HR QUALITY MARK

FOUNDATION FOR HUMAN RESOURCES DEVELOPMENT

HR QUALITY MARK
APPLICATION FORM

1. ORGANISATION PROFILE

Name of Organisation*	
Trading Name(s) (if applicable)	
Business Address	
Telephone Number	
VAT Number	
Name of HR Director (or equivalent)	
Name of Contact person (if different from above)	
Designation	
Telephone Number	Mobile Number
Email Address	

1.1. Type of Organisation (tick where applicable)

- ○ Private organisation
- ○ Public organisation
- ○ Voluntary organisation
- ○ Other (please specify)

*Please contact FHRD for guidance on how to handle the application/s if:
- Multiple legal entities are applying; and/or
- You have employees registered with a local legal entity who work in a different country.

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 organisation
- Other (Please specify below)

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

2. FEES

2.1 Organisation Size and HRQM Application Fee (Please tick)**

HRQM APPLICATION FEE: €600+VAT
ADMINISTRATION FEE: €150 + VAT

- **SMALL** (10-49 employees)
- **MEDIUM** (50-249 employees)
- **LARGE** (250 + employees)

2.2 FHRD Membership Fee* (Please tick)

- **FHRD Membership Fee* SMALL** (10-49 employees) **€195**
- **FHRD Membership Fee* MEDIUM** (50-249 employees) **€295**
- **FHRD Membership Fee* LARGE** (250 + employees) **€395**

3. AUDIT DATE

3.1 Preferred Audit Week***

FHRD will make every effort to schedule the audit during your preferred week. Scheduling will be based on a first-come, first-served basis, depending on the order of application submissions and auditors' availability.

*If the organisation is an FHRD member, this is not applicable.
** Once FHRD receives a completed application, you will receive an invoice for the relevant application.
*** Refer to Annex 1 to select your preferred week. Insert your preferred week in section 3.1.

4. ORGANISATION PREPARATION PRIOR TO THE ASSESSMENT

Kindly complete the following HR questions and list any documentary evidence in the area provided.
Further details regarding the documentary evidence may be found in Annex 2

		Overview (maximum of 350 words per question)
1	**Strategy**	HR Strategy refers to an organisation's overall plan for managing its human capital to align it with its activities, promote the company's vision, mission, values, and objectives as well as ensuring inclusion in all aspects within the organisation, through people-centric solutions. It enables an organisation to visualise and capitalise upon the current strengths and anticipate future challenges with the organisation. In essence it is a long term-plan that dictates HR practices throughout the organisation. Briefly describe the long term plan of your organisation.

List any Documentary Evidence

2 **Talent**

Talent refers to a natural aptitude or acquired ability, which when managed properly can lead to success. Within an organisation, talent needs to be managed to encompass all the HR processes required to attract, identify, develop and retain employees who are valuable to the organisation. Briefly describe how talent is managed with your organisation.

List any Documentary Evidence

3 **Engagement**

Engagement refers to an employee's state of mind, whereby one exhibits effort, enthusiasm, dedication, pride and concentration (to mention a few). There are a variety of initiatives that organisations may implement to promote a high level of engagement amongst its employees. Briefly describe what initiatives your organisation implements in this regard.

List any Documentary Evidence

4 **Career**

Career refers to the methods in place that facilitate the development and progression of an employee within an organisation. It is in the interest of the organisation to ensure that career journey and career ladders are clearly communicated and to have systems in place that equip the employees with the necessary skills to guarantee a lifetime of employability. Briefly describe what process your organisation has in place.

List any Documentary Evidence

5 **Efficiency**

Within an organisation, Efficiency refers to the ability in which an organisation can measure how effective the HR actions and activities are to the overall organisation. An effective HR team is one that is able to measure and analyse all data and translate it into metrics that have a bearing on the bottom line of the organisation. Briefly describe what systems your organisation has in place.

List any Documentary Evidence

6 **Relations**

This core area refers to the organisation's efforts to create and maintain a positive relationship with the employees. This is managed through HR policies and procedures that address among other things workplace conflicts, workplace safety, compensation and rewards. Briefly describe what HR policies and practices your organisation has in place in this regard.

List any Documentary Evidence

5. APPLICATION REQUIREMENTS

Kindly send the below requested documents to FHRD. Please ensure to send current documents.
Each document submitted must be saved and titled in number order as listed below
eg. 1 Application form; 2 Jobsplus Dashboard Screenshot etc.

