Internship Report
On

Human Resources Activities of Taiba traders & Manufacturing Company

Submitted To

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Submitted By

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January 2025

LETTER OF TRANSMITTAL

Dr.Sayedul Anam
Associate Professor
Department of Business Administration
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Subject: Submission of Internship Report On Human Resource Activities as a HR of Taiba Trading & Manufacturing Company.

Dear Sir,

With due respect and immense gratification, I am submitting my internship report which is a partial requirement of my BBA program. The report is largely based on **HR Polices of Taiba traders & Manufacturing Company.**

It is really an enormous prospect for me to gather all the inevitable information and grasp the subject matter in an appropriate and authentic source to make this report viable. I have found the study is quite attention-grabbing, beneficial & insightful. It will be a great achievement for me if you kindly go through the report to ascertain the fruitfulness of it. I hope you will consider the mistakes that may take place in the report in spite of my best.

Sincerely Yours,

…………………………….

Md.Roman Mollah
ID: 211-11-6651
Batch: 58th
Department of Business Administration
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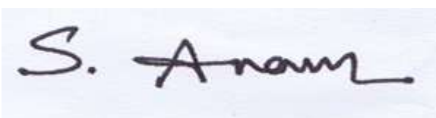
Certificate of Supervisor

This is to ratify that Md Roman Mollah, ID: 211-11-6651 a student of the Department of Business Administration of Daffodil International University has completed his internship report titled Human Resource Activities

of Taiba Traders & Manufacturing Company. under my supervision and direction.

His internship placement was at the Office HR Department, Taiba traders & Manufacturing Company, in Rajbari Sadar, Highway, Rajbari. I am pleased to state that he has gone through all the necessary and required steps to accomplish the report and the report contains all the data, information, analysis and findings from authentic sources. As a result, the report seems to have completed on a successful note. I wish him every success in life.



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Dr. Sayedul Anam
Associate Professor
Department of Business Administration
Faculty of Business & Entrepreneurship
Daffodil International University

Student's Declaration

I, Md Roman Mollah, hereby announce that the following internship report titled **Human Resource Activities of Taiba traders & Manufacturing Company.** is solely prepared by me right after the completion of my internship at the HR Department Office, Taiba traders & Manufacturing Company, in Rajbari Sadar, Highway. Under the supervision of **Dr.Sayedul Anam, Associate Professor, Department of Business Administration, Daffodil International University.**

I ensure that the report has been prepared in consideration of the fulfilment of my academic requirement and not for any other intention although the concerned parties may find it useful for the improvement of HR policies.

……………………….

Md.Roman Mollah
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ACKNOWLEGEMENT

First of all, I wish to express my gratitude to the Almighty ALLAH and my parents for giving me the strength to perform my responsibilities as an intern and complete the report within the stipulated time.

I am deeply indebted to my Faculty Advisor Md. Alamgir Hossan, Assistant Professor, Daffodil International University for his whole-hearted supervision during my organizational attachment period. I am also grateful to Uttam Dey, HR & Compliance Manager as my organizational supervisor. Really, it wouldn't be possible to prepare this report up to this mark without their guidance.

This has been an incredible period of time for me to work on this report titled **Human Resources Activities**

of Taiba traders & Manufacturing Company.

My gratitude goes to the entire Business Administration Department, of Daffodil International University for arranging an Internship Program that facilitates the integration of theoretical knowledge with a real life situation. Moreover, I would also like to express my gratitude to my Taiba traders & Manufacturing Company. Fellows, seniors and colleagues who gave me good advice, suggestions, inspiration and support. I must mention the wonderful working environment and group commitment of this organization that has enabled me to deal with a lot of things.

