



**Riara School of Business**

*Nurturing business innovators*

**JANUARY – APRIL 2016 TRIMESTER**

**EXAMINATION FOR DIPLOMA IN BUSINESS MANAGEMENT**

**EVENING PROGRAMME**

**BDM 022: HUMAN RESOURCE POLICY AND PRACTICES**

**DATE: APRIL 2016**

**TIME: 2 HOURS**

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**INSTRUCTIONS**

- i) Answer Question ONE and any other two**
  - ii) Marks allocated to each question are shown at the end of the question**
  - iii) Arrange your work neatly and indicate the questions answered in the Examination booklet**
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**QUESTION ONE (COMPULSORY – 30 MARKS)**

- a. Discuss any **FIVE** importance of Human Resource Policy in an organization **(10 Marks)**
- b. Explain the key Ethical Issues in Human Resource Policy and Practices **(8 Marks)**
- c. Explain any **FOUR** areas of Human Resource Policy and Practices **( 12 Marks)**

**QUESTION TWO**

- a. Distinguish between Recruitment and Selection **(10 Marks)**

b. Discuss the process of carrying out a performance appraisal in the organization **(10 Marks)**

### **QUESTION THREE**

a. Discuss **FIVE** Human Resource policy areas where Discrimination is likely to occur in the workplace **(10 Marks)**

b. Explain **FIVE** factors that affect wages and salary administration in an Organization. **(10 Marks)**

### **QUESTION FOUR**

a) In line with employee relations policies discuss **FIVE** main roles of trade unions **(10 Marks)**

b) Discuss **FIVE** grounds upon which separation policies can be effected within an organization **(10 Marks)**

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