

Report On
HR Practices of ANH Enterprise Limited

By

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An internship report submitted to the Graduate School of Management in partial fulfillment
of the requirements for the degree of
Masters of Business Administration

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Declaration

It is hereby declared that

1. The internship report submitted is my own original work while completing degree at Brac University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

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LETTER OF TRANSMITTAL

Date: January 27, 2022

To

Associate Professor Syed Mahbubur Rahman

BRAC Business School

BRAC University 66, Mohakhali, Dhaka 1212, Bangladesh

Subject: Submission of Internship report on “HR Practices of ANH Enterprise Limited”

Dear Sir,

It is indeed a great pleasure for me to be able to hand over the result of the hardship of my internship report titled “HR Practices of ANH Enterprise Limited.” to fulfill the requirement for the award of the degree of Masters of Business Administration.

I tried my level best for preparing this report. The information of this report is based on my working experience in ANH Enterprise Limited and their HR Practices including Recruitment, Selection, Training & Development, Performance Appraisal, Benefits-Leaves & Allowances, etc.

I have tried to provide some recommendations to overcome some problems that are faced by ANH’s HR Department. Hope you will appreciate my hard work and excuse minor errors if there are any. Thanking you for your cooperation.

SUPERVISOR'S CERTIFICATE

This is to certify that the internship report on “Human Resource Practices in ANH Enterprise Limited” has been submitted for the award of Master of Business Administration with the major in Human Resource Management; from BRAC University carried out by **Kanij Fatema Mitu**, bearing **ID: 19264031**, under my supervision.

I wish her every success in life.

Associate Professor

Sayed Mahbubur Rahman

BRAC University

ACKNOWLEDGEMENT

I would like to first of all thank my advisor for this Internship report, **Associate Professor Syed Mahbubur Rahman** for spending many hours explaining how researchers think and construct solutions to difficult report problems. I would like to thank him for making the creation of this internship report the most intense and rewarding experience of my academic career.

As well, I would like to thank my Chairman Madam Shamima S. Sagorika in ANH Enterprise Limited, who always support me to complete my MBA Degree by providing full support time while I am a full-time employee in her company.

I would also like to thank our Managing Director Md. Mocaddes Hanif for providing me company's information and encouraging me to conduct my report. I would also like to thank my Senior Executive Mst. Shule Akhtar and Admin Head Mr. Sadakur Rahman for helping me to manage the time to complete my internship report.

Finally, I would like to thank my brother Ashak Ahmed Shawon who constantly motivated me during my whole MBA program and also made this report, I would also like to thank my parents for everything that I am now.

EXECUTIVE SUMMARY

This report is based on the internship program, a partial requirement for the Master of Business Administration at BRAC University. The main objective of this report is to know the Human Resource Management Practice followed by **ANH Enterprise Limited**.

ANH Enterprise Limited is one of the leading Warehouse Solutions, Material Handling Solutions, Fabric Makeup & Dyeing Solutions, and Automation Solutions Companies in Bangladesh which was established in 2008. The company has 11 operational departments which are run by some brilliant employees. The numbers of employees are 190. 50 employees work in head office, 40 works on the plant and other works in the field.

Every organization's most valuable resource for gaining a long-term competitive advantage over competitors is its human resources. Numerous strategies are employed globally by different firms to produce a competent workforce to manage these human resources. These HR Practices are a set of ideas that can help you locate the right people for the job and improve their commitment, productivity, and loyalty to the organization.

The report goes over all of ANH Enterprise Limited's HRM procedures, including the fundamental challenges of recruitment and the responsibilities of the HR department. How they conduct recruitment, how they select the right individuals for the right job, how they conduct training and development, and how they evaluate performance. Employees are entitled to a variety of benefits, leaves, and other allowances.

In my report, I modestly tried to uphold all the HR activities and practices conducted and followed by ANH, find the flaws which are drawing them back, and make some recommendations that may better their situation.

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Chapter 1: Introduction

1.1 Background

The topic of this paper is "Human Resource Management Practices of ANH Enterprise Limited," which I chose. I endeavored to combine my academic HR knowledge with practical examples obtained during my job experience. Through this project, I have sought to cover every important aspect of Human Resource Management—enrollment, selection, remuneration and benefits, training and improvement—and to pass on my knowledge of the many aspects of HRM.

