

SOP Subject	Human Resources Introduction	Authorized By	Ken Fong
Category	Human Resources	Status	Draft
Version	1.0	Effective Date	
Date Prepared	January 29, 2007		

Introduction	
Purpose	Provide introduction to ResQSoft Human Resources Policies and Procedures
Personnel Concerned	All ResQSoft staff and consultants
Directives Cancelled	None
Distribution	Email and SharePoint
Originator	ResQSoft Office of Human Resources

Revision History	
1.0	

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1.0 Standard Operating Procedure Summary: Human Resources Manual Introduction

- Provide ResQSoft, Inc. staff with administrative and organizational rules, regulations, policies, procedures and general information governing personnel matters.
- Personnel policies and procedures apply to all ResQSoft staff. Individual operating departments of ResQSoft may have more detailed departmental instructions that supplement (but not contradict) these policies.
- ResQSoft is always interested in the opinions of its staff, expressed individually or through their department heads, about working conditions, ways and means of accomplishing work tasks and jobs more proficiently and other matters of interest to staff members.
- "Staff" as used herein includes full and part-time employees, consultants, contract workers / subcontractors, and consultants unless otherwise noted.

2.0 Standard Procedures

2.1 Purpose

The purpose of the Human Resources Policies is to provide ResQSoft, Inc. staff with administrative and organizational rules, regulations, policies, procedures and general information governing personnel matters relating to employment with ResQSoft.

Each employee and consultant should become familiar with these policies and procedures. It is requested that each employee study these policies and use it as a reference. The policies will continue to be available on the ResQSoft Internal Portal's Human Resources section (<http://www.resqsoft.net:83/Human%20Resources/default.aspx>).

Because no set of human resources policies can answer all the questions that an employee may have, ResQSoft encourages staff to contact their supervisors or the Office of Human Resources if they have additional questions or desire further clarification of these policies and procedures. The policies stated herein shall govern in the event of any conflict between the policies and any oral statement about the policies or its contents.

2.2 Scope

The policies herein include those personnel policies and procedures that apply to all ResQSoft personnel (employees and consultants). However, individual operating departments of ResQSoft may have more detailed departmental instructions that relate to that department that are not included in these policies.

2.3 Responsibility of the Office of Human Resources

The Office of Human resources, upon approval by the ResQSoft Management Team, will be responsible for distributing all new or revised policy and procedural statements in electronic form in the appropriate Human Resources Manual section (by document) and on the ResQSoft Internal Portal site's Human Resources Section.



2.4 Rights of ResQSoft

ResQSoft is always interested in the opinions of its staff, expressed individually or through their department heads, about working conditions, ways and means of accomplishing work tasks and jobs more proficiently, and other matters of interest to staff members.

However, ResQSoft, in recognizing and accepting its responsibility to provide necessary services to ensure quality solutions and deliverables to clients, must have the flexibility to make decisions without staff consultation. Therefore, ResQSoft must maintain exclusive discretion to exercise the customary functions of management, including, but not limited to: (i) the discretion to select, hire, promote, suspend, dismiss, assign, supervise and discipline employees; (ii) to determine work schedules and the size and composition of the workforce; to establish, amend and abolish policies, procedures, rules and regulations; (iii) to determine and modify position descriptions and position classification specifications; and (iv) to assign duties to staff members in accordance with the needs and requirements of ResQSoft.

Accordingly, these policies are intended to provide ResQSoft staff with information about present company policies and benefits. These policies and benefits may be changed as ResQSoft deems appropriate and in ResQSoft's sole discretion. These policies are not intended to constitute or be part of any employment contract between ResQSoft and an employee or consultant, nor is anything contained herein a covenant, and should not be construed as such. Unless dictated otherwise by statute, regulation or contract, employment by ResQSoft is not for a definite term and may be terminated by ResQSoft or the employee at any time, for any reason or no reason, unless otherwise agreed in writing by one authorized by ResQSoft management to do so. The policies of ResQSoft may be changed or amended at any time, with or without prior notice. Failure of staff to observe policies may result in disciplinary action up to and including dismissal.

2.5 ResQSoft Adherence to Laws and Regulations

It is the policy of ResQSoft to comply with Federal and State laws and regulations governing Civil Rights, Equal Pay, Occupational Safety and Health, Disability, Veterans, Sexual Harassment and Fair Labor Standards. Failure to comply with these laws and regulations may result in legal action against both ResQSoft and its staff.

2.6 Mission

ResQSoft's mission is to develop quality information technology solutions for its clients, promoting *ResQSoft Engineer's* unique ability to modernize legacy systems and deploy applications rapidly and extracting value from the company's other software assets.

To this end, ResQSoft is committed to: (i) excellence in understanding customer requirements; (ii) delivery of best-in-class, quality information technology solutions based on open standards; (iii) educating its employees on technology standards, methodologies and techniques for effective participation on client engagements; and (iv) fostering a productive work environment that maximizes satisfaction to both employees and customers.

2.7 Governance and Organization



ResQSoft is governed and operated through the ResQSoft Management Team, reporting to the Board of Directors, and is registered as a C Corporation under the laws of the Commonwealth of Virginia. The current members of the ResQSoft Management Team are as follows:

1. Thomas Bragg, Technical Director
2. John Barnes, Client Delivery, Developer Management
3. Jerry Henwood, Business Development Director
4. Kendrick Fong, Counsel, PMO Director

ResQSoft is organized functionally into the following offices/departments:

1. Business Development (Jerry Henwood)
2. Finance, Accounting and Payroll (Tom Bragg)
3. Client Delivery (John Barnes)
4. Developer Management (John Barnes)
5. Project Management Office (Ken Fong)
6. Legal (Ken Fong)
7. Human Resources (Jerry Henwood)
8. Technology (Tom Bragg)

3.0 Questions and Comments Relating to Human Resources Manual Introduction

Any questions or comments relating to this SOP should be directed to the employee's or consultant's immediate supervisor. Any deviations from policy must be requested and approved in writing by the [ResQSoft PMO](#).

PMO Use Only

Status	Active SOP
Next Action	Quarterly Progress Review
Next Action Date	April 1, 2007

