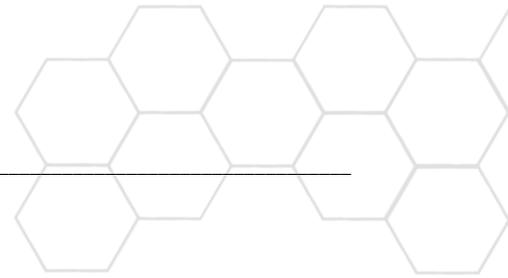




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*(For Startups & SMEs)*

**COMPANY INFORMATION**

- Company legal name registered
  - Trade license / commercial registration on file
  - Office address / remote work structure defined
  - Authorized signatory identified
- 

**1. HR FOUNDATIONS**

- HR responsibility assigned (Founder / Manager / HR)
  - Reporting structure defined
  - Basic HR processes documented (even informal)
  - Internal communication channel established (email, WhatsApp, HR tool)
- 

**2. EMPLOYMENT DOCUMENTS**

- Employment offer letter template
  - Employment contract template
  - Job descriptions for all roles
  - Confidentiality / NDA agreement
  - Code of Conduct
- 

**3. EMPLOYEE RECORDS**

- Employee master data file created
  - Personnel file structure defined (physical or digital)
  - Document storage method secured (data privacy)
- 

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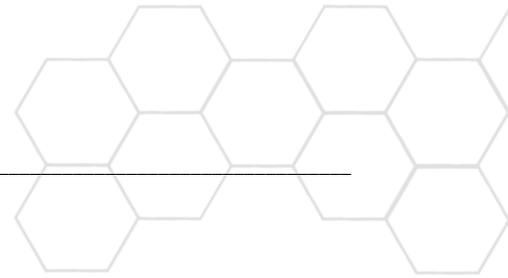
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#### 4. UAE / LEGAL COMPLIANCE (IF APPLICABLE)

- Visa & work permit process defined
- Emirates ID process mapped
- Labour law awareness (working hours, leave, termination basics)
- WPS / payroll compliance checked (if applicable)

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#### 5. PAYROLL & BENEFITS

- Salary structure defined
- Payroll processing method identified
- Pay cycle established
- Allowances / benefits documented
- End-of-service benefits awareness

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#### 6. LEAVE & ATTENDANCE

- Working hours defined
- Leave types identified (annual, sick, unpaid)
- Leave request process established
- Attendance tracking method set

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#### 7. PERFORMANCE & MANAGEMENT

- Probation period defined
- Performance expectations communicated
- Review frequency decided (annual / bi-annual)
- Basic KPI or goal-setting method agreed

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#### 8. EMPLOYEE RELATIONS

- Grievance reporting method established
- Disciplinary process outlined
- Escalation point identified

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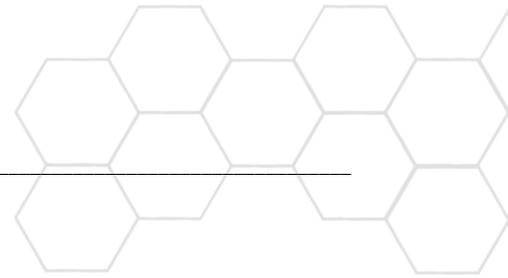
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## 9. ONBOARDING & OFFBOARDING

- New hire onboarding checklist prepared
- IT / system access process defined
- Exit & clearance process documented
- Knowledge handover expectations set

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## 10. HR GOVERNANCE & NEXT STEPS

- HR policies roadmap created
- HR audit planned (6–12 months)
- Decision made: in-house HR vs outsourced support

---

## STATUS CHECK

- Fully compliant
  - Partially set up
  - Not started
- 

**-END-**

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