



Daffodil
International
University

Internship Report On:

Internship Report "Evaluating HR Policy and Practices: A Case Study of Renata Ltd.

Prepared For:

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Major in Human Resource Management

Department of Business Administration

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Submission Date: 29/05/2024

Letter of Transmittal

To

Ms. Sunjida Khan

Assistant Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

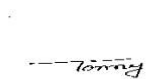
Daffodil International University

Subject: Submission of Internship Report "Evaluating HR Policy and Practices: A Case Study of Renata Limited."

I am glad to submit the Internship Report titled **"Evaluating HR Policy and Practices: A Case Study of Renata Ltd."** The study examines the human resource policies and practices adopted at

Renata Ltd., a well-known firm in the pharmaceutical industry. The study represents variety of HR activities, including recruiting and selection, performance management, and employee development and Renata LTD's HR policies and procedures, including their effectiveness, strengths, and opportunities for improvement.

The study has been adequately organized and all information has been verified. It has undergone validation and cross-checking for accuracy. I am fully convinced that the information presented above is correct and will give you a clear view of the company's HR policies and practices. I am grateful for the chance to participate in this internship initiative and respectfully beg your review of the enclosed report. **Your sincerely,**



Tanzilar Yeasmin Tonny

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Daffodil International University

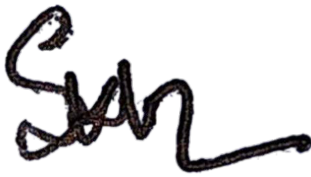
Certificate of Supervisor

This is to confirm that I, Ms. Sunjida Khan, Assistant Professor at Daffodil International University, have reviewed the internship report titled "Evaluating HR Policy and Practices: A Case

Study of Renata Limited," prepared by Tanzilar Yeasmin Tonny. This report was prepared under my supervision, and I personally reviewed its content and correctness.

I confirm that the study methodologies used were comprehensive and appropriate, and that the information provided is accurate and reliable. During the preparation of this report, the author adhered to all applicable standards and procedures.

I am satisfied that this report meets the requirements and provides a comprehensive analysis of Renata Limited's HR policies and practices.

A handwritten signature in black ink, appearing to be 'Sunjida Khan', written in a cursive style.

Ms. Sunjida Khan

Assistant Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Student Declaration

I, Tanzilar Yeasmin Tonny , inevitably state that the Internship Report titled "Evaluating HR Policy and Practices: A Case Study of Renata Limited" is true and accurate. All of the material, data, and analysis contained in this report are accurate and were gathered and assembled by me during my internship at Renata Limited.

I acknowledge that I properly cited all of the sources and references used in this report, and that no part of it was plagiarized from another source. Any support provided by individuals or organizations in the completion of this study has been gratefully acknowledged.

Your sincerely,



Tanzilar Yeasmin Tonny

Id: 193-11-1212

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Acknowledgement

I'd like to convey my heartfelt gratitude to everyone who encouraged me to complete this Internship Report, "Evaluating HR Policy and Practices: A Case Study of Renata Limited."

First and foremost, I want to express my heartfelt gratitude to Ms. Sunjida Khan, Assistant Professor for their essential guidance, support, and mentorship throughout the internship time. Their experience, support, and critical input helped shape the content and direction of this study.

I am really grateful to Renata Limited's management and staff for giving me the opportunity to do this internship, as well as for their cooperation and assistance throughout my time there.

I'm also grateful to my colleagues and other interns at Renata Limited for their friendship, support, and shared experiences throughout this internship.

Their joint support and encouragement have been helpful in completing this report, and I am deeply thankful for their efforts.

Yours sincerely,



Tanzilar Yeasmin Tonny

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Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

Executive Summery

The executive summary provides a succinct overview of the important findings and suggestions from Renata Limited's HR policy and practice evaluation. Despite Renata's respected position in the pharmaceutical sector, a number of issues have been discovered, including lengthy recruitment processes, inconsistent training, and communication gaps. To address these concerns, recommendations include streamlining recruitment, standardizing training programs, and improving communication channels. Furthermore, regular audits, ethics training, and performance reviews are recommended to maintain legal compliance and promote an integrity-driven culture. Renata Limited can enhance its HR processes by implementing these recommendations, resulting in increased organizational effectiveness, employee happiness, and long-term success in the pharmaceutical industry.

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Chapter – 1

Introduction



1.1. Introduction:

Human resource (HR) policies and practices have a significant impact on corporate culture, employee engagement, and, ultimately, an organization's overall effectiveness and success. Understanding the dynamics of HR policies and practices is critical for firms seeking to attract, retain, and develop personnel in today's competitive business environment.

This study, titled "Evaluating HR Policy and Practices: A Case Study of Renata Limited," intends to conduct an in-depth examination of the HR policies and practices adopted at Renata Limited, a prominent firm in the pharmaceutical field. Renata Limited's dedication to creating a positive work environment and developing its human capital emphasizes the importance of assessing its HR policies and their influence on organizational performance.

The study of human resource (HR) policies and practices inside organizations is critical for understanding their effects on organizational effectiveness, employee happiness, and long-term viability. The purpose of this study is to analyze Renata Limited's HR policies and practices, a well-known business in the pharmaceutical field, in order to provide useful insights and recommendations.

The goal is to provide detailed observations and ideas that can considerably improve Renata Limited's organizational performance, increase employee satisfaction, and ultimately facilitate long-term growth and success. This introduction offers the framework for a full analysis of Renata Limited's HR landscape, highlighting the crucial relevance of examining and understanding HR policies and practices within the larger context of organizational performance and achievement.

1.2. Origin of the Study:

The culmination of the internship experience at Renata Limited gave rise to the genesis of this report. Within this organization, immersion in the human resource (HR) environment allowed for careful observation and evaluation of various HR policies and practices.

Inspired by a desire to contribute to improving organizational productivity and employee satisfaction, this initiative was launched to explore Renata Limited's HR landscape further. The importance of HR policies and practices in defining company culture and performance motivated the start of this research.

Furthermore, recognizing the potential for important insights and recommendations to be drawn from an examination of Renata Limited's HR policies and practices, this study was conducted to contribute constructively to the organization's continuous improvement initiatives.

Thus, the basis for this study is direct experience gained during an internship at Renata Limited, along with a real interest in understanding and analyzing HR policies and practices in the context of organizational performance and success.

1.3. Objective of the Study:

An objective is a defined goal that a study seeks to attain. It establishes a defined research direction by articulating the study's objectives. Setting well-defined objectives is critical since it helps to focus the study, maintaining it relevant and targeted—objectives also direct technique and analysis, which it.

- To analyze the operational scope and responsibilities of Renata Limited's Human Resources (HR) department
- To analyze Renata Limited's recruiting and selection processes
- To assess Renata Limited's post-recruitment employee training activities
- To assess the compensation and benefits framework offered by Renata Limited.

1.4. Scope of the Study:

This study is intended to provide a thorough review of the HR policies and practices introduced by Renata Limited within a specific timeframe. It includes an in-depth analysis of significant HR indicators such as recruitment procedures, training protocols, performance assessment

frameworks, and tactics for increasing employee engagement. Renata Limited's internal documentation, such as HR rules and reports, served as the primary data source for this study, with industry publications and publicly available data supplementing the picture. It is critical to emphasize that the scope of this analysis is limited to Renata Limited's human resources.

