



Althia Tours and Transfers

Action Project Reference: 79-01

Action Project Title: Develop HR Policies and Procedures for Althia Tours in accordance with the Fiji Employment Relations Act.

Who is Althia Tours?

Althia Tours & Transfer is a locally owned business that offers Cultural Tours ,school visits, orphanage tours, Airport Transfers, Day Cruise and Local Fijian Village Experience. Providing Everything You Need!

It was established on the 30th of September, 2014. Owners, John & Fulori both resigned from their work in the hotel industry and decided to use their knowledge and skills to establish a new business. Being new entrepreneurs, it was a bumpy ride at first, however with a little help and advice from their friends, Althia Tours was on its feet and running.

(where relevant) Either:

1) The partner is open and interested to see your personal approach and design ideas for this project and has provided fewer strict guidelines to allow for a creative and unique finished product.

2) The partner encourages your own creativity in producing a unique finished product, however has outlined the essential areas below to ensure you comply with the project aims.

Have any questions about this project? *Ask your mentor in your next meeting/drop-in or send them a message*



Further Information:

HR policies are formal guidelines and procedures put in place by an organization to manage its employees effectively and ensure compliance with legal and ethical standards.

This project requires you to:

- Research the purpose and importance of HR policies and procedures documents.
- Outline the key components of a HR policy
- Create a HR policy and procedures plan or template that is in line with Fiji's Employment Act 2007

Useful Links:

Althia Tours Website- <https://althiatours.wixsite.com/fiji>

Facebook- <https://www.facebook.com/althiatours/>

Fiji Employments Act 2007- <https://www.laws.gov.fj/Acts/DisplayAct/2910>

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Key Research & Discussion Areas

Planning and Preparation

- What is the purpose of HR policies and procedures
- What are the key components of a HR policy
- What laws protect employees in Fiji
- Have you connected with and understood the organization's mission? This is essential to understand before moving into policy writing. If not, how are you going to?
- What format will be best to present the policies? Consider they're purpose, who they are being presented to and why.

Design

- Make sure that the policies are written in a standardized format, ensuring they are clear and understandable.
- Is there a timeline for when these policies will be implemented and monitored?
- Are the policies created in a way that means they will need to be updated in the future?

Potential Barriers

- Knowledge of the area... familiarize yourself not only with the skill of policy writing, what an effective policy may look like, but also the topic the policies you are creating are for.
- Is it possible to implement these policies with current resources/time?
- Is the language you are using appropriate and understandable? Are acronyms you are using explained?

Proposal

- Are the resources you have created clearly cooperative? If certain documents need to be used together, have you explained how and why to the organization receiving your

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proposal?

Evaluation

- Does your policy align with the original task that was set?
- Are your policies and surrounding information sustainable?

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