The ability to adapt to changing circumstances is the key to success. Since 2008, ANH has been learning this lesson.

ANH believes that Innovation > Automation > Excellence is the pathway towards the brilliance of industrial performance.

Over thirteen years of experience in the Warehouse Solutions, Material Handling Solutions, Fabric Makeup & Dyeing Solutions, and Automation Solutions industries have resulted in the successful completion and handover of over 100 projects to happy owners. ANH makes every effort to maintain the highest level of quality in all of its undertakings.

1.2 Scopes

This report was compiled based on my experiences working at this organization for about four months, as well as extensive interviews with company personnel. The administration's plan also aided in the preparation of the report. At the time of writing the report, I had a once-in-a-lifetime opportunity to get insider knowledge on all of ANH Enterprise Limited's HR exercises.

1.3 Objectives

Main objective

This report has been recognized as an assignment to fulfill the requirement for completing the MBA major in HRM. This analysis aims to uncover the genuine workplace where employees feel in charge of their organization. They feel at ease at work and regard work as a form of love. I tried to get some basic information on ANH Enterprise Limited and their employee handbook, which lists all of the offices and freedoms that the firm will grant to its employees, as well as the company's policies and procedures.

Specific Objective

For the evaluation and analysis of ANH enterprise limited some basic and detailed objectives are identified, these may include-

- The process of Human resource planning in ANH enterprise limited.

- In ANH Enterprise Limited, how to get the most out of the human resources department through the Human Resource Development process.
- How effectively the HR department can recruit their expected employees.
- What is the recruitment process of ANH Enterprise Limited?
- The selection process and overall hiring activities are done by Human Resource Department.
- The advantages and disadvantages of internal recruitment.
- How the administration and HR department select the right person for the right place.
- In ANH Enterprise Limited, the training and development process, and methodologies are used.
- ANH Enterprise Limited's Performance Appraisal Methods.
- The company's benefits leave policies and other allowances. Incentive policy that is followed by ANH enterprise limited.

1.4 Information source

All of the information will come from primary and secondary sources.

Primary Data sources

The sources of primary data are:

- a) 4 months of working experience in ANH Enterprise Ltd.
- b) An Official record & documents of ANH.

c) Communication with other employees and department head of ANH Enterprise Ltd.

Secondary Data sources

Secondary data can be found in the following places:

a) Papers and publications that are relevant.

b) Based on these records of publishing, an extensive literature search was conducted. Internet surfing.

c) ANH's draft book, which is published by the firm.

d) The website was created by ANH.

1.5 Limitation of the Report

Even though I worked for ANH, I did not receive an acceptable amount of written documentation regarding the company that I would require. In terms of my report's methodology, I've addressed the issues that might be considered the review's limit.

Fewer records

The scope of detailed examinations was limited due to a lack of suitable books, publications, facts, and numbers. The information available on the company's website is insufficient for documentation.

Less data

Even though ANH Enterprise Ltd. is not a young company, there is insufficient evidence to assess its correct growth in the market economy. Furthermore, gathering all necessary data was

impractical. Communication with all departments and their heads is the only way to collect all data.

Chapter 2: Company Background

2.1 Organization Profile

ANH Enterprise Limited is one of the leading Warehouse Solutions, Material Handling Solutions, Fabric Makeup & Dyeing Solutions, and Automation Solutions Companies in Bangladesh which was established in 2008.

- **Chairman:** Shamima S. Sagorika
- **Managing Director:** Md. Mocaddes Hanif

2.2 Vision

By securing a spot in the Fortune Global 500, we aim to become a valued partner. ANH intends to shine in every aspect of its business to provide superior products and services to its customers. The Organization will have an engaging and enjoyable working environment, to give its human assets the best opportunity to develop and grow. ANH will maintain a high level of integrity in their commercial operations, and this trademark will win in their dealings with their clients, providers, project workers, lenders, employees, and, most importantly, the entire society.

2.3 Mission

To enhance the efficiency of industries by providing innovative solutions and facilitating automation and thereby ensure excellence in clientele satisfaction.