1.5. Methodology of the Study:

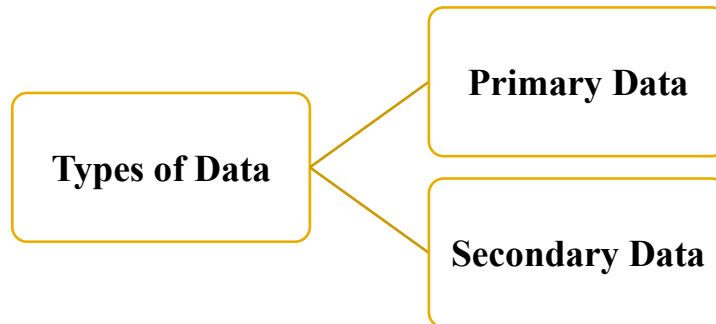


Figure 1: Methodology of the Study

1.5.1. Primary Data:

- Data has been collected from the officials of Renata Limited.

1.5.2. Secondary Data:

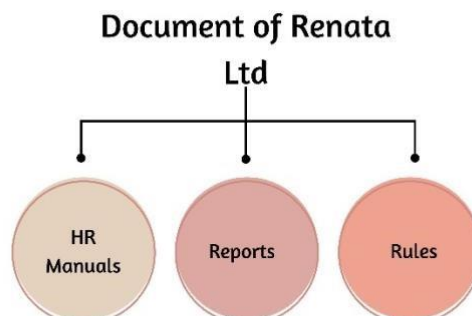
Secondary data sources will include:

- HR manual, Policies, and Reports related to Human Resource Management.
- Company Publications
- Articles, documents, and journals relating to the problem.
- Online Resources: Website of the organization, Internet.

1.5.3. Method of Data Collection:



- **Interview:** Structured interviews have been performed with HR officials to obtain thorough information about specific HR policies and practices, recruitment procedures, training efforts, performance evaluation systems, and employee engagement methods. These interviews provided qualitative information on the reasoning behind HR decisions and the perceived efficacy of implemented policies.
- **Document Review:** Internal papers, such as HR manuals, rules, and reports, have been evaluated to obtain thorough information about Renata Limited's HR practices, methods, and historical trends.



- **Observation:** Observations have been used to enhance the information gathered through interviews. Direct observation of HR processes and practices can offer context and validation to information acquired using other data collection approaches.
- **Ethical considerations:** Ethical considerations were central to the data collection process. Participants provided informed consent, and confidentiality was maintained to protect respondents' privacy and anonymity. Furthermore, any sensitive information gathered was treated with extreme caution and discretion.

1.5.4. Data Processing and Analysis:

The study "Evaluating HR Policy and Practices: A Case Study of Renata Limited" requires accurate data cleaning and quantitative and qualitative assessments. Quantitative survey data is statistically evaluated, and qualitative interview data is thematically studied. This method of data sources improves validity, and comparative research compares Renata Limited's HR procedures to industry standards. The findings are evaluated to provide practical insights, assuring the study's validity and dependability. Ethical considerations influence data processing to ensure confidentiality and participant rights throughout the process.

1.6. Limitations of the Study:

- Due to the limited number of respondents, the study may not apply to Renata Limited's workforce.
- Focusing on self-reported data may induce response bias, reducing data accuracy.
- Time constraints may have limited the depth and breadth of the study.
- The study's limited emphasis on HR policies limits its ability to provide insight into broader organizational dynamics.
- Restricted access to internal documents may have hampered the complete study.

Chapter -2

Organizational Overview



RENATA LIMITED

2.1. History of the Company:

Renata PLC is one of Bangladesh's largest and fastest-growing pharmaceutical companies, specializing in both human medications and animal health products. With collaborations in 43 countries, we want to develop a strong global footprint in the pharmaceutical business. Renata has dominated Bangladesh's animal health business for three decades, guided by our unwavering ideals of excellence, devotion, fairness, honesty, and transparency. Renata is committed to leading the pharmaceutical sector by prioritizing innovation in product development and efficient business strategies, which drives significant investments in R&D activities.

Renata PLC, a notable pharmaceutical business in Bangladesh, is the market leader in animal health products and one of the country's largest pharmaceutical enterprises. Renata, which employs over 11,000 people, encourages employee welfare by recognizing great performance and providing appropriate awards as part of its employee-centric strategy.

2.2. Activities of Renata Limited:

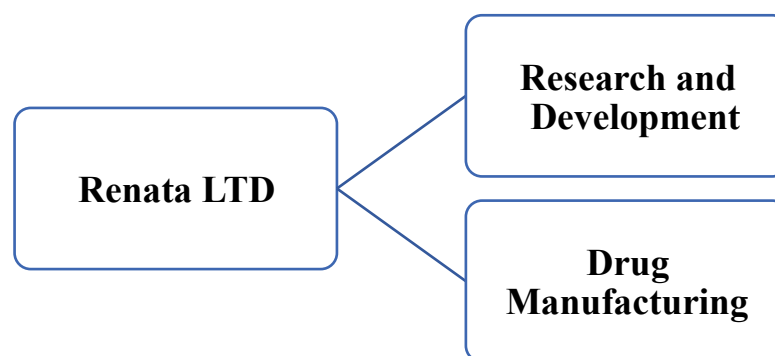


Figure 2: Activities of Renata Limited

- **Research and Development:** Renata PLC prioritizes significant investments in cutting-edge technology to drive its R&D projects forward. Renata now has 160 scientists spread throughout seven R&D labs. These cutting-edge facilities are staffed by world-class scientists dedicated to tackling complex medical concerns.
- **Drug Manufacturing:** Renata PLC has world-class production facilities that meet the highest quality and safety standards. The company has 14 manufacturing facilities spread across three sites, producing a variety of pharmaceutical goods such as oral solid dosage forms, injectables, inhalers, and nutraceuticals. Several locations have received international accreditations, including USFDA, UK MHRA, TGA, ANVISA, and WHO. Production methods are meant to be scalable and efficient in order to assure a consistent supply of pharmaceutical products. Renata works closely with regulatory agencies to ensure compliance with all applicable standards and approvals, displaying an unrelenting dedication to compliance and openness.

2.3.1. Company Profile of Renata:

Name of the Company	Renata Limited
Types of industry	Pharmaceutical
Types of products	Human pharmaceuticals and animal therapeutics of Nutrition products
Established year	1993
Production Sites	The Mirpur Site is 12 Acres and Rajendrapur Site is 19 Acres and Bhaluka, Mymensingh.
Market Capitalization	More than 400 M \$
Quality Recognition	ISO9001- 2000
No. of employees	More than 11000
Partners	GAIN (The Global Alliance for Improved Nutrition) & BRAC

Table 1: Company Profile

2.3.2. Mission of Reneta limited:

“To discover, develop and deliver cutting-edge pharmaceutical solutions that make a meaningful difference in the lives of patients worldwide.”

