



# HR QUALITY MARK APPLICATION FORM

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## 1. ORGANISATION PROFILE

Name of Organisation

Trading Name(s)  
(if applicable)

Business Address

Telephone Number

Business Email

Name of Managing Director  
(or equivalent)

Name of Contact person  
(if different from above)

Designation

Telephone Number

Mobile Number

Email Address

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### 1.1. TYPE OF ORGANISATION (tick where applicable)

Private organisation

Public organisation

Non-profit organisation

Other (please specify)

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## 1.2. TYPE OF SECTOR (tick where applicable)

Agriculture, Forestry & Fishing	Construction	Education
Financial & Insurance	Health & Social Care	Hotels & Restaurants
ICT & iGaming	Manufacturing	Private Sector Services
Public Administration	Real Estate, Renting & Business Activities	Retail, Wholesale & Repairs
Transport, Storage & Communication Services	Voluntary and Not-for-Profit Organisation	Other (Please specify below)

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## 1.3 INDUSTRIAL RELATIONS

Is the workforce within your organisation unionised?

Yes – All our workforce is unionised

No – None of our employees are unionised

Partially – A specific grade/s of our workforce is unionised

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## 2. ORGANISATION SIZE AND APPLICATION FEE excluding VAT (Please tick)

<b>SMALL</b> (10-49 employees)	<b>MEDIUM</b> (50-249 employees)	<b>LARGE</b> (250 + employees)
<b>HRQM Application Fee</b> €250	<b>HRQM Application Fee</b> €350	<b>HRQM Application Fee</b> €450
<b>FHRD Membership Fee*</b> €150	<b>FHRD Membership Fee*</b> €250	<b>FHRD Membership Fee*</b> €350

\*If the organisation is already a FHRD member, this is not applicable.

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### 3. ORGANISATION PREPARATION PRIOR TO THE ASSESSMENT

Kindly complete the following HR questions and list any documentary evidence in the area provided.

Overview (maximum of 350 words per question)

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- 1 HR Policies and Practices** State your vision, mission and shared values (where applicable) together with an outline of the HR Plan and the HR policies and procedures in your organisation.

List any Documentary Evidence

2 **Recruitment,  
Selection and Talent  
Management**

What is your recruitment and selection policy and what procedure do you adopt when a vacancy arises?

List any Documentary Evidence

3 **Compensation,  
benefits and total  
rewards**

How do you determine what compensation to pay your employees and how do they financially progress through the organisation?

List any Documentary Evidence

- 4 **Employment and Industrial Relations** What systems do you have in place to handle employee complaints? Briefly describe your employee disciplinary procedure.

List any Documentary Evidence

- 5 **Performance Management** Describe your performance management system. Explain if the system is linked to financial rewards or not and the rationale behind this decision.

List any Documentary Evidence

- 6 **Human Resources Information systems** Explain how your employee data is collected and how is data utilised. How is HR data translated into useful information for decision making?

List any Documentary Evidence

- 7 **People Training and Development** Explain how your organisation identifies training and development needs. How is your training budget allocated?

List any Documentary Evidence

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## 4. APPLICATION REQUIREMENTS

Kindly send to FHRD:

Jobsplus Dashboard screenshot indicating number of employees (per legal entity)

A soft copy of the Employee Handbook (If this is available)

A soft copy of the Collective Agreement (If this is applicable)

A soft copy of the Sick leave Policy (If this is available)

A soft copy of the Vacation Leave Policy (If this is available)

A soft copy of the Disciplinary Policy (If this is available)

A soft copy of the Performance Review Form used ( If this is available)

Completed online application form (per legal entity)

Application fee (per legal entity) as indicated in Clause 2

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## 5. COMMITMENT

To the best of my knowledge the information given in this application form, is correct and can be processed in accordance with the Data Protection Act Chapter 586.

Name and Surname  
(A person responsible for HR)

Date

Signature

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### FOR MORE INFORMATION CONTACT FHRD

5, Clock Tower Building, Tigne' Point Sliema, Malta  
Tel: (+356) 2131 3550  
Email: [qm@fhrd.org](mailto:qm@fhrd.org)  
[www.fhrd.org](http://www.fhrd.org)



It is assumed that the entity and its people follow ethical standards in their line of business.  
In effect, FHRD has the right to refuse any application and revoke the HR Quality Mark at any point in time.