ANH is resolved to grow and enhance in the years to come. It has accepted various ventures which will affect the financial state of the nation and assume a unique part in the general monetary improvement of Bangladesh.

2.4 Subdivisions of Operation in ANH

Finance & Accounts

Finance and Accounts faculty are answerable for setting up appropriate monetary control strategies, cash flow management, and maintenance of appropriate bookkeeping standards.

Service & Logistic

To keep up with the interaction with ANH's clients, a dedicated maintenance group is entirely dynamic. The division, led by a Sr. Support Engineer, gets to work as soon as the task is handed over. Every client's complaint is addressed since ANH's team is responsible for all considerate, electrical, and racking work.

HR & Administration

ANH perceives that their people are their most noteworthy resource. Hence, advancement, proficient assessment, and inspiration of ANH's human resources are vital objectives of the organization. The human asset division is set up with an able group of HR proficient who guarantee the above objectives likewise guarantees wellbeing, security, and upkeep of our sites. A devoted group is completely engaged to ensure the interests of the company. The Human Resource department always focuses to ensure the overall need fulfillment of the company.

Creative department

ANH Enterprise Ltd. has a very active and young energetic man force who are very innovative and works for making a different kind of designs and logos.

Design and Quality

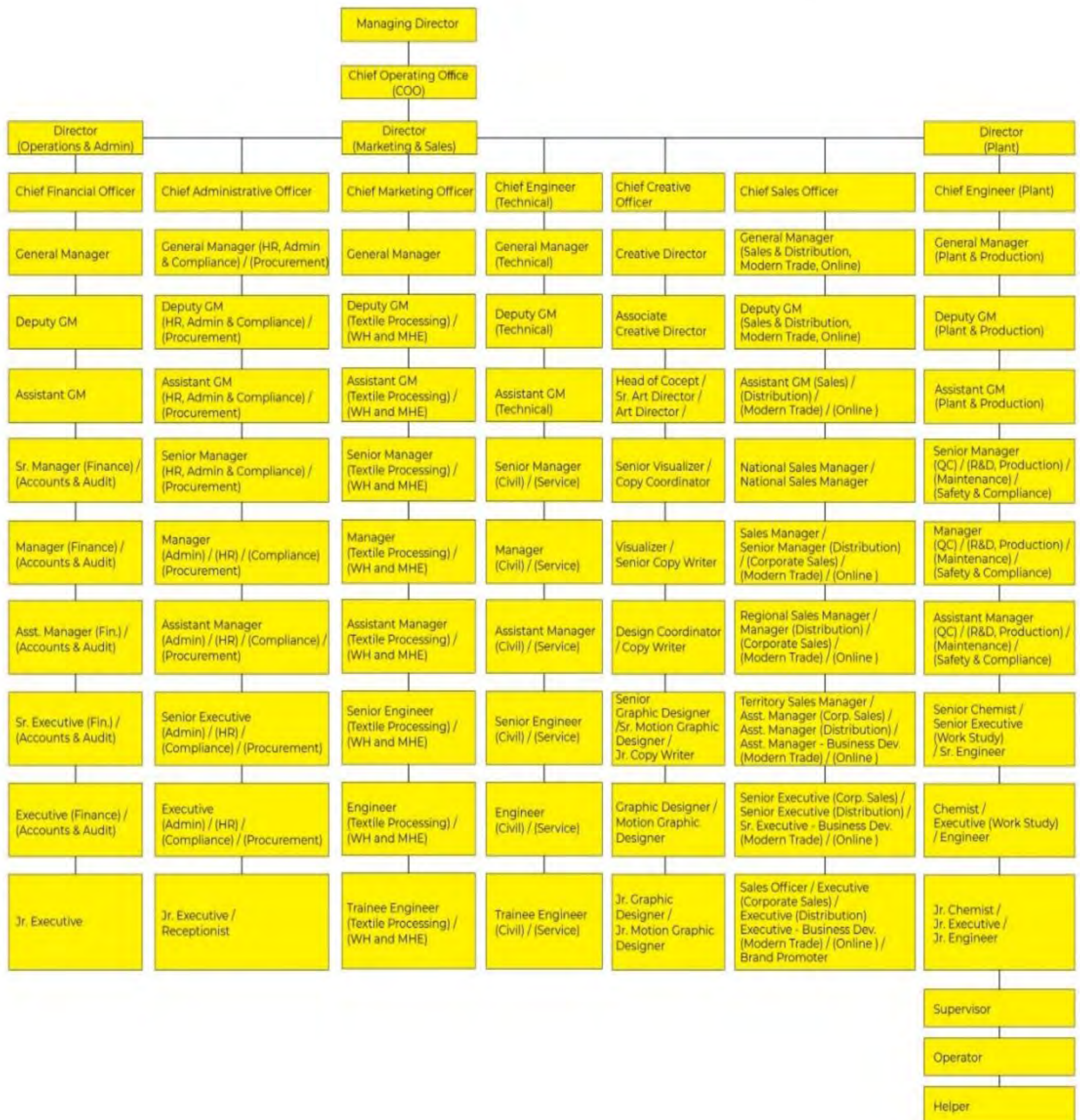
A team consisting of 4 members works for designing the racking system of ANH Enterprise Limited. Warehouse Solution Company must maintain the quality of their design and ensure the sustainability of quality with updated designs.