2.3.3. Vision of Reneta Limited:

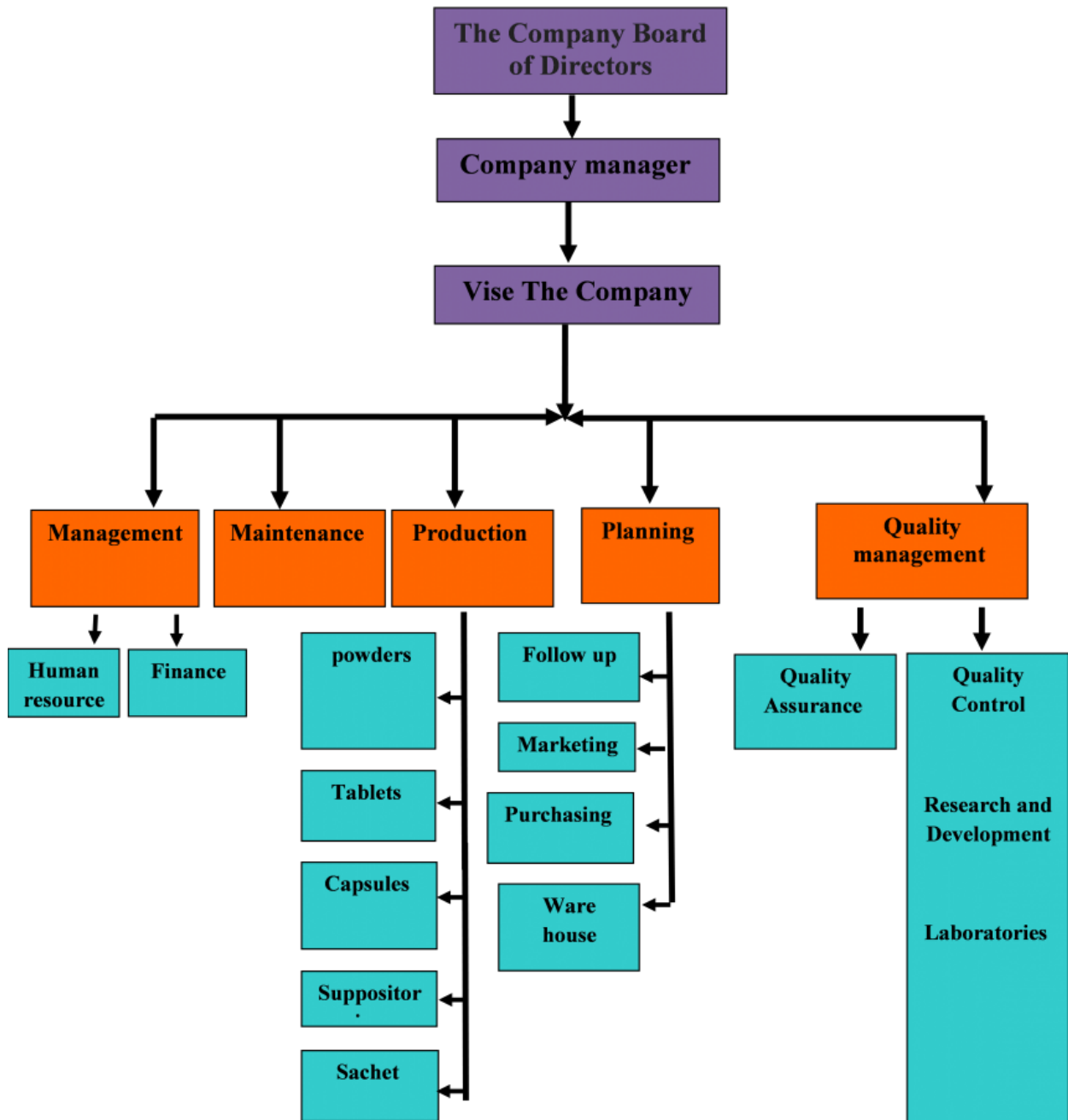
“We envision a world where every individual has access to safe, effective and affordable pharmaceuticals that enhance their quality of life and well-being.”

2.3.4. Renta's Strength Manpower :

Reneta strengthened manpower in the second half of 2023. (Jul 2023- Dec 2023)	
Area of Operation	No's
Pharma Sales	465
Animal Health	54
Manufacturing	63
Quality Assurance	113
R & D	17
Project	05
Marketing	19
Operations	41

Reneta's Strength Manpower (Source : Reneta insight HR Journal)

2.4. Organizational Structure of Renata LTD:



Organizational Structure of Renata LTD (Source: Internet)

