

Spirit Led Counselling Service Human Resource Management Policy

Policy Statement and Guiding Principles

Policy Statement

The Spirit Led Counselling Service is committed to maintaining effective human resource management to foster a compassionate, client-centered, and ethically responsible workplace. This policy ensures that all human resource activities align with the organization's values and mission.

Scope

This policy applies to all staff, volunteers, contractors, and affiliates of the Spirit Led Counselling Service.

Recruitment and Selection

Staff will be recruited, trained, and retained based on their alignment with organizational values and demonstrated commitment to holistic, client-focused care. The recruitment process shall be transparent, equitable, and consistent with the principles of diversity and inclusion.

Work Environment

The organization will foster a supportive work environment that encourages collaboration, respect, and open communication among team members. All employees are entitled to a safe workplace free from discrimination, harassment, and retaliation.

Professional Development

Ongoing education, mentorship, and opportunities for spiritual and personal growth will be provided. Staff members are expected to engage in continuous professional development to ensure the delivery of high-quality, responsive counselling services.

Performance Management

Regular performance evaluations will be conducted to support employee development, recognize achievements, and identify areas for improvement. Constructive feedback will be provided in a manner that upholds dignity and encourages growth.

Ethical Practice

All employees must adhere to the highest ethical standards, demonstrating integrity, confidentiality, and respect for every individual. Ethical practices will be promoted through ongoing training and clear communication of expectations.

Well-being and Support

The Spirit Led Counselling Service prioritizes the well-being of its staff. Resources and support will be accessible to promote mental, emotional, and spiritual health, ensuring a resilient and empathetic team.

Review and Compliance

This policy will be reviewed regularly and updated as necessary to remain in alignment with best practices and organizational needs. Non-compliance with this policy may result in corrective action, up to and including termination of employment or affiliation.