Executive Summary

Employee relations and engagement all comes down to how a person feels about his work environment and co-workers. By obtaining a satisfied workforce can a company truly move forward is this emerging market filled with competitors. The words employee engagement and relations refer to the whole workforces connection to the employer that builds strong bonds between both parties. Maintaining these relations are the core of employee engagement. This report is based on the internship program, which a mandatory requirement for the Bachelor of Business Administration at Daffodil International University. The internship report is fabricated as "Analysis of employee relations and engagement techniques of Taiba traders & Manufacturing Company". The report elaborates the employee relations and engagement techniques at Taiba traders & Manufacturing Company. The report is devided into five chapters. The first chapter explains the reports introductory part which includes the introduction, Literature review, Background, Study Scope, Conceptual framework, Reports origin, Study objectives, methodology, limitations of the study of Taiba Traders & Manufacturing Company. The second chapter Company Profile consists of Overview, Mission & Vision, company details, total manpower, Products and services, organogram, future plans. The third chapter contains theoretical issues of employee relations & engagement techniques. Chapter four consists of an analysis, swot analysis and findings of Taiba Traders & Manufacturing Company. Chapter five provide the recommendations and conclusion. The paper contains several interesting results about the determinants of employee relations and engagement techniques. To reach anticipated goals of a organization the only mechanism is the employees of that organization itself. So getting mind blowing results require stable employee relations and dignified employee engagement.

Table of Contents

(01)List Of Table

(02) List of Graph

(03) List of Abbreviations

Serial No.	Topic	Elaborations
1	HR	Human Resource
2	HRM	Human Resource Management
3	BBA	Bachelor of Business Administrtion
4	SWOT	Strengths, Weakness, Opportunities, Threats
5	TT&MC	Taiba Traders & Manufacturing Company

Chapter One
Introduction

1.Introduction

The internship undertaken at Taiba Traders within the Human Resources Management (HRM) department has been essential experience in understanding and analyzing HR policies in a real-world setting. This opportunity allowed me to contribute to, and observe, HR functions while also gaining hands-on experience with HR practices and strategies. The primary goal of this internship was to assess the effectiveness of the HR policies at Taiba Traders, particularly how they align with both organizational goals and industry standards, and to provide actionable insights for improvement.

Throughout my time at Taiba Traders, I engaged in various HR activities, including recruitment support, onboarding processes, employee engagement initiatives, and performance appraisal observations. These experiences enabled me to study the impact of HR policies on employee satisfaction, retention, and organizational culture. I aimed to understand how effectively the company's HR policies meet the needs of its employees, foster a productive work environment, and address the dynamic challenges within the HR landscape.

2.Background of study

The purpose of this report to presents analysis of the HR policies at Taiba Traders, here I recently completed my internship in the HRM department. Taiba Traders, a well-established company, has made significant strides in the construction sector and other industries over recent years, gaining a reputation for quality services and strong client relationships. Human Resources is a crucial area of focus for Taiba Traders, as the company understands that an engaged, productive workforce is foundational to achieving its business objectives and fostering growth. This internship allowed me to explore and assess the company's HR policies and how they support the organization's overarching mission.

Throughout the internship, my responsibilities involved assisting the HR team with day-to-day activities and tasks, providing me a comprehensive understanding of how HR policies are designed, implemented, and enforced. The internship provided valuable exposure to the key functions of HR, including recruitment, employee onboarding, training and development, performance management, compensation, and compliance. This exposure enabled me to observe the HR processes in action and better understand the operational aspects of HR within a professional environment. Additionally, I gained insight into the challenges associated with maintaining effective HR policies that meet both company needs and employee expectations.

The primary objective of my analysis was to evaluate Taiba Traders' HR policies in terms of their effectiveness, alignment with industry standards, and impact on employee engagement and satisfaction. This report aims to identify the strengths of the current policies and highlight potential areas for improvement. Given the importance of employee retention and satisfaction in a competitive industry, this analysis seeks to assess how well Taiba Traders' HR practices are positioned to attract and retain skilled talent. I also sought to understand the extent to which these policies foster a positive and inclusive workplace culture.

Overall, my time at Taiba Traders has been invaluable in helping me develop a practical understanding of HR management principles. This report is a synthesis of my observations, learning, and analyses during the internship, and it provides recommendations based on the findings. My hope is that this report will contribute positively to the continuous improvement of HR policies at Taiba Traders and provide actionable insights to enhance HR operations within the organization.

3.Objective of the study

1.To identify the HR activities of Taiba company

2.To analyze the HR activities of Taiba Company

3.To identify some problems related to HR of Taiba company.

4. Scop of the study

The scope of this study encompasses a detailed analysis of the Human Resources (HR) policies at Taiba Traders, focusing on their structure, implementation, and outcomes. This study covers key HR areas, Training,onboarding,performance management, employee engagement, and compliance with labor laws. By examining these areas, the study aims to provide a holistic view of how HR policies are designed to support both organizational goals and employee needs.