2.5 Organizational structure of ANH enterprise limited

ANH Enterprise Limited is governed by the Board of Directors. There are eleven (11) Grades categorized in four (4) Bands, according to which the organogram is developed as shown below:

ORGANOGRAM

ANH ENTERPRISE /
ANH ENTERPRISE LIMITED /
SRD LIMITED / AGROW LIMITED



Chapter 3: HRM Practices of ANH Enterprise Limited

The most valuable asset of ANH Enterprise is its employees. In this way, ANH's human asset is improved, professionally assessed, and inspired, which is a critical objective and goal of the organization. The human resource division is staffed by a qualified group of HR professionals who ensure that the above goal is met. They've created a worker's handbook. The Employee Hand Book has been organized to provide information on the Company's personnel strategy, the Rules and Regulations, and the benefits and facilities that may be amended, updated, or deleted by the Company at any time based on critical exigencies and considerations.

This will also allow employees to learn about the company's code of conduct. The distribution of this handbook is strictly limited to the Company's executives. The HR Department may be contacted whenever an explanation is requested. HR will refresh the progressions or changed provisions to avoid any confusion.

3.1 Handbook for employee

The Employee Handbook is intended to be a quick reference for a variety of concerns concerning your work. It is neither a contract nor an offer to enter into a contract.

The Handbook tackles most topics briefly and includes links to other sources of knowledge to stay current. Policies in the Handbook will be changed from time to time when the office administration revises, reviews, and amends them, and you will be notified.

Joining

Employees must present copies of the following documents on their first day of work. –

- i. Proof of age (birth certificate, high school diploma, NID, or passport copy);
- ii. Educational and other qualification certificates that have been duly attested; in the absence of attestation, the original must be shown.
- iii. Previous employer's release letter (where applicable);
- iv. Receipt of the Employee Handbook Acknowledgement of receipt of the Employee Handbook.

The employee is given two copies of the appointment letter, one of which must be signed and returned to the company to be stored in the employee file. The Human Resources Policy Manual explains the joining process in full (HRPM).

Hours of Work

A typical workday lasts 8 (eight) hours. A "workday" is defined as 8 hours unless otherwise stated. The Company's working days are Saturday through Thursday, with Friday being a weekend day. Standard work hours are as follows unless otherwise stated:

Working Days	Saturday – Thursday
Period	9 am – 5 pm.
Lunch & prayer break	60 minutes

Due to the demands of the job, an employee's working hours may differ from those listed above.

A full-time salaried employee works 48 hours per week, whereas a part-time salaried employee works 24 to 30 hours per week. The majority of occupations provide for a 60-minute unpaid lunch break. In addition, supervisors/managers of each unit may arrange two 15-minute paid breaks every day, one in the morning and one in the afternoon. These breaks are voluntary and cannot be utilized to make up for lost time or extend the lunch period.

