

## IBI Policy and Procedures

POLICY	HUMAN RESOURCE MANAGEMENT
<b>NVR Ref:</b>	<b>Standard 7</b>
<b>IBI Ref:</b>	<b>IBI-2- H2</b>
<b>Statement</b>	<p>Investment Banking Institute is committed to achieving the highest standards of managing effectively its human resources by:</p> <ul style="list-style-type: none"> <li>• encouraging innovation, quality and learning development into domains that deliver profitable and ethical business applications.</li> <li>• encouraging business development, learning technologies and enterprise through the Institute.</li> <li>• fostering creative teaching practices and an intellectual climate accepting of the need for continuous improvement through managed change (internally and externally).</li> </ul> <p>The Human Resource Management Policy is a key component of the Institute's continuous improvement methodology. The policy requires that all senior management be fully accountable for the effective management of staff entrusted to them.</p> <p><b>The Institute provides an efficient, effective and professional service to all staff and each section manager to ensure that the human resources management objectives of the Institute are achieved.</b></p>
<b>Guidelines</b>	<p>To achieve successful outcomes of the Human Resource Management Policy the following essential standards apply: The Institute will:</p> <ul style="list-style-type: none"> <li>• provide a safe, supportive and team orientated work environment</li> <li>• promote sustainability, equity, and social justice as its major strategic focus.</li> <li>• manage effectively in a consistent, sensitive, firm and supportive manner at all times</li> <li>• provide regular feedback on performance</li> <li>• invest in the development of people to maximise performance and enterprise through the Institute</li> <li>• communicate openly and honestly</li> <li>• reward staff members equitably based upon individual performance and achievement of Institute goals</li> <li>• conduct all activities and act at all times in a lawful and ethical manner</li> </ul> <p>Each staff member will:</p> <ul style="list-style-type: none"> <li>• work in a safe, supportive and team oriented manner that fosters respect and understanding of diversity</li> <li>• accept the accountabilities and responsibilities required of the position</li> <li>• motivate and encourage others and work effectively among peers in a consistent, sensitive, firm and supportive manner at all times</li> <li>• encourage and accept regular feedback on performance</li> </ul>

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	<ul style="list-style-type: none"><li>• identify personal development needs and respond positively to opportunities for personal development</li><li>• focus work behaviour on activities which support the Institute's Teaching and Learning Management Plan</li><li>• communicate openly and honestly</li><li>• act at all times in a lawful and ethical manner</li></ul> <p>Each staff member has the responsibility for ensuring the application and achievement of this strategic Human Resource Management Policy and its standards.</p>
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### VERSION CONTROL

#### Review/ amendment history

**Policy Approved by:** Chief Executive Officer

**Responsible Officer:** Chief Executive Officer

**Next Policy Review Date:** July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes
5.0	April 2017	No material changes