The analysis is primarily based on the policies and practices currently in place within Taiba Traders, with particular emphasis on how these policies impact employee satisfaction, productivity, and retention. Furthermore, this study will evaluate the alignment of Taiba Traders' HR practices with industry standards to assess the company's competitiveness in attracting and retaining talent in a dynamic business environment.

Limitations of the study include a reliance on observations and available documentation within the organization during the internship period, which may not cover every detail of the HR processes in full depth. Additionally, the study's findings may be context-specific to Taiba Traders and may not be directly applicable to organizations of different scales or industries.

5.Tecniq of report

I have collect necessary information for the sources

I.Primary Sources

II.Secondary Sources

a.Primary Sources : The primary data collected from the following sources:

- Practical Discussion.
- Online discussions.
- Face to face interviews.

b.Secondary Sources:I have collect data with this sources

- Taiba Traders websites
- Catalouge
- Internet.

Chapter Two

Company Profile

3.1 **About Company**

Taiba Traders Manufacturing Limited is an independently owned company that specializes in the manufacturing of detergents and ancillary cleaning products. Established with commitment to quality and innovation, the company serves various sectors, including Janitorial, Catering, Medical, and Leisure industries. With a robust production facility and a dedicated team, Taiba Traders aims to meet the diverse needs of its clients by providing effective cleaning solutions that adhere to industry standards.

1. Company Mission and Vision

Taiba Traders is driven by a mission to deliver high-quality cleaning products that promote hygiene and safety in workplaces and public spaces. The company's vision is to become a leading manufacturer in the cleaning products industry, recognized for its commitment to quality, sustainabilit. By continuously improving its product offerings and operational processes, Taiba Traders strives to exceed customer expectations and foster long-term relationships.

2. Company Details

	Taiba Trading & Manufacturing Company
Total Floor Space	76,570 sft. (Total two floors)
Production Space	55,000 sft.
Storage/Inspection area	11,500 sft.
Nos. of Production Line	3 Liquid mixers, 3 Detergent mixers,2 Plastic printers, 2 Paper printers, 2 Spices mixer & 2 Packaging machines, 3 Solvent Extractor , 2 Oil Refiners, 2 Oil filling & packaging machine.
Main Products	Ditergent Powder,liquid Hand Wash, liquid Tiles Cleaner, liquid Dish Wash, Glass Cleaner, Toilet Cleaner, liquid Floor Cleaner, Soya Bean Oil, Chili Powder.

3. Total Manpower

	No.
Total Manpower	62
Total Staff (Admin)	162
Total Non-production workers	11
Total Production Staff	51
Male	37
Female	14

4. Product and Services

They offering clean, simple and impartial hygiene solutions to save you money, Taiba current product range is expanding rapidly. We now sell more than 12+ different cleaning products, detergents and ancillary products.

- Hand wash
- Floor Cleaner
- Toilet Cleaner
- Glass cleaner
- Deterjent powder
- Soyabin Oil
- Glass Cleaning spray
- Dish wash
- Glicarin
- Chili Powder

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Pic 1: Liquid Hand Wash

Pic 2: Glass Cleaner Spray

Pic 3: Liquid Tiles cleaner

Pic 4: Floor liquid detergent

Pic 5 : All Cleaning Products.

Pic 6 : Chilly Powder **Pic 7 : Turmeric Powder**

Pic 8 : Pure Mustard Oil

3.7 **Future of Taiba Traders**

The future of Taiba Traders Manufacturing Limited appears promising, with several key opportunities for growth and innovation in the cleaning products industry. As the company aims to expand its presence and impact, it remains focused on product quality, make sure customer demands, and fostering a culture of employee engagement.

As the company grows, maintaining a strong, motivated workforce will be essential to its success. Taiba Traders can continue to enhance their employee relations and engagement strategies by:

- Expanding training and skill development initiatives will not only benefit employees but also support innovation and operational excellence within the company.
- By fostering a supportive and collaborative workplace environment, the company can gain and retain top talent, which is vital to its long-term growth and productivity.

Chapter Three

HR policies of Taiba Traders

3.1 Human Resource Department (HRD)

The Human Resource Department is an important area of HRM since an individual's performance in an organization is heavily influenced by the work environment or culture that exists at the workplace.In Taiba Traders with this side there are some negative side and positive side,because they have some managers who some knowledge about HR activities.Like in production department in chemical side the workers are done well but in food side they can not do well for proper planning.So I think they should improve this site with some HR activities Of Taiba Traders.

