

Taking Matters into Your Own Handbook SME Forum

In continuation of the recently commenced and already very well received SME Forum, Mr. Chen Chunjie, Senior HR Advisor at The JLJ Group, presented 'Six Things You Should Know About HR'. The highly informative presentation covered the six key areas of employment: Mandatory Benefits, Working Hours and Days, Annual Leave, Sick Leave and Medical Period, Maternity leave, and Termination and Severance Payment.

The crucial take-away from the presentation, aside from the individual topics, was the importance of the Employee Handbook for managing HR in China overall. Since the labour law in China is designed to protect employees, in most cases of dispute judges will issue judgment in favor of the employee and rarely in favor of the employer. In order



by the employee. If they are late three times, it is clearly documented and accepted, and the penalty can be more easily dealt.

In addition to the way a handbook is written, there are a number of sections to be included. These include an opening from the GM or president of the company, an introduction of the company, the HR policy on recruitment, employment, working hours, leave, compensation, promotions, rewards and punishment, performance management and dismissal, office administration and information management, and safety information.

Please also see the extended Business Feature on China's Work-Related Injury Insurance Regulation provided by JLJ Group on page 50.

to better protect themselves, employers must prepare a comprehensive Employee Handbook, which an employee should agree to and sign. The signed handbook provides the employer backing if a dispute arises.

A good handbook must be legal, logical, announced publicly to all employees, and executed according to clear procedures. Executed according to clear procedures is a major point, and simply means documenting actions and infringements in relation to the handbook. For example: if the handbook features a section on penalties for being late to work more than three times, each infraction should be documented and signed

Event: SME Forum – “Six things you should know about HR in China”

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Venue: German Chamber of Commerce Beijing

Speakers: Mr. Chen Chunjie | Senior Advisor HR, JLJ Group

