



# **MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS  
2022/2023 ACADEMIC YEAR  
THIRD YEAR FIRST SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS  
BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BHR 3105  
COURSE TITLE:HUMAN RESOURCE  
POLICIES &PROCEDURES**

**DATE: 6TH DECEMBER, 2022**

**TIME: 1430-1630**

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**INSTRUCTIONS TO CANDIDATES**

Question **ONE** is compulsory

Answer any other **TWO** questions

### **Question one**

- a) Upon appointment as the HR director at Maasai Mara University, you have found out that there no forma policies. Prepare a justification to the VC as to the advantages of formal policies in an organization. **5 marks**
- b) An employee information session is one method of communicating policy in an organization. Discuss the key areas of discussion during the session. **5marks**
- c) Comprehensively discuss the role of a human resource manager in developing policy providing relevant examples.

**10 marks**

### **Question two**

- a.) Following your appointment as a policy development consultant for ENSDA you have been asked to formulate a HR policy for the organization. Comprehensively discuss the factors you will consider. **10 marks**
- b.) Developing policy content calls for various considerations to be made". Citing relevant examples comprehensively discuss the legal considerations to be made.

**5 marks**

### **Question three**

- a) It is good practice to seek the opinion of others as you write your policy. Comprehensively discuss the critical issues you expect the managers to review; **10 marks**
- b) Briefly discuss the values to be considered in a HR policy **5 marks**

### **Question four**

Disciplinary action is considered a critical issue in Human Resource Management that requires closer scrutiny guided by clear procedures. Comprehensively discuss the components of a disciplinary procedure.

**15mks**

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