1.Needs:First they have to find out what they need or not.If they can find the solution then they take the steps for production.

2.Recruitment and selection: They have to find out the roles and responsiblities for each position of the company and select the right person.

3.Salary and Compensation: If they can give the salary properly and can give the compensation for any kind of health issue then the employee will do their job easily.

4.Traning and Development: If the company managers can arrange the skills training ,manner training then they can improve their work very easily.

1. **Human Resource activities**

Taiba Traders that having a productive and motivated workforce is essential for market leadership. Taiba Traders treats every staffs with respectfully, creating a trusting and open workplace in which people from diverse backgrounds can fulfill their full capacity.

The company human resources policy focuses on delivering employment satisfaction, growth possibilities, and proper acknowledgment for excellent performance. A positive work environment reflects and develops employee loyalty and commitment. Recognizing this, the Karnaphuli Group has prioritized the continual growth of its human resources, identifying employees' strengths and weaknesses in order to assess their specific training needs, and sending them for self-improvement training. To orient and expand the expertise of its staff, the Karnaphuli Group provides both internal and external training.

Taiba Traders Human Resource section oversees all employee functions. The primary functions of the Human Resources section are:

- Recruitment
- Selection
- HR Planning
- Policy Development
- Employee Attendance
- Training and Development
- Performance Evaluations

2. The main Functions of HRM

Without competent HR, an company cannot form a strong team of working professionals. The Human Resources Management (HRM) department handles recruitment, training, performance reviews, employee motivation, workplace communication, and safety, among other responsibilities. Functions are discussed here:

1. Job Analysis

In Taiba Traders major job analysis precedes all major assessment and selection decisions prior to recruitment within the group. Before proceeding with people selection, it is imperative to get to know the nature of the work inorder to select the best talent. work analysis serves in establishing the understanding of the work by evaluating the work, what is done in the work, and the match between work and competencies.• Requirement for job description by creating and recording competency accordingly.• Ensure presentation of a source of legal defense to the assessment and selection procedures. work analysis helps to create this understanding by assessing the activities in a work, the capablity needed to complete those tasks, and the relationship between the tasks and competencies.

2.Job Profile

Taiba Traders job profile gives details about an employee requirement of organization. These are the main activities for which you attract the employee. This profile offers a clear picture of an employee's specific tasks and role, along with measures, and requirements, of performance. Before reaching the recruitment and selection process, the Human Resources Department, actually, designates a particular human resource requirement for the positions that are announcing by the company.

3.Recruitment

External Sources: company has gracefully reduced their unemployment through the use of newspaper advertising, internet-based resources of search and all those who are in job search may get a hint of the existing vacancies through a certain HR consultancy firm. Recruitment of employees has become much easier and many positions can be filled within a very short span of time due to databases technologies, online job portals and search engines. We agree with the author of the article – using an online e-Recruitment system may save the company time because many HR professionals can independently view E-Candidate. Probably the most popular type of staffing due to its use of widespread link and fast reply is internet based recruitment also called e-recruitment where a business organization uses the internet to recruit a large number of people. In addition, there may be many low-quality applicants and may not contribute to the employee's diversity and ratio.

Internal Sources: That isTaiba Traders has two types of internal sources in the recruitment process. Such as:

I. Promotions: They have very good promotions systems. I saw when an employer doing good in their work then company give them many kinds of facilities like promotion. And in marketing side SR have opportunities to promote as a tso. Which is depends on their work.

II. Transfers: It is an advanced method of promotion. Under it, transfer from one work place to another is the common way followed in Taiba Traders for their employees. It means, transfer of employees from one place to the other, or from one department to another as refers to exchange of jobs or responsibilities. It refers to transfers of individuals from one place to other within an organization without promotion in rank or status. One of it is that it is actually a good source of generating qualified employees.

4.Job Rotation

It is the planned moving of people from one job post to the other within the operations of Taiba Traders with the following human resource objectives; to orient new employees, train staffs, manage employee careers and eliminate job boredom. Hiring is thus considered to be a useful method for the effective delivery of the HR strategy. It is about positioning people in such a way that they / she / he can do their greatest. It is also used to offer the qualified personnel better overview of a company processes and also to avoid monotony which can be eliminated through employment variation.• Performance motivation caused by effective motivation newer challenges• Training fulfilment of competencies with organizational demands• New to performance improvement to new perspectivestransfer of people from one job to another within the business to fulfill a variety of human resource goals, including orienting new employees, training staff, improving career development, and minimizing job ennui or burnout. It is regarded as a valuable tool for the successful execution of HR strategy. It is about placing individuals in the optimal positions where they can achieve the best results. It is also used to provide qualified personnel with better insight into a company's processes, as well as to prevent monotony, which promotes job satisfaction through employment variation.