	Sent	Comments
1. Application form (per legal entity)		
2. Jobsplus Dashboard screenshot		
3. Contracted work Statement		
4. Organisation Mission, Vision and Values		
5. Organisation Chart		
6. Employee Handbook		
7. Collective Agreement		
8. Sick Leave Policy		
9. Vacation Leave Policy		
10. Discipline Policy		
11. Anti-Discrmination Policy		
12. Anti-Harassment Policy		
13. Governance Policy		
14. Ethics Policy		
15. Recruitment Policy		
16. GDPR Policy		
17. IT Data Compliance Policy		
18. Performance Review Form used		
19. A soft copy of a job description		
20. An external and an internal vacancy		
21. A soft copy of an exit interview		
22. Development plan		
23. High potential (HIPo) employee approach		
24. Demographics Report		
25. The Workforce Plan		
26. The HR Plan		
27. The Wellness Strategy		
28. List of First Aiders		

6. PRIVACY POLICY

FHRD will process any personal data provided in this application form for the purposes of administering and assessing the HR Quality Mark application, communicating with applicants, conducting the assessment process, issuing reports and certificates, and complying with applicable legal obligations.

Personal data will be processed in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act (Chapter 586 of the Laws of Malta). For further information on how FHRD processes personal data and your rights under data protection law, please refer to our Privacy Notice available at: https://fhrd.org/privacy-policy/.

7. 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	

FOR MORE INFORMATION CONTACT FHRD

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

FHRD
all about people

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.

ANNEX 1

Week no	2027
Week 8	22 – 27 February
Week 9	1 – 5 March
Week 10	8 – 12 March
Week 11	15 – 19 March
Week 12	22 – 26 March
Week 13	29 March – 2 April
Week 14	5 – 9 April
Week 15	12 – 16 April
Week 16	19 – 23 April
Week 17	26 – 30 April
Week 18	3 – 7 May
Week 19	10 – 14 May
Week 20	17 – 21 May
Week 21	24 – 28 May
Week 22	31 May – 4 June
Week 23	7 – 11 June
Week 24	14 – 18 June
Week 25	21 – 25 June
Week 26	28 June – 2 July
Week 27	5 – 9 July
Week 28	12 – 16 July
Week 29	19 – 23 July
Week 30	26 – 30 July
Week 31	2 – 6 August

ANNEX 2

1. **Application Form**
   We require a completed and signed application form (per legal entity). You may print the form, sign it and send a scanned signed copy or else you may insert an electronic signature and send the pdf signed form.
2. **Jobsplus Dashboard Screenshot**
   Please provide a screenshot of the Jobsplus dashboard indicating the number of employees (per legal entity). We do not require a list of employees, just the total number of employees.
3. **Contracted work Statement**
   We require a signed statement from the organisation (per legal entity) on whether the organisation utilises contract workers and if so, indicate the quantity.
4. **Organisation Mission, Vision and Values**
   We require a soft copy of these. If they are embedded in other documents, just indicate which document and page number.
5. **Organisation Chart**
   We require a soft copy of this. If it is embedded in other documents, just indicate which document and page number.
6. **Employee Handbook**
   We require a soft copy of this document if it is available
7. **Collective Agreement**
   We require a soft copy of this document if it is applicable
8. **Sick Leave Policy**
9. **Vacation Leave Policy**
10. **Discipline Policy**
11. **Anti-Discrimination Policy**
12. **Anti-Harassment Policy**
13. **Governance Policy**
    This covers transparency, fairness, accountability etc.
14. **Ethics Policy**
15. **Recruitment Policy**
16. **GDPR Policy**
17. **IT Data Compliance Policy**
18. **Performance Review Form**
    We require a soft copy of this document if available
19. **Job Description**
    We require a soft copy of an example of this document if available
20. **An external and an internal vacancy**
    We require a soft copy with an example of each one
21. **Exit Interview**
    We require a soft copy with an example.
22. **Development Plan**
    A development plan is a structured approach designed to support an employee's professional growth and align their development with the organisation's goals. The plan includes timelines, resources, and methods for tracking progress to ensure continuous improvement.
23. **High Potential** (HIPo) employee approach
    We require an example of how your organisation handles a HIPo employee
24. **Demographics Report**
    This is a report which breaks down age, race, sex etc.
25. **Workforce Plan**
    Definition: A workforce plan is a strategic document that outlines an organisation's approach to ensuring it has the right people in the right roles at the right time. It involves analysing current staffing levels, identifying future workforce needs, forecasting skills and talent gaps, and planning how to address those gaps.
26. **HR Plan**
    Definition: An HR plan is a detailed strategy that focuses on how an organisation will manage its human capital to achieve its overall business objectives. It includes key aspects like staffing, recruitment, training, development, performance management, compensation, employee engagement, and compliance with labour laws

Documents 8 - 17 We require a soft copy of these documents if they are available. If the policy is embedded in other documents, just indicate which document and page number.