Chapter- 3

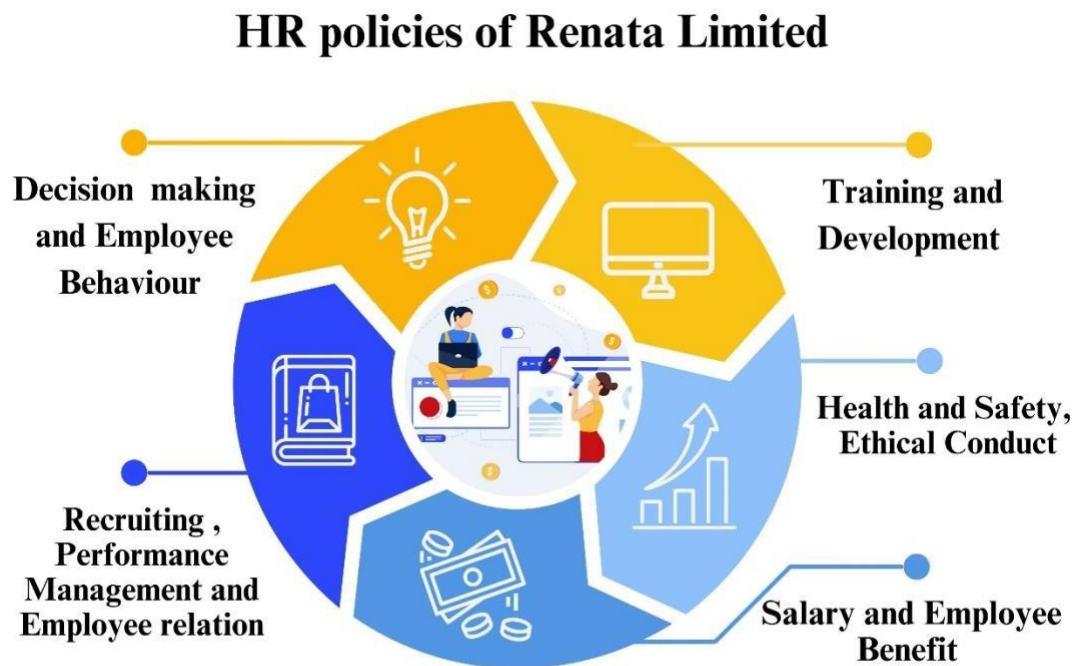
Analysis



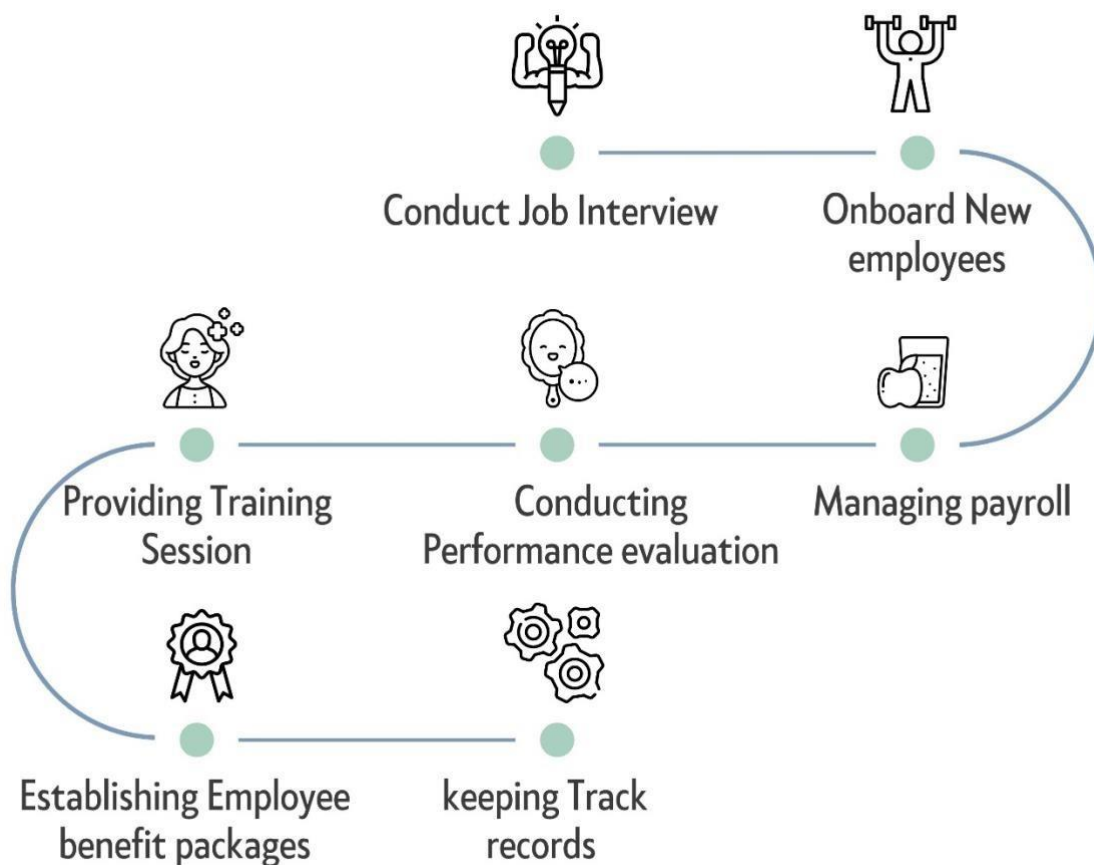
RENATA LIMITED

3.1. HR Policies and Practices in Renata Limited:

- **HR policies of Renata Limited:** The HR policies of Renata Limited are explicit rules and guidelines that a business establishes to explain its approach to various aspects of workforce management. These policies assure uniformity, fairness, and legal compliance throughout all HR activities. They provide a systematic framework for decision-making and employee behavior, with sections on recruiting, training, performance management, salary, benefits, employee relations, health and safety, and ethical conduct. HR policies of Renata Limited are often established and presented to all workers to ensure they understand the organization's expectations and standards.



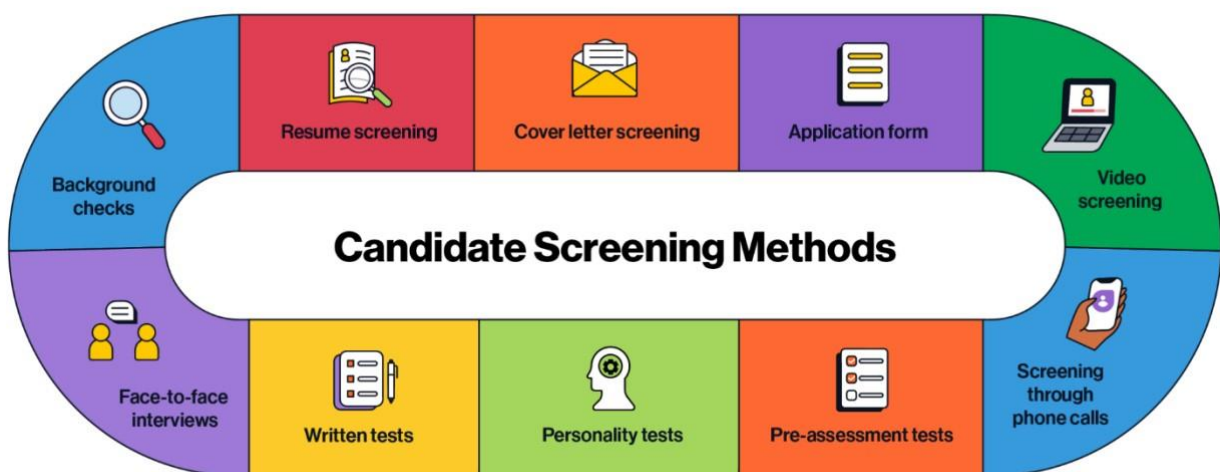
- HR Practices of Renata Limited:** HR practices of Renata Limited refer to the practical application and execution of HR policy. They encompass the daily actions, procedures, and techniques that HR experts and managers utilize to manage personnel effectively. These practices translate the standards and ideas provided in HR policies into tangible activities, which propel the organization's human resource management operations. HR activities of Renata Limited include conducting job interviews, onboarding new employees, providing training sessions, conducting performance evaluations, managing payroll, establishing employee benefits packages, and keeping employee records. Effective human resource procedures ensure that the organization can attract, develop, retain, and encourage personnel to meet its strategic objectives.



3.2. Recruitment and Selection Process in Renata:

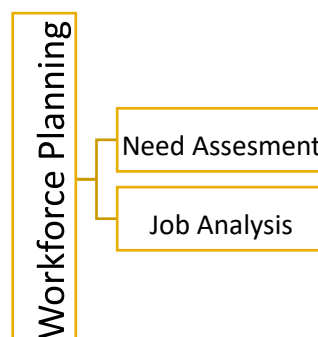
Renata's Recruitment is when an organization identifies and recruits qualified people to fill open positions. It entails a variety of tactics and actions aimed at identifying eligible candidates who meet the job requirements.

Selection is analyzing and selecting the best candidates from among the applicants generated by the recruitment process. The selection process for Renata entails several procedures, including assessing resumes, conducting interviews, administering tests and assessments, running background checks, and checking references.



3.2.1. Workforce Planning:

- **Needs Assessment:** Conduct regular assessments of organizational needs to determine the number and types of people required to achieve company objectives.
- **Job Analysis:** Conduct in-depth job studies to determine the requisite skills, credentials, and experience for each post.

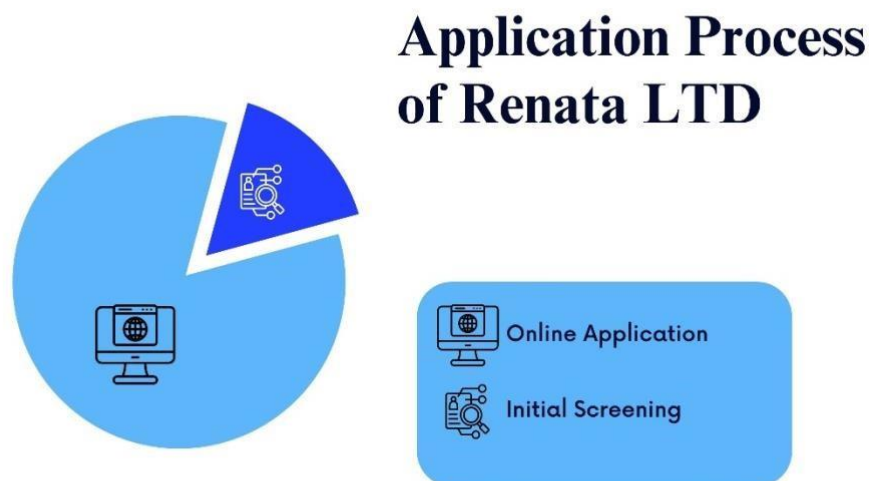


3.2.2. Job Posting and Advertising:

- **Internal Posting:** Inform current employees about open openings to promote internal mobility and career growth.
- **External Advertisement:** To attract a varied pool of candidates, advertise job opportunities on many channels such as the company's website, job boards, social media, and industry-specific sites.

3.2.3. Application Process:

- **Online Application:** Use an online application system to speed up the submission of resumes and cover letters.
- **Initial Screening:** Review applications to narrow down individuals with minimal qualifications and job criteria.