Through job rotation when staff consults the departmental head manager, the HR department can always change the staff‟s work assignments.

5. Personal Particulars

Employees are fully to update themselves and inform the Human Resources Department of any changes that affects their personal information (Change of phone number, address, marital status, birth of children, additional educational/professional qualifications etc).

6.Conduct

Any time they engage in political, governmental, or civic issues in their individual capacity, they must avoid creating the impression that they are acting for the company. None of such activities shall give the appearance of any conflict of interest with their engagement with the Company.

7.Personal Benefit

Superiors should recommend employees to exclude consumers and, under no circumstances, accept personal incentives in money or kind. The employee should not get entertainment in a manner or to such an extent as to open, or give the impression of opening, an opportunity for the various interest to influence the employee in performing their duties.

3.Working Hours

Saturday to Thursday	8:30am to 05;30pm
Lunch & Prayer Time	01:00 pm to 02:00 pm
Weekly Holiday	Friday

4. Attendance policy

1.If any staffs comes late ,like 30 miniutes then they cut their salary with percentage.

2.They have finger print policy their so it,s easy to count them.

3.They have very strict policy if any emplyee go home without permission they can fire the empolyee.

4.In winter season they have to come office before 08:30am and summer season they have to come office before 9:am.

5.If the employer needs any vacation they have to take permission and gate pass from manager.

4.9.2 Development

We believe that human resources are the most essential resource in management and should be exploited efficiently. This is because an organization's performance, stability, and growth are determined by its capacity to acquire, utilize, and develop human resources for its own advantage. HR is a highly productive corporate asset, and the effectiveness with which it is developed and exploited determines the entire performance of businesses and corporations. It is the most delicate factor of production and should not be viewed as a commodity to be purchased and used in factories.

9.Performance Appraisal: The conduct of performance appraisal is one of the vital human resource management tasks in Taiba Traders intended at reviewing and increasing the performance of the employee besides the identification of gaps in a bid to ensure that employee goals fit the organizational one. The most common appraisal development tools include the system's components, such as periodic reviews, setting objectives, and valuable feedback to the management, which enable them to identify the best employees and direct them towards improvement. Currently, the performance appraisal process at Taiba Traders involves: I. Goal Setting and Review: When before the start of each performance cycle, the employees and the supervisors establish clear and measurable goals most of which are derived from department goals.

II. Performance Metrics: Current performance management involves using key performance indicators (KPIs) that are directed towards assessing individual performance, extent of efficiency, quality, and organization as well as reliability. Regular Feedback: While working, supervisors also monitor progress, and they perform formative assessments at the middle of the year to evaluate progress and challenges. IV. Annual Appraisal: A thorough assessment of the general performance is done annually to discuss promotion expectations and come up with a way forward. 10. Compensation, Benefits & Salary Structure: The structure of remuneration policy at Taiba Traders ensures that it hires, rewards, and keeps the right human resource in the field. The package is expected to be gender sensitive, colour blind, a plain delegate package, a merit based package and an perfomance based package. In the event that a company has to offer more money than the Taiba Traders may not be offering the best in the market, this is by design. They must pay for HR Planning & Policy Development by reason of a market mechanism that mandates it. However, the company does not exploit its employees despite cutting down as many costs as possible that is why the employees are respected.

2. Advance Salary

Company always discourages Advance Salary. Granting of advance against salary will be at the discretion of the Controlling Authority who may allow such advance to the most necessary cases, special/sudden requirement after having recommendation from the concerned HOD/In-Charge. Advance salary withdrawn will be applicable for the confirmed/contract employees. Current month salary advance may be allowed with limited scale under discretion of Controlling Authority. But for paying Advance Salary except current month following policy will be
followed:

a. Only on medical ground for self, dependent i.e. wife/husband, children.

b. Staff has to submit a sufficient paper to prove of such need.

