



CONTROLLED DOCUMENT

Department:	CMC – HR – 006
Issue Date:	01/12/2019
Revision Date:	01/07/2020
Next Revision Date:	01/07/2022
Version:	02

HUMAN RESOURCES RECORD MANAGEMENT POLICY

1. PURPOSE

1.1 To ensure the management of information and records is implemented.

2. POLICY STATEMENT:

2.1 Employees' personnel file will be locked away and filed in the HR Department. Access to the system and the Personnel Files is limited to Human Resources Staff only.

2.2 Employee requesting to see their file can do so. However, it can only be viewed in the Human Resources Department under supervision of Human Resources staff. The HODs can see/review the personnel file of concerned staff in the HR Department with the permission and in the presence of an HR Staff. In exceptional cases (request from Management), personnel file can be taken away from the HR Department with the permission of the Administration Manager.

2.3 Inactive files will be kept in the HR Department for a period of three years, in any order and after that will be stored for retention of ten years and then to destroy.

2.4 Keys to cabinet storing room where personnel files are kept, must not be taken home; but left in a secure location in HR Department for accessibility to HR Staff only.

2.5 Employees are responsible for providing CMC Group with current personal data and each employee permits CMC to process such data in accordance with applicable laws.

2.6 Employees are expected to promptly inform the HR department of any change such as and not limited to their address, phone number, bank details, in order to assist HR Department to maintain up-to-date records.

2.7 By signing the Employment contract, Employee agrees and acknowledges that their personal records may be collected and used in the manners described herein.

3. SCOPE:

3.1 All Canadian Medical Center Group of Companies Staff for the following :

- 3.1.1 Canadian Medical Center LLC
- 3.1.2 Canadian Medical Center LLC Branch -2
- 3.1.3 Canadian Medical Center LLC Branch - 3
- 3.1.4 Canadian Medical & Rehabilitation Center LLC – including Homecare
- 3.1.5 CMC First Aid Clinic
- 3.1.6 CMC Healthcare – Sole Proprietorship LLC
- 3.1.7 Canadian Pharmacy LLC

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4. TARGET AUDIENCE

4.1 This policy applies to all employees of Canadian Medical Center Group of Companies.

5. RESPONSIBILITY

5.1 Human Resource Department is responsible for development, maintenance, enforcement and endorsement of the policy.

5.2 Human Resource Department is responsible in implementation of the defined controls and ensuring compliance with this policy.

5.3 All Canadian Medical Center Group of Companies Employees are responsible to read, understand and adhere to this policy in their day-to-day activities.

5.4 Human Resource Department is responsible to conduct awareness about the policy to employees.

5.5 All Head of Departments is responsible to support the relevant business unit / section in implementation of the defined controls and ensuring compliance with this policy.

6. PROCEDURE:

6.1 A file will be opened for each new employee upon his/her commencement of work within CMC Group.

6.2 This Employee File initially may include employee's Job Description, Confidentiality Agreement, Curriculum Vitae, certificates copy, passport copy with visa, Emirates ID copy, DOH Abu Dhabi License (for medical staff), one photograph, Privileges (for physicians), Filled Personal Data Sheets, recruitment related documents and many more.

6.3 A database is developed and maintained in which information like employee details, payroll and other entitlements are initially entered there.

6.4 Copy of all documents/memos concerning the employee like: change of benefits, promotion, transfer, salary increments, disciplinary actions, recommendations etc. during his/her tenure with the company will be filed in this personnel file and any amendments will be done in the database as well.

6.5 Updating data of employee:

6.5.1 If an employee changes any information such as home address, contact number – HR personnel will update the database accordingly.

6.5.2 Any disciplinary actions, grievances and annual records (such as performance appraisal, competency) will be updated and filed in the respective personnel's file.

6.5.3 Termination or Change of Employment Responsibilities

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6.5.4 In the event an employee is terminated, the followings shall be placed in the employee file and updated through database:

6.5.4.1 Clearance Form

6.5.4.2 Calculation for End of Service

6.5.4.3 Residence and Work Permit Cancellation

6.5.4.4 Exit Interview Form

7. DEFINITIONS AND ABBREVIATIONS:

SI No	TERMS	DEFINITIONS AND ABBREVIATIONS
7.1	CMC Group	Licensed facilities in Abu Dhabi where DOH standards are applicable: Canadian Medical Center LLC Canadian Medical Center LLC Branch -2 Canadian Medical Center LLC Branch - 3 Canadian Medical & Rehabilitation Center LLC CMC First Aid Clinic CMC Healthcare – Sole Proprietorship LLC Canadian Pharmacy LLC

8. DISTRIBUTION LIST:

On shareholder Policies HR

9. SPECIAL INSTRUCTIONS:

- 9.1 Human resources management shall in compliance with relevant HR Law and its amendments, or any other regulations the entity follows in this context.
- 9.2 The Human Resource department assigned personnel reserves the right to check the compliance of this policy on a periodic basis.
- 9.3 Any exceptions to this policy with valid justification require approval from Administration Manager on a case-to-case basis.

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10. CROSS REFERENCE, RELATED LEGISLATION, FORMS, POLICY & DOCUMENTS:

10.1 Employment Contracts, records and wages – Federal law Article (53) Ministry of Human Resources and Emiratisation of United Arab Emirates (1986)

10.2 Hospital Standards – Health Authority (2008)

11. KEY RESULT AREAS:

11.1 The procedure is fully implemented if there are nil incidences of non-compliance with this policy.

12. AMENDMENT HISTORY:

Version	Revision Date	Description of Amendments	All pages
01	01/12/2019	New policy	All pages
02	01/07/2020	Addition of Group Member	Page 1
03	01/07/2020	Period of file retention	Page 1
04	01/07/2020	Addition of Group Member	Page 3

13. APPROVAL SHEET:

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