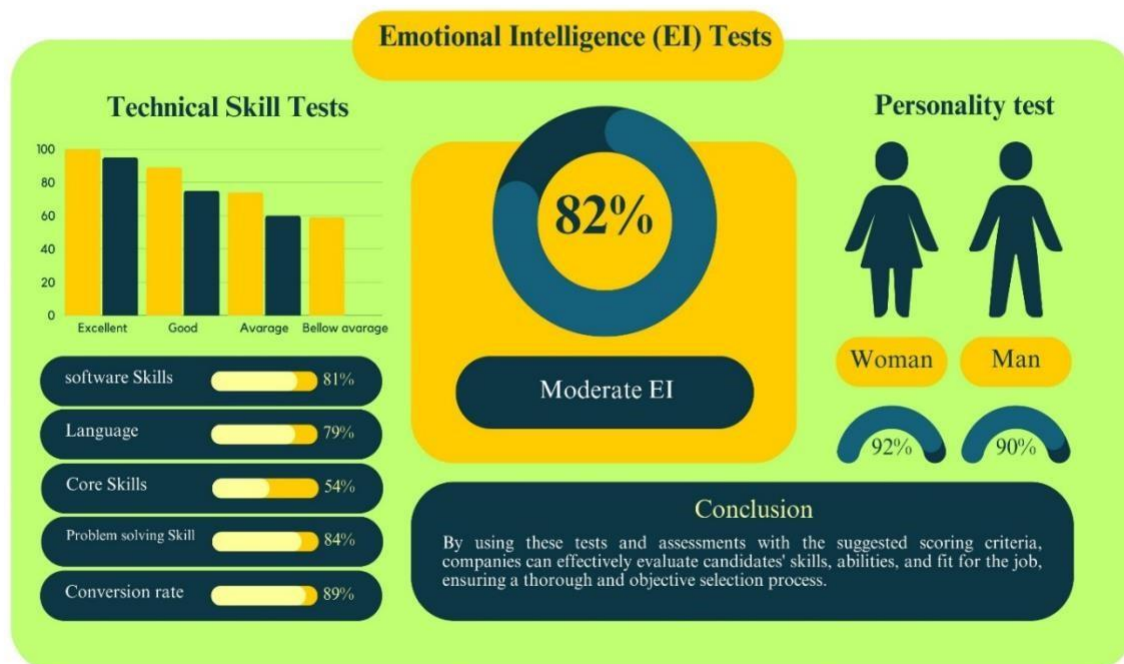
3.2.4. Initial Screening:

- **Resume evaluation:** HR specialists thoroughly evaluate resumes to discover applicants with suitable experience and qualifications.
- **Pre-screening Interviews:** Conduct early phone or video interviews to determine candidates' fundamental abilities, experience, and cultural fit.

3.2.5. Selection Tests and Assessments:

- **Skill Assessments:** Conduct examinations to evaluate job-specific abilities and competencies.
- **Psychometric Testing:** Psychometric testing is used to evaluate candidates' personality qualities, cognitive aptitude, and appropriateness for the position.

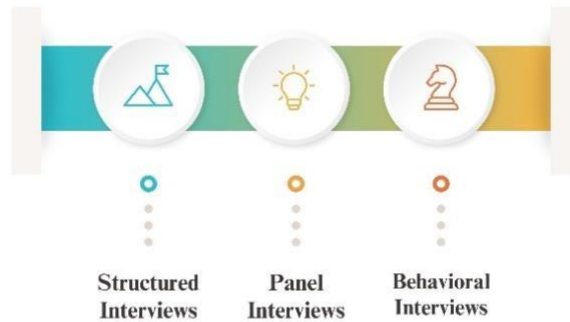
Selection Tests and Assessments of Renata Limited



3.2.6 Interview Process:

- **Structured Interviews:** Use preset questions to ensure consistency and fairness while evaluating prospects.
- **Panel Interviews:** Organize panel interviews with multiple interviewers to gather a variety of perspectives on the candidate's qualifications.
- **Behavioral Interviews:** Use behavioral interviewing techniques to evaluate candidates' past experiences and forecast their future performance.

INTERVIEW PROCESS OF RENATA LIMITED



3.2.7 Evaluation and Shortlist:

- **Candidate Evaluation:** Assess candidates based on their interview performance, test results, and alignment with job requirements.
- **Reference Checks:** Check candidates' employment history, qualifications, and work performance.

3.2.8. Decision Making:

- **Final Selection:** Choose the best candidate based on a thorough study of all assessment components.
- **Offer Approval:** Before issuing a job offer, obtain all essential approvals from key parties.

3.2.9. Job Offer:

- **Offer Letter:** Create and send a formal job offer letter that details the terms and conditions of employment, such as pay, benefits, and start date.
- **Negotiation:** Negotiate with the candidate if necessary to complete the offer.



3.2.10. Onboarding:

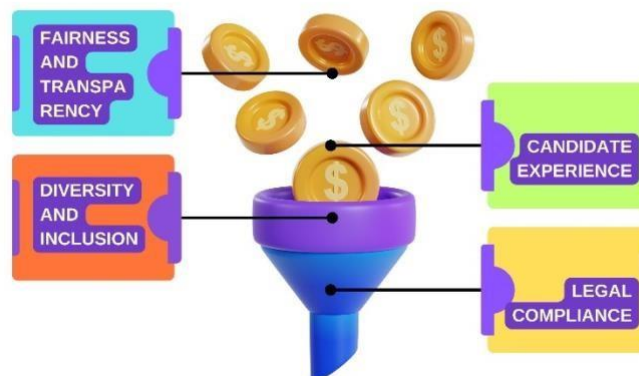
- **Pre-Employment Documentation:** Ensure that the candidate has completed all required pre-employment paperwork and background checks.
- **Orientation Program:** Create an organized orientation program to familiarize new employees with the company's culture, policies, and specific roles and duties.

3.2.11. Continuous Improvement.:

- **feedback Collection:** Collect suggestions from new personnel and hiring managers to continuously improve the recruitment and selection processes.
- **Process Review:** Review and adjust recruitment policies and processes on a regular basis to ensure they are still effective and in line with corporate goals.

Fundamental Concepts:

A fundamental notion includes essential principles that guide HR processes and ensure alignment with an organization's values and goals. Renata Limited's guiding principles include justice and transparency to ensure equal chances, diversity, and inclusion to develop a diverse and inventive staff, and a great candidate experience to improve the company's reputation. Furthermore, legal compliance shields the organization from legal ramifications, ensuring ethical and legitimate recruitment processes. These concepts jointly contribute to Renata Limited's strategic goals.



- **Fairness and Transparency:** Maintain a fair and transparent recruitment process that provides equal opportunity to all candidates.
- **Diversity and Inclusion:** Encourage diversity and inclusion throughout the recruitment process to create a varied workforce.
- **Candidate Experience:** Emphasize a positive candidate experience, including timely communication and polite treatment of all applications.
- **Legal Compliance:** Follow all applicable employment rules and regulations to ensure the recruitment process is legally compliant.

3.3. Training and Development for Renata Limited:

Renata Limited's dedication to strong training and development programs promotes employee competency, progress, and adaptation, eventually driving the company's strategic success and preserving a competitive advantage in the industry.



3.3. 1. Skill Enhancement:

- **Regular Training Sessions:** Provide continuing training sessions to keep staff up to date on the latest industry information and skills relevant to their roles.
- **Workshops:** To improve overall employee performance, organize seminars that focus on specific skills such as technical capabilities, soft skills, and job-related talents.
- **E-Learning:** Give employees access to online courses and e-learning platforms so they may learn at their own pace and leisure.

3.3.2. Leadership Training:

- **Leadership Development Programs:** Implement organized leadership development programs to identify high-potential individuals and prepare them for future leadership responsibilities.
- **Mentorship:** Connect rising leaders with experienced mentors for guidance, support, and knowledge transfer.
- **Management Workshops:** Hold workshops and seminars on key leadership skills like strategic thinking, decision-making, and team management.

