

## **Clarity Singapore Limited Human Resources (HR) Committee Terms of Reference**

### **Objective**

The objective of the HR Committee (“Committee”) is to provide guidance to and oversight of Clarity’s human resource management practices.

### **Composition of Committee**

The HR Committee shall consist of at least 2 members, majority of whom shall be members of the Board. The Chairperson of the Committee shall be a member of the Board. The Board will appoint the Chairperson and members of the Committee. Committee members will be appointed for a two-year term and re-appointment will be approved by the Board giving consideration to the need for continuity and periodic rotation of Committee members.

Members are to conduct themselves with integrity, act in the best interest of Clarity Singapore and ensure confidentiality of information.

### **Duties and responsibilities:**

1. To review, monitor and make recommendations to the Board of Directors on Clarity's human resource strategy and policies that pertain to staffing, compensation, benefits, and related issues that directly affect Clarity's ability to recruit, develop and retain competent staff needed to achieve its objectives.
2. To recruit, interview and make recommendation to the Board in respect of senior management positions such as Executive Director and Chief Psychologist/Clinical Director or equivalent.
3. To appoint, liaise and work with external human resource consultants or professionals if necessary to ensure that Clarity’s HR strategy and policies are adequate and reasonable, and in the recruitment and hiring of senior staff, if instructed by the Board.
4. To review the annual changes to manpower budget proposed by the Executive Director and recommending the same to the Board.
5. Together with the Chairman of the Board to conduct an annual review of the performance of the Executive Director and reporting the same to the Board.
6. The Executive Director shall notify the Chairperson of the Committee whenever a Department Head resigns or is terminated, and the Chairperson of the Committee shall be entitled to, may conduct an exit interview.
7. The Committee shall address or resolve conflicts or issues; between staff (only upon Executive Director asking for assistance) or between staff and the Executive Director, that have been brought to their attention.
8. To work with the Audit Committee and provide guidance to Management in the investigation of any whistleblowing complaints by any staff member.
9. The Committee shall not at any time exert any influence in the recruitment and career prospects of an individual staff member or groups of staff while in office.

**Review of Terms of Reference**

The Terms of Reference for this Committee shall be reviewed every two years to ensure its necessity and relevance. The Committee shall recommend amendments to the Terms of Reference to the Board as necessary.