- Functional experts
- Internal trainers
- External Institutes / Consultants

#### **Methodologies adopted for imparting training**

- Classroom training
- Computer Based Training
- Guided self-study
- Assignments
- Mentoring
- Video based training
- Outbound training
- Games and Exercises
- Case Studies
- Simulation / Mock / practice sessions

In today's competitive environment and with ever increasing scarcity of talent, we realize the importance of building Managers and Leaders from within and therefore in an endeavour to provide focused attention to the company's growing need for Managerial Competency Development