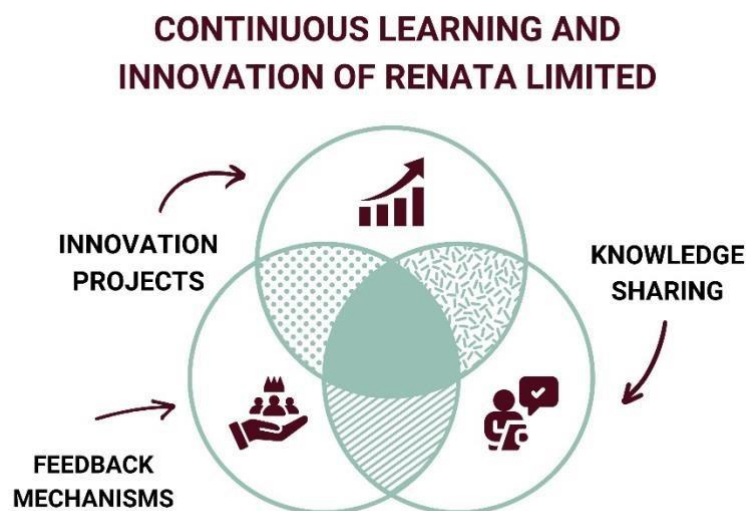
3.3.3. Tailored Development Plans:

- **Personalized Development Plans:** Create individual development plans based on employees' professional goals, strengths, and areas for improvement.
- **Performance Reviews:** Use performance review results to identify each employee's growth requirements and possibilities.

- **Career Pathing:** Clearly define career routes and offer people the resources and training they need to attain their professional goals.

3.3.4. Continuous learning and innovation of Renata Limited:

- **Knowledge Sharing:** Create a culture of information sharing and ongoing learning by hosting internal seminars, guest lecturers, and cross-departmental training sessions.
- **Innovation Projects:** Encourage involvement in innovation projects and collaborative activities to develop new skills and foster creativity.
- **Feedback Mechanisms:** Implement regular feedback systems to assess the success of training programs and make any necessary changes.



3.3.5. Compliance and Certification Training:

- **Regulatory Training:** Ensure that all workers receive training on compliance and regulatory obligations relevant to their roles.
- **Certification Programs:** Help employees earn professional certificates to improve their credentials and skills.

3.3.6. Evaluate and Improve:

- **Training Effectiveness:** Regularly review the effectiveness of training programs using assessments, feedback, and performance measures.
- **Continuous Improvement:** Improve training content and techniques in response to evaluation results and evolving industry trends.

Renata Limited prioritizes training and development to provide its workers with the skills and information they need to perform in their professions, promote leadership talents, and support their long-term career progression within the organization.

3.4. Performance management of Renata Limited:

3.4.1. Setting clear objectives:

- **Goal Alignment:** Renata Limited ensures that individual and team goals are in line with the company's strategic objectives in order to achieve overall organizational performance.
- **Smart Goals:** Renata Limited encourages employees to develop SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals to provide clarity and expectations.

3.4.2. Continuous Feedback and Communication:

- **Regular Check-Ins:** Renata Limited encourages one-on-one meetings between employees and management to discuss progress, provide feedback, and handle any issues that arise.
- **Open Communication:** Renata Limited's open communication culture encourages employees to freely share ideas and opinions, creating a friendly work environment.

3.4.3. Performance appraisals:

- **Annual Reviews:** Renata Limited performs comprehensive annual performance evaluations to assess staff performances against established targets and provide constructive comments.

3.4.4. Rewards and Recognition:

- **Performance-Based Rewards:** Renata Limited provides performance-based prizes and incentives to recognize and inspire its high-performing personnel.

- **Recognition Programs:** Renata Limited offers a variety of recognition programs, including Employee of the Month, to reward outstanding contributions and achievements.

3.4.5. Career Development:

- **Career Pathing:** Renata Limited offers defined career routes and prospects for progress, allowing employees to anticipate their long-term success within the organization.
- **Succession Planning:** Renata Limited's comprehensive succession planning ensures that high-potential personnel are prepared to take on leadership roles in the future.

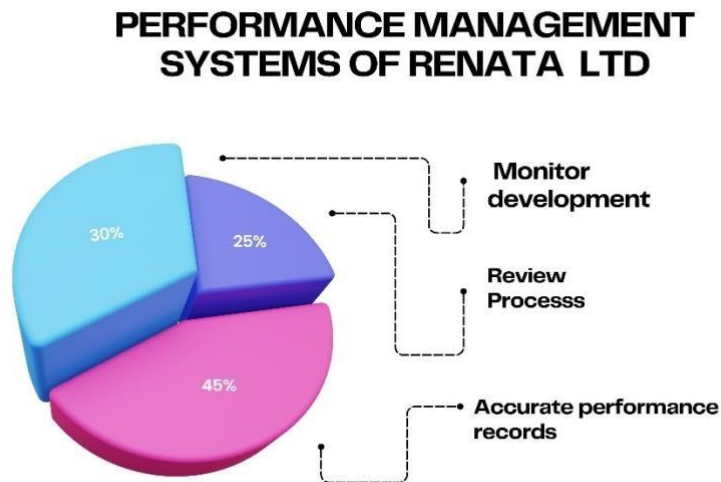


3.4.6. Performance Improvement Plans:

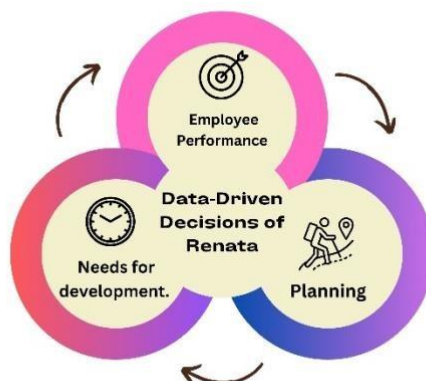
- **Addressing Underperformance:** Renata Limited executes performance improvement programs for employees who do not meet expectations, providing assistance and resources to help them better.
- **Regular Monitoring:** Renata Limited frequently monitors the progress of its improvement efforts.

3.4.7. Technology Use:

- **Performance Management Systems:** Renata Limited uses state-of-the-art performance management systems to monitor development, keep accurate performance records, and expedite the review process.



- **Data-Driven Decisions:** Renata Limited uses analytics and data to make well-informed decisions on succession planning, employee performance, and needs for development.



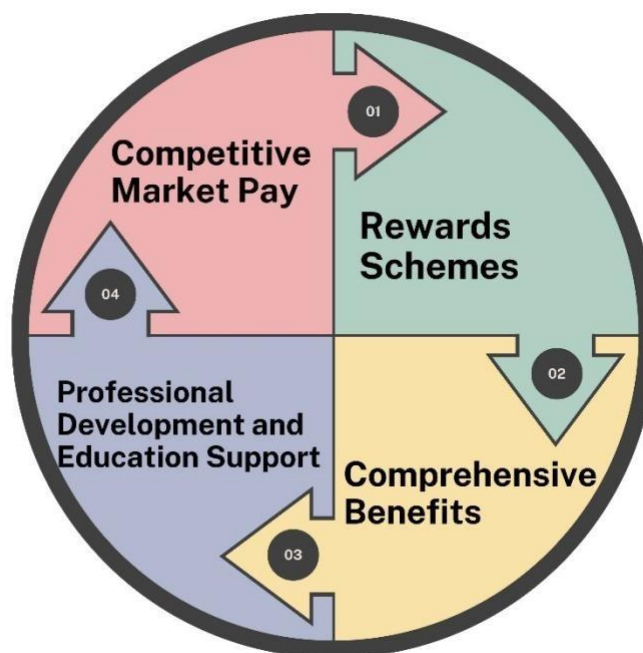
3.4.8. Workplace Involvement:

- **Engagement Surveys:** Renata Limited regularly conducts employee engagement surveys to learn more about areas for improvement and employee happiness.
- **Action Plans:** Renata Limited creates action plans to solve issues and improve general employee engagement and satisfaction based on survey results.

3.4.9. Compliance with the Values of the Organization:

- **Cultural Fit:** To create a harmonious and effective work environment, Renata Limited stresses the significance of matching individual performance with the company's basic values.
- **Ethical Standards:** To preserve honesty and confidence within the company, Renata Limited incorporates these high ethical standards into its performance management procedures.