An employee may be obliged to work on weekends and public holidays due to job obligations (s). In this instance, and after receiving clearance from his or her immediate manager/supervisor/departmental head, the employee is entitled to take any of the weekdays as compensatory time off instead of the day(s) worked. Compensatory leave, on the other hand, must be taken within three months of the last day of work.

Taking attendance

You must report to work according to your supervisor's work schedule, and you must notify your supervisor as soon as feasible if you intend to be late or absent. If you fail to report your supervisor promptly, you may face disciplinary action, including a salary reduction or termination if there are several incidences.

On weekdays, the typical arrival time at the office is 9:00 a.m., with a 15-minute buffer granted on occasion. If an employee expects to be late, he or she must notify the immediate manager/supervisor/departmental head (or a colleague if the immediate manager/supervisor/departmental head is unavailable) in advance. Late arrivals regularly will be marked as misconduct in the employee's file. All personnel that work with customers must

make sure that all meeting deadlines are met. Late arrival for a total of three days in a month without justification leads to a one-day basic salary penalty. any employee who is out of the office during working hours should make sure that his or her immediate manager/supervisor/departmental head (or, if the boss is unavailable, a coworker) is aware of his or her location. Employee misconduct is defined as unauthorized absences from work and absences from work without prior clearance from upper management. Unauthorized absences result in a one-day basic wage decrease.

Housekeeping

All staff must keep the offices clean and tidy at all times. Every evening before leaving the office, the work area should be cleansed of any files and papers. All computers and lighting in the work area must be turned off.

Personal Appearance and Dress Code

Employees of the organization are required to come to work dressed and groomed appropriately. Formal and casual shirts, trousers, and shoes are specified for male employees. T-shirts are strictly banned. Formal attire is mandatory for sales and marketing personnel and while attending any meeting with customers in-house or outside the office. Formal western and local attire are permitted for female employees. Women can wear shirts, blouses, slacks, skirts, and sarees. Employees are encouraged to utilize their judgment when deciding what appropriate professional attire is. Sandals, shorts, sleeveless, miniskirts, and any other dress that exposes both male and female employees' shoulders and knees are prohibited.

3.2 Recruitment

The recruitment procedure is one of the HRM department's primary responsibilities. To find a suitable candidate, the Human Resource Manager employs a variety of tactics. Depending on the source of recruiting, the enrollment approach utilized to reach candidates varies.

The Recruitment In-Charge conducts a work examination regularly to determine the talents and aptitude to perform the job. When the skills and abilities required are obvious, they begin looking for people who specialize in those areas. The HRM section defines the expected competitor's job description and the benefits (rewards) they might expect from the company. Candidates who are interested in the job are further screened and interviewed by HR before the best candidates are chosen for the position. After selection and confirmation, a forwarding letter is issued for the selected candidate to ensure the recruitment system.

Recruitment goals

The following are some of ANH enterprise Limited's basic business motivations for hiring:

- Turnover replacements to boost profitability
- By selecting a knowledgeable person company can gain the profitability
- Taking advice from other businesses
- Increasing the firm's capability by adding additional skill sets.

The recruitment procedure at ANH takes place in two ways:

- In-house source (Internal recruitment occurs when new personnel is hired from within the company.)

- A third-party source (External recruitment occurs when new hires are not hired from within the company.) This strategy makes use of a variety of resources, including social media, Bd.jobs, and LinkedIn.

3.3 Selection

The goal of the selection process in organizations is to locate the best talent for open positions inside the company. It's usually like going through a series of funnels to locate the solution through elimination.

Interview (Preliminary)

Hundreds of thousands of applications may be received after a requirement is posted. The preliminary interview is a detailed pre-process that is used to select out any individuals who do not fulfill the essential eligibility criteria, which include educational qualifications, required skill sets, confirmed certificates, and experience. Candidates' backgrounds and levels of interest may also be considered.

Receive Applications

The company intends to standardize the application procedure once candidates pass the preliminary interview. Candidates must complete a standard application form that asks for biographical information, qualifications, experience, history, and educational information. The application could learn more about the candidate, such as their hobbies and interests. When deciding amongst similar individuals, a comprehensive application form will come in handy during the final selection process.

