



NURTURING INNOVATORS

RIARA SCHOOL OF BUSINESS

SEPTEMBER - DECEMBER 2023 TRIMESTER

**EXAMINATION FOR DIPLOMA IN BUSINESS MANAGEMENT/DIPLOMA IN
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT/ DIPLOMA IN BUSINESS IN
INFORMATION TECHNOLOGY**

RBM 022: HUMAN RESOUC E POLICY AND PRACTICES

1ST DECEMBER 2023

TIME: 2 HOURS

GENERAL INSTRUCTIONS:

- i. Students are **NOT** permitted to write on the examination paper during reading time.
- ii. This is a closed book examination. Text book/Reference books/notes are not permitted.

SPECIAL INSTRUCTIONS

1. Write your REGISTRATION NO. Clearly on the answer booklet(s).
2. Answer Question One and ANY other TWO questions.
3. Questions in all sections should be answered in answer booklet(s)
4. PLEASE start the answer to EACH question on a NEW PAGE.
5. For the questions, write the number of the question on the answer booklet(s) in the order you answered.
6. Write on both sides of each leaf and indicate number of each question at the top of each page.
7. Write the answers in a paragraph form unless stated otherwise.
8. Marks allocated to each question are shown at the end of the question.
9. All rough work must be done on the answer booklet and crossed through!
10. Use supplementary pages only when you have exhausted those in this book.
11. Fasten the supplementary pages to the inside back cover of this booklet.

QUESTION ONE: COMPULSORY (30 MARKS)

- a. Explain the following functions of Human Resource **(6 marks)**
- i. HR planning
 - ii. Safety & Health
 - iii. Employee Relations
- b. HR policies are the framework within which people in an organisation work. Explain any **THREE guidelines** you must consider was you write HR policies. **(6 marks)**
- c. Recruitment refers to the process of attracting potential job applicants from the available labor force. Explain the **TWO** sources of recruitment giving **THREE** advantages of **each** source. **(10 marks)**
- d. Considering the functions of HR discuss **FOUR** ways in which technology improves the quality of HR decisions? **(8 marks)**

QUESTION TWO

- a. Explain the following benefits as they are in the Employment Act. **(8 marks).**
- i. Annual leave
 - ii. Maternity and paternity leave
 - iii. Sickness leave
- b. Assuming you were the HR manager of Texcom Ltd, describe the procedure that you would adopt before taking a disciplinary action against an employee who has been coming to work late and drunk. **(12 marks)**

QUESTION THREE

- a. Expound on any **FIVE** benefits of a Safe and Healthy Workforce. **(10 marks)**
- b. Discuss **FIVE** reasons why good industrial relations is necessary in every country. **(10 marks)**

QUESTION FOUR

- a. Training aims at increasing knowledge & skills of an employee for doing a particular job. However there may be limitations. Evaluate **FIVE** reasons why training may fail. **(10 marks)**
- b. Explain **FIVE** reasons why performance evaluation is important in an organization. **(10 marks)**