3.5. Compensation and benefits at Renata:



3.5.1. Competitive Market Pay:

- **Industry Benchmarking:** Renata Limited regularly benchmarks the market to make sure that wages and salaries in the pharmaceutical sector are competitive. By providing remuneration packages that align with current market norms and trends, this strategy aids in attracting and retaining top people.
- **Frequent Salary Reviews:** Salary adjustments are made regularly depending on inflation rates, employee performance, and market conditions. This guarantees that workers' compensation stays equitable and competitive over time.

3.5.2. Rewards Schemes:

- **Performance Bonuses:** Renata Limited provides performance-based bonuses to recognize and incentivize staff members who surpass their goals and make substantial contributions to

the company's achievements. The purpose of these bonuses is to encourage workers to reach high standards of output and performance.

- **Recognition Awards:** A variety of recognition programs, such as "Employee of the Month" and "Best Team Awards," offer additional incentives for outstanding performance. These awards promote a culture of acknowledgment and gratitude, which improves staff morale and engagement.

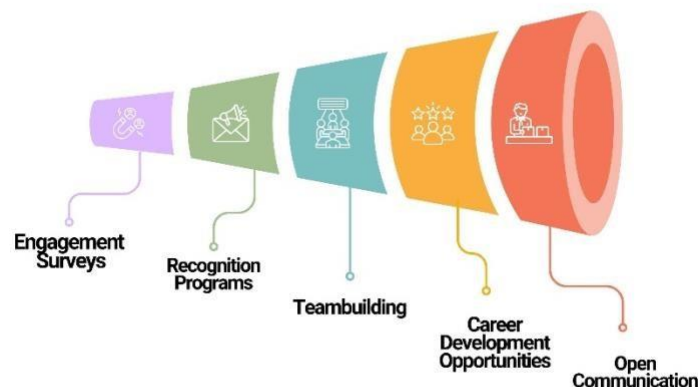
3.5.3. Comprehensive Benefits:

- **Health and Wellness:** Renata Limited offers a comprehensive health and wellness benefits package, including medical, dental, and vision insurance. Additionally, wellness programs, health exams, and gym memberships are available to support employees' general wellbeing.
- **Retirement Plans:** The organization provides retirement savings plans, such as provident funds and pension schemes, to help employees ensure their financial future. The employer frequently matches contributions to these plans, so improving employee benefits.

3.5.4. Professional Development and Education Support:

- **Tuition Reimbursement:** Renata Limited promotes continual learning and professional development by providing tuition reimbursement to employees pursuing additional education or professional certifications. This support enables individuals to improve their abilities and grow their careers within the organization.
- **Training Programs:** Comprehensive training and development programs are available to assist employees learn new skills and enhance those they already have. These programs include workshops, seminars, and online courses, which promote a culture of continual improvement and growth.

3.6. Employee engagement at Reneta Limited



3.6.1. Engagement Surveys:

- **Regular Surveys:** Renata Limited undertakes regular employee engagement surveys to acquire information about employee satisfaction, the workplace environment, and overall engagement levels. These surveys are critical for identifying areas for improvement and better understanding employee needs and concerns.
- **Actionable Feedback:** The feedback from these surveys is examined to create actionable plans targeted at addressing any issues and improving employees' overall work experiences.

3.6.2. Teambuilding:

- **Team-Building Activities:** Renata Limited conducts a variety of team-building activities, including retreats, workshops, and group exercises, to help team members enhance their relationships and collaborate more effectively.
- **Social Events:** The corporation often holds social events such as business picnics, holiday parties, and sporting events to build a feeling of community and increase team cohesion.

3.6.3. Recognition Programs:

- **Recognition Awards:** Renata Limited implements recognition programs such as "Employee of the Month" and "Best Team Awards," which reward outstanding performance and achievements, inspiring employees and developing an appreciation culture.
- **Spot Bonuses:** The organization provides spot bonuses and other quick benefits to employees who perform very well or go above and beyond their regular responsibilities.

3.6.4. Career Development Opportunities:

- **Professional Development:** Renata Limited offers numerous chances for job advancement through training programs, mentorship, and defined career pathways. This investment in employees' professional development keeps them engaged and motivated.
- **Internal Promotions:** Renata Limited emphasizes internal promotions to ensure that employees perceive a clear route for progression inside the firm, which increases engagement and loyalty.

3.6.5. Open Communication:

- **Town Hall Meetings:** Regular town hall meetings are held to keep staff up to date on corporate news, strategic initiatives, and performance. These sessions allow employees to express their ideas and ask senior management questions directly.

3.7. Employee Relations at Renata Limited:

- **Communication Channels:**

Renata Limited develops a collaborative culture by encouraging people to work together, communicate openly, and respect one another. This technique contributes to the creation of a strong, unified work atmosphere.

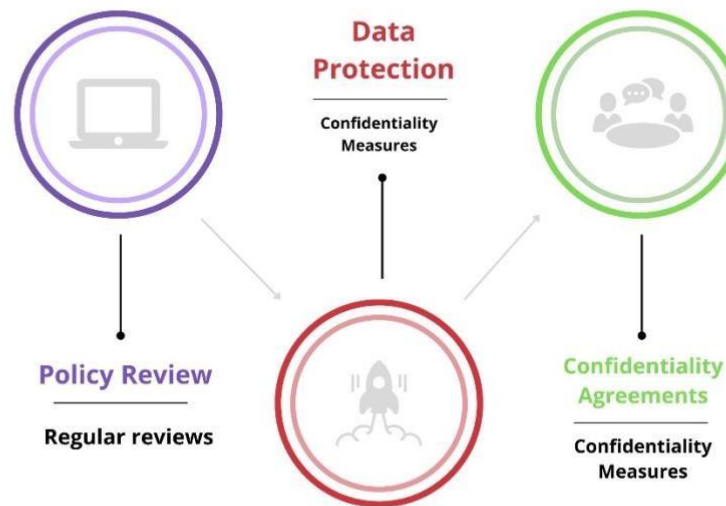
Respectful Workplace: Initiatives and policies are in place to encourage diversity, inclusiveness, and respect, ensuring that all employees feel valued and have the opportunity to contribute to their full potential.

3.8. Compliance and Legal Adherence at Renata Limited:

3.8.1. Adherence to laws :

- **Labor Law Compliance:** Renata Limited guarantees that all HR practices, policies, and processes closely adhere to local and international labor laws and regulations, upholding the highest levels of legal compliance.
- **Regulatory updates:** The company keeps up with changes in labor laws and regulations so that it can make essential modifications to its procedures as soon as possible.

3.8.2. Regular reviews:



- **Policy examines:** Renata Limited examines its HR policies and processes regularly to ensure that they are still in conformity with legal and industry standards.

