



SMALL COMPANY IN GROWTH MODE

Description: Head of the HR function with 1 direct report, responsible for all aspects of HR. Introduced policies and procedures to an organization growing from small to medium size. Treated each roll out as projects with timeline, communication plan, training (if required) and FAQs.

Policies:

- Handbook
- Travel & Entertainment
- Company Car
- Business Code of Conduct
- Education Assistance
- Flexible Work

Procedures:

- Recruiting
- Succession Planning
- Competency Model
- Compensation Planning
- Performance Management
- Performance Improvement Plans
- Ethics Hotline
- New Manager Assimilation