3. Festival Bonus

All confirmed staff shall be eligible for 02 (two) Festival Bonus in a year (at the time of Eid-ul-Fitr & Eid-ul-Aj‟‟ha), which is equivalent to 01 (one) month‟‟s basic salary of individual staff.

Bonus shall be calculated based on last drawn Gross Salary excluding Overtime Pay and other allowances.

4. Performance Bonus

Performance bonus may be paid at the sole discretion of the Company called Incentive. Incentive Bonus quantum to be accorded based on Company Performance and Individual Employee's Performance Appraisal in the month of December. The bonus entitlement of an employee shall be deemed to be forfeited once he/she tenders his/her resignation before the bonus payment.

11. Relationship between HR and Employees

HR's relationship with employees involves recruitment, training, performance evaluation, and benefits administration. HR policies impact employee satisfaction, engagement, and productivity.

- Strengths
- Transparent hiring and onboarding processes that align employees with the company's vision.
- Regular training programs enhance employee skills and align with job requirements.
- Fair performance evaluation and promotion systems motivate employees to perform better.
- Challenges
- Potential gaps in communication regarding career development and growth.
- Limited feedback from employees on HR policies, which may affect morale.

12. Relationship between HR and Staff

HR's relationship with the managerial and administrative staff influences policy implementation, operational efficiency, and employee engagement. Staff members rely on HR for guidance on employment law, conflict resolution, and organizational practices.

- Strengths
- They have strong management in production department.
- Qualitiful products, proper planned for future.

- Challenges
- They have many challenges because they have many competitor in the market.
- Consumer products have many competitor in the market and also chemical,so these are the challenges of Taiba Trades.

Chapter Four

Finding Recommendation
&
Conclusion

4.1 Analysis

Analysis of the HR policies and practices at Taiba Traders, drawing on the findings from my internship observations. Each HR area is assessed based on its effectiveness, alignment with best practices, and impact on both employee satisfaction and organizational outcomes.

- Recruitment and Onboarding

The recruitment process at Taiba Traders reflects a structured and fair approach, which is essential for attracting qualified candidates. By employing a standardized assessment system, the company reduces bias and ensures consistency in hiring decisions. However, the onboarding process lacks comprehensive elements that would fully immerse new employees in the company's values, culture, and objectives. A stronger onboarding program would likely improve early-stage engagement, reduce turnover, and help new hires acclimate faster. Studies show that effective onboarding is directly linked to employee retention and productivity, which suggests that Taiba Traders could benefit from enhancing this area.

- Training and Development

The current training and development programs offer employees the opportunity to gain new skills, supporting career growth. These programs reflect positively on the organization, demonstrating a commitment to employee advancement. However, the limited range and lack of individualized development plans may limit the long-term benefits for both employees and the organization. Given that career growth opportunities are critical for employee satisfaction and retention, the HR team could implement a more diverse training structure that includes personalized growth plans and skills that align closely with the company's strategic objectives.

- Performance Management

Taiba Traders' performance management system includes regular appraisals and feedback, which aids employees in understanding their roles and responsibilities. However, the reliance on periodic evaluations rather than ongoing feedback limits the potential for continuous improvement. Research indicates that continuous feedback fosters a culture of ongoing development, leading to higher engagement and job satisfaction. Transitioning to a performance management model that emphasizes continuous dialogue could help employees address challenges more promptly, aligning their efforts with organizational goals in real-time.

- Compensation and Benefits

The compensation structure at Taiba Traders is competitive and meets industry standards, which is an essential factor for attracting and retaining talent. Benefits, such as health coverage, are highly valued by employees and contribute to job satisfaction. However, the absence of additional non-monetary rewards, such as wellness programs, employee recognition, and flexible work options, may limit overall engagement. Non-monetary benefits are increasingly recognized for their role in enhancing job satisfaction, reducing burnout, and creating a supportive work environment. Introducing such programs could positively impact employee morale and productivity, thereby contributing to a more engaged workforce.

- Employee Relations and Workplace Culture

Taiba Traders promotes a positive and inclusive work environment, evidenced by respectful treatment and diversity initiatives. Employees generally trust the HR team and feel comfortable expressing their concerns, which is critical for maintaining open communication. However, there is an opportunity to strengthen workplace culture by fostering more collaborative teamwork across departments. Building stronger cross-functional relationships can enhance innovation, streamline processes, and create a sense of unity within the organization. Research supports the notion that collaborative workplaces tend to have higher levels of employee engagement and innovation, underscoring the potential value of initiatives to enhance team dynamics at Taiba Traders.