Screen Applications

Shortlisting possible candidates from the pool of applicants who applied is part of this stage. The screening committee is made up of team heads, department members, inter-departmental colleagues, and coordinators who will work closely with the chosen candidates. Multiple factors, such as educational ability, relevancy in terms of experience, and so on, can be used in the screening process. Potential candidates are notified of the interview information and requirements through phone or email.

Tests (Preliminary)

Preliminary tests are a necessary element of the hiring process. They evaluate candidates' aptitude, IQ, emotional intelligence, proficiency, and personality. While some firms conduct these tests remotely, the majority opt to set up a test site on their premises. Candidates are advised of the schedule if they are held on the premises.

Interview

The selection interview is the most important part of the whole process. It may be described as a face-to-face conversation that gets applicants up and moving. This phase indicates how effectively he or she fits into the corporate culture. Companies provide a full description of the job profile, including the duties and responsibilities that the candidate will be responsible for, at this point. Similarly, the candidate is urged to communicate with the employer any issues or questions he or she may have.

The job interview itself may be divided into numerous rounds, with group discussions and other activities thrown in for good measure. Employers can assess a candidate's caliber, personality, teamwork, and leadership abilities during in-person interviews.

References check

Although in-person interviews give companies a good impression of who the candidate is, calling references allows them to double-check their knowledge. Other attributes about the candidate may be discovered through interactions with references who testify to his or her professionalism and work ethic. To complete this stage of the HRM recruitment process, the organization may contact past employers or educational institutions.

Medical Test

Medical examinations are slowly becoming standard among businesses nowadays, even if they are not properly followed. Medical fitness (both mental and physical) is now viewed as a cost function by modern businesses. Healthy employees take fewer sick days and deal with stress more efficiently, allowing them to be more productive in dynamic, fast-paced situations. Some employers take this seriously and consider it a preliminary step in the hiring process. ANH requires 3 bases medical test results from their employee who is finally selected from the interview board- i) S. creatinine) HBsAg, iii) Blood sugar.

Final Selection Process

Crossing the t's and dotting the i's is the final step in the selection process; candidates who have passed all rounds of HRM recruiting and selection receive an offer/appointment letter from the company. Typically, candidates are offered a temporary position with the promise of permanent employment after the trial period is completed. All of these facts, including salary and corporate policies, are usually included in the appointment letter. Candidates may also be requested to sign a non-disclosure agreement (NDA) to preserve corporate information.

3.4 Training & Development

General Process

The company's policy is for each employee's work to be evaluated regularly by their respective manager/supervisor to determine training needs and identify future leaders. The Training and Development Policy Manual contains the specifics of training rules and regulations is in charge of the staff development process.

- Performance check;

- Training, improvement, and development;

- Career planning for the future.

Training Programs

The company's training and development policy are to improve the relevant abilities of employees who work for ANH Enterprise Limited. The training program includes –

- Technical training;

- Behavioral training; and

- Leadership programs for specific employees for specific career progression needs.

Career Improvement

The company's management will make every effort to give all of its employee's possibilities for personal development and advancement. All prospects for advancement will be based on available positions, but the company will not be obligated to promote an employee. The Human Resources Department is in charge of all aspects relating to promotions and career advancement.

3.5 Measure Performance and Evaluation

Employees must understand exactly what they are expected to do on the job. Each employee is given an Employee Performance Profile (EPP), which specifies the work and the desired level of performance. EPP is given to a new employee as soon as he or she starts working. Each employee's EPP is examined once a year and maybe updated as needed.

The EPP may also include a Development Plan for each employee, which outlines the exact steps that must be taken to develop job-related competencies (such as behaviors, knowledge, and abilities) over the next performance evaluation period.

The supervisor provides a report on the new employee's success during the probationary term. Employees receive an annual performance assessment after probation and again in January after completing one full year of service. During the performance cycle, each employee may receive regular feedback on their performance. Employee performance review, in addition to pay-scale structure, may have an impact on compensation increments. The probationary period at ANH is three months, however, it may be extended depending on the employee's performance.