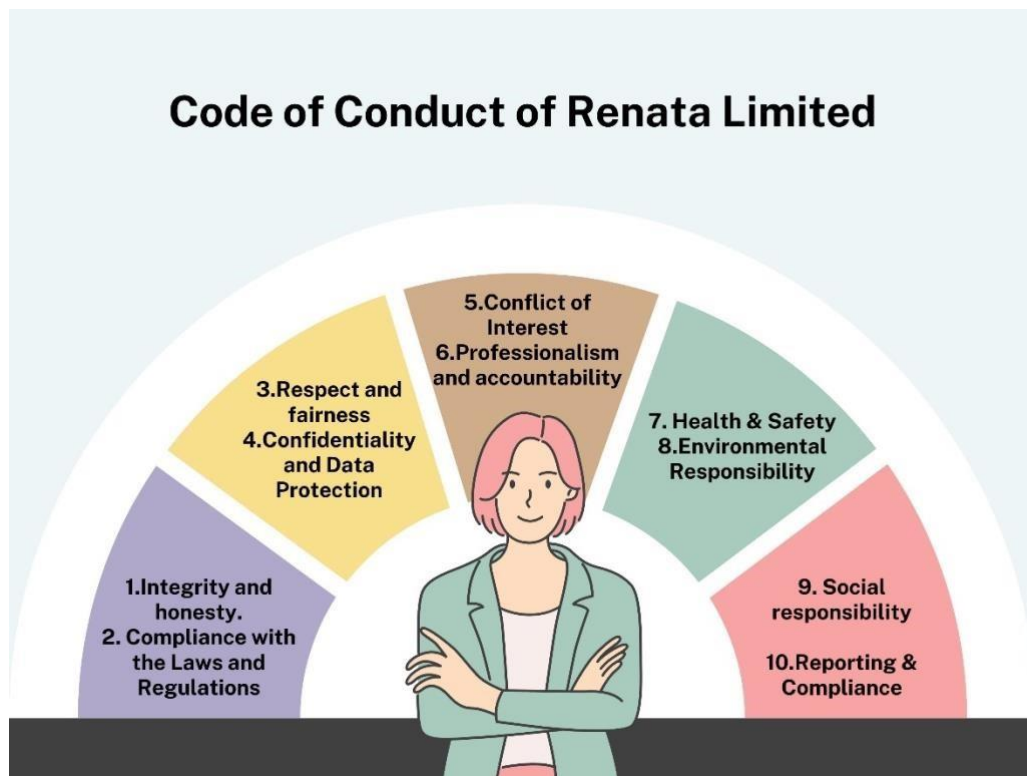
Internal audits are undertaken regularly to identify and address any areas of noncompliance, ensuring that legal adherence improves over time.

- **Confidentiality Measures:**

Data Protection: Renata Limited takes strong precautions to protect employee data, ensuring that all personal information is securely maintained and only accessed by authorized staff.

Confidentiality Agreements: Confidentiality agreements and protocols are in place to protect sensitive employee information while adhering to legal and ethical norms.

3.9. Code of Conduct of Renata limited:



1. **Integrity and honesty:** Employees are expected to conduct themselves with the highest level of integrity and honesty in all business transactions.
2. **Compliance with the Laws and Regulations:** Employees must follow all applicable local, national, and international rules and regulations about their positions.
3. **Respect and fairness:** Renata Limited fosters diversity and encourages an inclusive workplace culture in which all employees are treated with dignity and fairness.
4. **Confidentiality and Data Protection:** Employees must maintain the confidentiality of critical company and consumer information.
5. **Conflict of Interest:** Employees should avoid circumstances in which their interests may conflict with those of Renata Limited.
6. **Professionalism and accountability:** Employees must maintain a high level of professionalism and dedication.
7. **Health & Safety:** Renata Limited is committed to providing a safe and healthy workplace for all employees.
8. **Environmental Responsibility:** The organization promotes ecologically friendly methods and encourages its employees to reduce their environmental impact.

9. **Social responsibility:** Renata Limited supports active engagement in community service and social responsibility programs.
10. **Reporting & Compliance:** Employees are encouraged to report unethical behavior or violations of the code of conduct without fear of repercussions.

3.10. Social Responsibilities for Renata Limited:



1. **Community Engagement:** Renata Limited regularly supports local community programs in education, health, and welfare, and encourages employee involvement in voluntary activities.
2. **Healthcare initiatives:** To promote preventative care, the company arranges regular medical camps that provide free health treatments, as well as health awareness programs.
3. **Educational Support:** Renata Limited provides scholarships and educational support to underprivileged kids, as well as sponsorship of school initiatives to improve educational experiences.
4. **Environmental sustainability:** The corporation uses green techniques to lessen its environmental impact and supports conservation projects such as reforestation and clean energy initiatives.

5. **Employee Welfare:** Renata Limited encourages work-life balance through flexible work arrangements and wellness programs, resulting in a safe and healthy workplace.
6. **Ethical sourcing and fair trade:** The company maintains strong ethical standards across its supply chain, supporting suppliers who follow fair labor practices and environmental rules.
7. **Disaster Relief:** Renata Limited responds to emergencies with financial relief, medical supplies, and volunteer support, as well as long-term reconstruction activities.
8. **Supporting Marginalized Groups:** The organization is devoted to inclusive recruiting procedures and actively supports projects that promote the rights and well-being of underprivileged communities.

Chapter – 4

Findings



RENATA LIMITED

4.1. Findings:

Renata Limited faces various obstacles in its HR management practices, which have an impact on its capacity to attract, retain, and develop personnel effectively. Addressing these difficulties is critical to increasing overall organizational performance and employee happiness. The main challenges are as follows:

- **Time-consuming Recruitment Process:** The recruitment and selection procedures are time-consuming, which causes delays in filling positions. Long recruiting processes can impede the timely acquisition of talent, leaving crucial roles empty and disrupting business operations.
- **Diversity Attraction Challenges:** Challenges in attracting a diverse talent pool have an impact on workplace inclusion.
- **Lack of Training and Development:** Training programs are inconsistently administered, resulting in skill gaps. Irregular training sessions lead to inconsistent skill development among employees, creating disparities in performance and productivity.
- **Lack of leadership development Programs:** There aren't many organized leadership development programs.
- **Performance review and feedback:** Performance reviews occur infrequently, resulting in delayed feedback.
- **Issue with Compensation and Benefits:** Some remuneration packages are not in line with industry standards.
- **Lack of Employee engagement:** Employee engagement surveys have a low participation rate.
- **Communication Gap:** There are gaps in communication between management and staff.
- **Lack of compliance:** Internal audits are infrequent, which leads to compliance failures.
- **Ethics:** Ethics training programs are not regularly held.

4.2. Recommendations:

Implementing strategic concepts could help Renata Limited handle existing difficulties and improve its human resource management procedures, resulting in a more efficient and inclusive workplace. Here are the main recommendations, along with their descriptions and importance:

- **Streamline Recruiting and Selection:** Renata Limited should use modern recruiting tools to automate and speed up the employment process, which could lower the time to hire.
- **Enhance Diversity Initiatives:** Renata Limited should develop focused recruitment methods to attract a more diverse talent pool, which could promote workplace inclusion.
- **Standardized Training Programs:** Renata Limited should create standard training protocols for all departments, which could ensure uniform skill development and close skill gaps.
- **Expand Leadership Development:** Renata Limited should implement structured leadership development programs, which could identify and nurture future leaders in the organization.
- **Increase Performance Review Frequency:** Renata Limited should conduct performance reviews more frequently, which could provide timely feedback and promote continual staff development.
- **Benchmark Compensation Packages:** Renata Limited should regularly compare and alter remuneration packages, which could ensure they are competitive with industry norms.
- **Boost Engagement Survey Participation:** Renata Limited should increase participation in employee engagement surveys by simplifying the procedure and maintaining anonymity, which could encourage more people to participate.
- **Improve Communication:** Renata Limited should use modern communication tools and regular check-ins, which could bridge the gap between management and employees.

- **Schedule Regular Internal Audits:** Renata Limited should schedule regular internal audits to verify compliance with labor laws and company regulations, which could reduce compliance failures.
- **Regular Ethics Training:** Renata Limited should conduct ethics training programs regularly, which could raise awareness and compliance with ethical standards throughout the organization.

4.3. Conclusion:

In conclusion, Renata Limited faces various HR policy and practice difficulties, including recruitment inefficiencies, uneven training, and communication gaps. Renata Limited can solve these issues by applying recommended techniques such as streamlining recruitment processes, standardizing training programs, and improving communication channels. Additionally, emphasizing frequent audits, ethics training, and performance assessments can assure legal compliance while also promoting an integrity and transparency culture. Renata Limited can improve organizational productivity and employee happiness by aligning HR policies with industry best practices and employee demands, resulting in long-term growth and success in the pharmaceutical industry.