- Compliance and Legal Adherence

Taiba Traders' proactive approach to compliance and legal adherence demonstrates a strong commitment to protecting the company and its employees. The HR department's diligence in monitoring legal changes and updating policies as necessary is a significant strength, reducing potential risks and ensuring ethical standards are maintained. This focus on compliance not only safeguards the organization but also reassures employees of their rights and protections. The company's emphasis on compliance reinforces its reputation as an ethically responsible employer, enhancing employee trust and loyalty.

The HR policies at Taiba Traders are well-designed and generally effective in supporting both organizational goals and employee needs. Key strengths include a structured recruitment process, a proactive compliance strategy, and a positive workplace culture. These aspects of the HR function contribute to a stable workforce and a constructive organizational environment.

However, there are areas where improvements could further enhance HR effectiveness and alignment with industry best practices. Expanding onboarding to create a more engaging experience for new hires, diversifying training programs, adopting continuous performance feedback, and
introducing non-monetary benefits would address critical factors that influence employee satisfaction and retention.

4.2. Finding

During my internship at Taiba Traders, I gained insights into the effectiveness, strengths, and potential areas for improvement within the Human Resources (HR) policies and practices. The findings reflect both my direct observations and the information gathered through interactions with HR personnel.

- Recruitment and Onboarding Processes

The recruitment process at Taiba Traders is structured and well-organized, following clear procedures for candidate assessment and selection. The company uses a standardized interview process, which ensures fair evaluation of candidates. However, the onboarding process could benefit from a more comprehensive orientation program to better familiarize new employees with the company culture, values, and policies. A more detailed onboarding program could help new hires feel more connected to the organization from the start.

- Training and Development Programs

Taiba Traders places importance on training and professional development by offering periodic workshops and skills training sessions. These programs have been positively received by employees, who view them as opportunities for growth. However, the scope of these programs could be expanded to include a broader range of skill-building activities and more personalized development plans based on individual career goals. Enhanced investment in continuous learning opportunities may also contribute to better employee engagement and retention.

- Performance Management System

The performance management system is designed to provide employees with constructive feedback and align their goals with organizational objectives. The system includes regular performance appraisals and feedback sessions, which employees appreciate for clarity on expectations. However, the feedback process could be made more continuous, allowing managers and employees to engage in ongoing dialogue about performance and improvement rather than relying solely on formal review periods.

- Compensation and Benefits

Compensation policies at Taiba Traders are generally perceived as fair, with competitive salary packages that align with industry standards. The company also offers various benefits, including health coverage and leave allowances, which employees find valuable. However, some employees indicated that additional non-monetary benefits, such as wellness programs, flexible work arrangements, or recognition programs, could further enhance job satisfaction and morale.

- Employee Relations and Workplace Culture

Taiba Traders maintains a respectful and inclusive workplace culture, actively promoting diversity and equal opportunity within the organization. The HR department has implemented policies that support ethical behavior and open communication. Employees generally feel comfortable voicing their concerns, suggesting a positive level of trust in the HR team. However, more initiatives to actively foster teamwork and collaboration could strengthen the workplace culture and improve inter-departmental relations.

- Compliance and Legal Adherence

Taiba Traders is diligent in ensuring compliance with labor laws and ethical standards. The company maintains a strong focus on health and safety policies, regularly updating them to align with regulatory changes. The HR team is proactive in educating employees about compliance matters, which helps to prevent potential risks. This area is a significant strength of Taiba Traders' HR policies, providing both legal protection for the company and security for its employees.

Overall, the HR policies at Taiba Traders are well-structured, aligning with industry standards and supporting both organizational goals and employee needs. Strengths include a clear recruitment process, a respectful workplace culture, and a focus on compliance. Areas for improvement include expanding onboarding processes, enhancing training programs, fostering continuous feedback, and introducing additional non-monetary benefits.

1. Recommendations

HR policies and practices at Taiba Traders, several recommendations can enhance the effectiveness of HR functions, improve employee engagement, and support the company's overall goals. These recommendations address key areas, including onboarding, training, performance management, employee benefits, and workplace culture.