3.6 Benefits, Leave, and Other Allowances

3.6.1 Compensation

Salary Administration

Salary payment will be made either through bank transfer or through account payee check within the 10th working day of every next month. Please refer to HRPm for an explanation.

Salary Increment

Compensation review is a yearly process that determines salary increases. Every employee is entitled to a wage increase based on the pay scale between January and June each year. After one complete year of service, a wage increase based on the scale takes effect in January or June of the following year.

3.6.2 Other Allowances

Provident Fund

ANH Enterprise Limited does not have a system of maintaining a government-approved Provident Fund yet. However, if implemented, it will remain voluntary for employees to take part in the scheme. Any update on the issue will be immediately shared with the employees.

Travel and Expenses

Expense Reimbursement Policy explains the details. All employees, on the other hand, are accountable for:

- Using sound judgment and discretion when spending company funds to ensure that expenses are required, serve a valid business purpose, and are within appropriate limits; Filling out expense reports on time to allow for the payment of charged items linked to the employee's travel and other expense report-related record keeping;
- Employees should request business travel and have it approved by the Head of the Human Resources Department, as suggested by MD. Email approval is an option.
- Upon returning from business travel, employees are expected to provide all original receipts to claim reimbursements for expenses. In the event of a misplaced receipt, clearance from immediate management is required.

The following is the list of approved expenses –

- Lodging and boarding (according to entitlements);
- Meals and refreshments (as per entitlements, for self or with business associates);
- Conveyance (according to entitlements/local conveyance at current prices);
- Visa and immunization costs (only in the case of international travel).
- The following expenses are not eligible for reimbursement:

Group Life Insurance

Each employee is subject to a group insurance policy; accordingly, a monthly premium from the salary is deducted at the source.

Employee Assistance Program

Employees after two full years of service may request an interest-free loan for personal purposes not exceeding five times the basic salary payable in twelve (12) months' equal installments. Employees at the rank of Assistant Manager and above are eligible for a mobile phone with an active connection. Details of the process are explained in the Policy Guidelines for Employee Assistance Program.

3.6.3 Leave

Government Holiday/Public Holiday

All government holidays are paid holidays at our organization.

Sick Leave

Our company's leave policy outlines everything in full. Employees are entitled to a total of twelve (12) days of sick leave every calendar year, which is calculated on a one-day-per-month basis. An employee may carry forward a maximum of five (5) days of sick leave to the following calendar year, but not more than seventeen (17) sick days in any one calendar year. Sick leave accrued more than this amount will be lost. Sick leave can be utilized for personal reasons such as illness, medical consultations, and specialist visits. For absences of three (3) days or more, the employer reserves the right to obtain a doctor's letter.

Casual Leave

Employees are entitled to a total of six (6) days of casual/annual leave every calendar year, which is calculated on a half-day per month basis. An employee is only authorized to take thirty (30) days of leave at a time.

Compassionate Overtime Leave

On the occasion of a death in a staff member's immediate family, the company provides up to three (3) working days of leave per event. Parent(s), stepparent(s), foster parent(s), sibling(s), grandparent(s), spouse, stepchild or ward of the staff member, and father-in-law or mother-in-

law are all considered immediate family. For circumstances not mentioned elsewhere in this manual, the Head of Human Resources Department may award further compassionate leave at his or her discretion. These requests should be reviewed with the Head in person before being submitted in writing.

Maternity leave

Women employees are entitled to maternity leave on full pay for up to twelve (12) weeks, with a maximum of four (4) weeks available before birth, subject to the restrictions of the Maternity Act. An approved medical practitioner must certify the confinement, and the individual must not work in any capacity during this time, whether temporary or part-time. The number of children on this leave will be limited to two. When the first two children are still alive, the maternity benefit will not be available for a third kid. An applicant for maternity leave must notify the firm at least 8 weeks before the start of the leave period, accompanied by a medical certificate. Maternity leave can be used in conjunction with other types of leave. Female employees, on the other hand, are only entitled to maternity leave after one year of full employment, omitting the probationary period.

Paternity leave

All male employees who are married are eligible for paternity leave (the employee must be married according to the company's records, with information submitted at the time of joining or at the time of marriage). It should be used as soon as the child is born, usually within a week of birth. It can only be used for two children and cannot be carried over or combined with other leave categories. An employee is entitled to a maximum of six (6) days of unpaid leave in a

row. When the child is adopted, this leave is no longer available.

