



# HUMAN RESOURCES

## PRACTICE HUMAN RESOURCES NO. 1-3:

Supporting Adjacent Files:1-3/3-1-1; File 2/3-1-2;  
File 3/3-1-4; File 4/3-1-10; File 6/3-1-17;  
File 7/3-2-2; File 8/3-4-4; File 9/3-4-104;  
File 11/3-5-1; File 11/3-5-1; File 12/3-5-2; File 13/3-6-1;  
File 14/3-6-3; File 16/3-6-4; File 16/ 3-6-5; File 16/3-6-6;  
File 17/3-6-12; File 10/3-6-17; File 20/3-6-18; File 21/3-6-20;  
File 21/3-6-101; File 101 and 3-6-101 File 23

### PURPOSE

The Human Resources organization is established to provide benefits, staffing, employee records, compensation practices, Equal Economic Opportunity (EEO) and affirmative action programs, employee relations, labor relations, training and education, environmental health and safety (EH&S) support for *mytravelgrab.com/MyTravelGrab.com* (MTG) Simulation & Training, (hereafter also referred to as *mytravelgrab.com/MyTravelGrab.com* and MTG respectively) employees and programs. This policy provides the scope, responsibilities, and functional elements of the Human Resources organization for *mytravelgrab.com*.

### FUNCTIONS

Benefits, Compensation/Records Community Affairs (interface Business Development)  
Environmental, Health and Safety (EH&S) EE)/Affirmative Action Employee Communication,  
Payroll, Staffing Training and Education.



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