

HR Manual – Real Estate Operation Example

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	Standard Documents		A1.P.01	A1.I.01 A1.I.02 A1.I.03	A1.F.01 A1.F.02
HA1	Appraisals	Initial Regular	HA1.P.01 HA1.P.02		HA1.F.01 HA1.F.01
HD1	Discipline	Policy Caution Dismissal	HD1.P.01 HD1.P.02 HD1.P.03		HD1.F.02 HD1.F.03
HE1	Employment	New employee form Contract	HE1.P.01	HE1.I.01	HE1.F.01 HE1.F.02
HH1	Harassment & Bullying		HH1.P.01		
HJ1	Job Descriptions	General Manager Manager of property sales Manager of property rentals Property sales Property rentals Accountant Administration officer		HJ1.I.01 HJ1.I.02 HJ1.I.03 HJ1.I.04 HJ1.I.05 HJ1.I.06 HJ1.I.07	
HP1	Promotions		HP1.P.01	HP1.I.01	HP1.F.01
HS1	Swearing	Policy	HS1.P.01		
HT1	Travel	Policy	HT1.P.01		