Vacation Time and Pay

Vacation time accrues at a rate of 0.25 days every month, up to a maximum of three (3) days per calendar year, and is paid at a rate of 5% of total basic pay received during the year. An employee is entitled to a total of twelve (12) days of vacation with leave fair assistance (LFA) at the rate stated after four years of service.

During Probation Period

During their probation phase, employees are not permitted to take any leave. Any time off taken during the probation term is considered unpaid time off. There will be no paid leave or vacation during the employee's probationary period.

Chapter 4: Findings From The Report

HRM is a complex part of the whole management process. HR exercises are seen as a definitive essential component behind any achievement or disappointment. ANH generally gives high need to the overall HRM rehearses. During the time spent concentrating on the issue, the following perspectives have been recognized and merit clarification-

1. The company recruits from both internal and external sources. ANH Enterprise Limited's recruitment approach necessitates a labor force that reflects the diversity of individuals. It recognizes that everyone should have an equal opportunity to apply for jobs and be considered for them. ANH accepts comparable job possibilities. It is opposed to all forms of prejudice.
2. Executive-level employees are primarily recruited from within the company, whereas representatives and specialized level employees are recruited from outside sources. It assures that the process of choosing is completely legal.
3. The Managing Director is the only person who has the authority to approve manpower for any business or function. To hire a new employee, the division head fills out the staff commitment proposition forms and sends them to the human resources department. The HR department then evaluates the proposal and sends it to the managing director, along with any

comments. The human resource department begins recruiting according to the selected method after gaining approval from the managing director.

4. Employees are lucky to have some in-house training. ANH provides various types of training to the employees if anyone needs any for the betterment of his/her own along with the company.
5. Various motivations, benefits like rewards, celebration rewards, execution reward, commission, provident fund, gratuity, clinical protection, accidental insurance prevail in the association.

Chapter 5: Conclusion & Recommendation

5.1 Recommendation

I would like to suggest the following improvements to ANH Enterprise Limited's HR processes to help the company attain a competitive advantage:

- The total choosing process should be as simple as possible, and it should be completed promptly because time is so valuable in today's environment.
- Knowledgeable employees should be selected rather than experienced ones.
- Every employee must go through some basic tests and training to perform better.
- Every month one specific day may be fixed as an HR day and on that day every department head and a team member will share their problems, findings, and recommendations with the HR department.
- An evaluation system is required to measure employee performance.
- Due to Covid-19 nowadays lots of online training are available so ANH can provide those online training to their employees so that the effectiveness of their employees will be increase.

5.2 Conclusion

From the foregoing explanation, it can be concluded that, because human resource management is a continuous process, it has a significant impact on an organization's overall success. To get the most out of human resource management, a company should follow all of the HRM duties. The framework for Human Resource Management is gradually spreading from one side of the globe to the other. The HRM concept is also gaining traction in Bangladesh, with organizations reorganizing their current HRM framework. In this regard, ANH is also aiming to follow human resource management and manage human resource asset planning in its operations. Because submitted and dependable representatives are the most important factors in becoming a business of choice, it's no surprise that businesses and organizations have a difficult time energizing and connecting their workforces. Nonetheless, there is a lot of research to show that increased worker responsibility and trust in the initiative can have a significant impact on the organization's primary priority. Indeed, an organization's true potential must be recognized when all people and groups' efficiency levels are fully adjusted, submitted, and empowered to effectively fulfill the organization's goals. The goal of ANH is to focus on employees' desire to stay in their current relationship with the company in this way. As a result, ANH is also aiming to follow the HR Practices of well-known organizations. There is no off-the-job training framework in the VPL, and they occasionally do not offer a standard wage package, do not provide clinical remittance, and at times do not provide a guidance program to the specialist on the first day of work. The ANH does not offer a long-term preparation program. Their maternity benefits policy, on the other hand, is robust. Their overall approach is sound, but if they adhere to updated global HR practices, they can avoid flaws and establish themselves as a market leader.

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