



**KENYATTA UNIVERSITY**  
**UNIVERSITY EXAMINATIONS 2018/2019**  
**SECOND SEMESTER EXAMINATION FOR THE DIPLOMA**  
**IN HUMAN RESOURCE MANAGEMENT**  
**BHM 042: PERSONNEL POLICIES**

**DATE:** Monday 1<sup>st</sup> April 2019

**TIME:** 4.30p.m-6.30p.m

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**INSTRUCTIONS:**

*Answer Question ONE and any other TWO Questions.*

**QUESTION ONE**

- a) Outline the general contents of a sample personnel policy manual. (10 Marks)
- b) Personnel Policy Manual is a mandatory document for all organizations. If you agree with this statement, explain your argument using five points. (10 Marks)
- c) Explain five guidelines that can assist a personnel manager in preparing a policy manual. (10 Marks)

**QUESTION TWO**

- a) Identify the principle sources of personnel policies and give out examples for each source. (10 Marks)
- b) Personnel policies must have certain features. Explain this statement by using five ideal factors of a sound personnel policy. (10 Marks)

**QUESTION THREE**

- a) Failure to observe rules and regulations of an organization is one cause of employee indiscipline. Give other five possible causes of employee discipline. (10 Marks)

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**INVOLVEMENT IN ANY EXAMINATION IRREGULARITY SHALL LEAD TO DISCONTINUATION**

- b) When dealing with procurement of employees, organisation must have well designed procedures of manpower planning, job design and even job evaluation. This calls for a thorough job analysis. Explain the aspects of a job that have to be analyzed for effective procurement (10 Marks)

#### QUESTION FOUR

- a) Explain five reasons why performance appraisal must be practiced by supervisors. (10 Marks)
- b) Relate the occupational safety and Health Act (OSHA) to any five components of a welfare programme in any organization. (10 Marks)