Employee Retention Policy

From,

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To,

AIMSR Family

Sub: Employee Retention Policy

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1. Purpose

The Employee Retention Policy is designed to promote employee satisfaction, engagement, professional growth, commitment and long-term association with the institution. The institution aims to create a positive, supportive and inclusive work environment that encourages employees to contribute to organizational goals and retain skilled, competent and dedicated workforce.

2. Scope

This policy applies to all employees working at Apollo Institute of Medical Sciences & Research, including teaching faculty, clinical staff, administrative staff, technical staff and support staff, subject to applicable institutional rules.

3. Objectives

- To retain competent, qualified and experienced employees.
- To reduce employee turnover and improve workforce stability.
- To promote employee engagement, motivation and job satisfaction.
- To recognize and reward employee contributions and performance.
- To encourage professional development, career advancement and internal growth.
- To maintain a healthy, respectful and supportive workplace environment.

4. Employee Retention Strategies

4.1 Employee Engagement & Communication

- Conduct periodic employee engagement activities and feedback sessions.
- Encourage open communication between employees, department heads and HR.

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- Address employee concerns, grievances and workplace challenges in a timely manner.
- Promote a transparent and collaborative work culture.

4.2 Recognition & Rewards

- Recognize employees for exceptional performance, dedication and contributions.
- Implement appreciation initiatives, awards and recognition programs.
- Acknowledge long-term service and employee milestones.
- Encourage department heads to provide regular positive feedback.

4.3 Career Growth & Development

- Provide training, learning opportunities and skill enhancement programs.
- Encourage participation in academic activities, conferences, workshops and professional development programs, wherever applicable.
- Identify employees with potential for career advancement.
- Facilitate internal promotions and opportunities based on performance, qualifications, eligibility and institutional requirements.

4.4 Compensation & Benefits

- Review compensation and benefits periodically, subject to institutional approval.
- Ensure salary structures are aligned with organizational policies and applicable regulations.
- Consider employee welfare, benefits and incentives as part of retention initiatives.

4.5 Work-Life Balance & Employee Welfare

- Promote a supportive working environment.
- Address workload concerns wherever feasible.
- Encourage leave utilization in accordance with institutional leave policies.
- Provide support during personal or professional challenges, wherever feasible and subject to institutional policies.

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4.6 Employee Grievance & Conflict Resolution

- Employees may approach HR or their reporting authority to raise concerns.
- HR shall maintain confidentiality to the extent reasonably possible.
- Grievances shall be reviewed fairly and objectively.
- Appropriate action shall be taken to resolve concerns within a reasonable timeframe.

4.7 Exit & Retention Interviews

- Conduct exit interviews for employees resigning from the institution.
- Identify reasons for employee attrition and recurring concerns.
- Conduct retention discussions with employees who express dissatisfaction or intent to resign, wherever appropriate.
- Analyze exit interview feedback to identify areas for improvement.

Regards

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