- Enhance the Onboarding Process

A more comprehensive onboarding program is recommended to better integrate new employees into the organization. This could include a structured orientation that covers company values, culture, policies, and expectations. Additionally, assigning mentors to new hires during their initial months can help them feel more supported and engaged. A well-rounded onboarding experience is likely to boost new employees' early engagement and increase retention rates.

- Expand Training and Development Opportunities

To meet employees' diverse growth needs, Taiba Traders should consider expanding its training and development programs. This expansion could involve offering a wider range of skill-building workshops, leadership training, and job-specific certifications. Furthermore, creating individualized development plans would allow employees to work toward their career goals with support from the organization, ultimately improving motivation and retention.

- Implement Continuous Performance Feedback

Transitioning to a continuous feedback model for performance management could benefit both employees and supervisors. Instead of relying solely on periodic reviews, Taiba Traders could implement regular one-on-one meetings between employees and supervisors. These sessions would allow for ongoing performance discussions, enabling employees to receive timely feedback, adjust their goals as needed, and address challenges proactively. This approach has the potential to enhance productivity, job satisfaction, and alignment with organizational objectives.

- Introducing Non-Monetary Benefits

In addition to its competitive salary structure, Taiba Traders could improve employee satisfaction by offering non-monetary benefits such as wellness programs, flexible work arrangements, and employee recognition initiatives. For example, implementing an employee recognition program can help foster a culture of appreciation, motivating employees to continue contributing at a high level. Wellness programs, such as health workshops or gym memberships, would also promote work-life balance and reduce burnout, further enhancing employee morale.

- Promote Cross-Departmental Collaboration

Encouraging cross-departmental teamwork and collaboration can strengthen workplace relationships and improve communication throughout the organization. Taiba Traders could organize team-building activities, inter-departmental projects, or knowledge-sharing workshops to foster collaboration. These initiatives would create a sense of unity, encourage innovation, and support a culture of teamwork within the company.

- Strengthen Diversity and Inclusion Initiatives

While Taiba Traders promotes a respectful and inclusive workplace, there is always room to further strengthen diversity and inclusion efforts. This could include organizing diversity training sessions, establishing an employee resource group, or creating policies to support diverse hiring practices. A more inclusive work environment fosters a sense of belonging among employees and enhances overall team dynamics.

- Continue Focus on Compliance and Legal Updates

Maintaining compliance with labor laws and industry standards is a critical aspect of HR management. It is recommended that Taiba Traders continue its proactive approach to compliance by regularly reviewing and updating policies in response to legal and regulatory changes. Additionally, the company could hold periodic compliance workshops to educate employees on workplace rights, safety standards, and other regulatory matters, ensuring both employee safety and legal protection for the organization.

- Gather Regular Employee Feedback

Establishing a structured feedback mechanism, such as anonymous surveys or suggestion boxes, would allow Taiba Traders to gather insights into employee satisfaction and identify potential areas for improvement. Regular feedback from employees can inform HR policies and initiatives, enabling the company to address concerns proactively and create a more supportive workplace environment.

Conclusion

This internship report analyzed the Human Resources (HR) policies and practices at Taiba Traders, focusing on key areas such as recruitment, onboarding, training and development, performance management, employee benefits, and workplace culture. My findings indicate that Taiba Traders has established a strong HR foundation, reflecting industry standards and supporting the company's operational and strategic goals. Employees generally perceive the company's policies as fair, with a positive workplace culture and a commitment to compliance and ethical practices.

However, several opportunities for improvement were identified, particularly in areas that impact employee engagement, satisfaction, and retention. The recommendations in this report suggest enhancements to the onboarding process, expansion of training programs, a shift toward continuous performance feedback, and the introduction of additional non-monetary benefits. Implementing these improvements could further strengthen the HR function, enabling Taiba Traders to attract, retain, and develop talent more effectively.

The study also emphasizes the value of fostering a collaborative workplace culture and enhancing diversity and inclusion initiatives. By promoting teamwork and offering diverse growth opportunities, Taiba Traders can create a more dynamic and resilient workforce capable of adapting to changes in the industry and contributing to the company's growth.

In conclusion, Taiba Traders is well-positioned to achieve sustainable success with its current HR policies. By embracing targeted improvements, the company can build on its strengths, address its areas for growth, and ultimately foster a workplace environment that supports both individual development and organizational excellence. This approach will not only enhance employee satisfaction and loyalty but also drive the company's long-term objectives, aligning HR policies closely with its mission and values.

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