



E&N HR HEROES SOLUTIONS

Strategic Workforce Intelligence & HR Advisory

POLICY & COMPLIANCE TEMPLATE SUITE

A comprehensive suite of ready-to-use templates to help your organization establish strong policies, ensure legal compliance, and maintain best practices in HR management.



LEGALLY COMPLIANT

Aligned with Tanzanian labour laws (ELRA Cap 366) and best practices.



READY-TO-USE

Structured templates to save time and improve consistency.



FAIR & TRANSPARENT

Promotes procedural fairness and strengthens employee relations.



REDUCE RISKS

Minimize non-compliance risks and protect your business.



STRONG POLICIES. FAIR PROCESSES. COMPLIANT WORKPLACES.

Building Resilient Organizations Through Effective HR Governance.

EN HR HEROES SOLUTIONS

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POLICY & COMPLIANCE TEMPLATE SUITE

This suite provides structured frameworks for establishing organizational standards, managing employee leave, conducting lawful disciplinary hearings, and issuing formal warnings in compliance with Tanzanian labour laws (ELRA Cap 366).

TEMPLATE 1: STANDARD OPERATING PROCEDURE (SOP) FRAMEWORK

Purpose: To provide a consistent, structured template for documenting internal procedures, ensuring operational consistency, and reducing compliance risks across departments.

SOP Title:		SOP Number:	SOP-HR-001
Department:		Effective Date:	
Prepared By:		Revision Date:	
Approved By:		Page:	1 of []

1. Purpose

Briefly state the objective of this procedure (e.g., 'To outline the standard procedure for processing employee payroll in compliance with TRA and statutory requirements.')

2. Scope

Define who and what this procedure applies to (e.g., 'This SOP applies to the Finance and HR departments regarding all permanent and contract staff.')

3. Responsibilities

List the specific roles responsible for executing this procedure (e.g., HR Manager, Payroll Officer, Head of Department).

4. Procedure Steps

Step-by-step chronological actions required to complete the task:

4.1. [Action step 1...]

4.2. [Action step 2...]

5. Related Documents & References

List any forms, policies, or legal acts associated with this SOP.

TEMPLATE 2: EMPLOYEE LEAVE APPLICATION FORM

Purpose: A standardized form to track and authorize employee leave entitlements in accordance with Tanzanian statutory requirements (28 days annual leave, 126 days sick leave, 84 days maternity, 3 days paternity).

PART A: EMPLOYEE DETAILS (To be completed by Employee)

Employee Name:		Employee ID:	
Job Title:		Department:	
Line Manager:		Date of Request:	

PART B: LEAVE REQUEST DETAILS

Type of Leave:	<input type="checkbox"/> Annual (Paid) <input type="checkbox"/> Sick (Medical Certificate attached) <input type="checkbox"/> Maternity (84/100 days) <input type="checkbox"/> Paternity (3 days) <input type="checkbox"/> Compassionate (Max 4 days) <input type="checkbox"/> Unpaid Leave
Start Date:	Return to Work Date:
Total Working Days:	
Contact Details:	

Employee Signature: _____ Date: _____

PART C: APPROVALS (To be completed by Manager & HR)

Authorization	Signature	Date
Line Manager (Operational Approval)		
HR Department (Leave Balance Verified)		

TEMPLATE 3: DISCIPLINARY HEARING RECORD

Purpose: To maintain a legally binding written record of disciplinary proceedings, ensuring procedural fairness under Tanzanian law (Code of Good Practice GN 42).

Date & Venue of Hearing:	
Employee Name:	
Chairperson:	
Employee Representative:	<input type="checkbox"/> Fellow Employee <input type="checkbox"/> Trade Union Rep <input type="checkbox"/> None (Waived)
Nature of Allegation:	

1. Summary of Employer's Case / Evidence:

2. Summary of Employee's Response / Defense:

3. Mitigating or Aggravating Factors Discussed:

4. Chairperson's Decision & Recommended Sanction:

- No Action Required
- Written Warning
- Final Written Warning
- Summary Dismissal (Gross Misconduct)

Chairperson Signature: _____ Date: _____

Employee Signature: _____ Date: _____

TEMPLATE 4: EMPLOYEE WARNING LETTER

Purpose: To formally document a breach of company rules and specify required improvements. Typically valid for 3 to 6 months depending on company policy.

Date: _____

To: [Employee Name]

Position: [Job Title]

RE: FORMAL WARNING LETTER

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Type of Warning:

- First Written Warning
- Second Written Warning
- Final Written Warning

Dear [Employee Name],

This letter serves as a formal warning regarding your conduct/performance, specifically concerning the incident(s) that occurred on [Date].

Description of Incident / Infraction:

[Clearly state the facts: e.g., Unexcused absence, failure to follow safety protocols, etc.]

Required Improvement / Action Plan:

To correct this issue, you are required to:

1. _____
2. _____

Consequences of Further Infractions:

Please be advised that failure to meet the required standards or any further infractions of company policy will lead to further disciplinary action, which may include [a final written warning / termination of employment].

This warning will be placed in your personnel file and will remain active for a period of [e.g., 3 / 6] months.

Issued By:

Name: _____
Title: _____
Signature: _____

Employee Acknowledgement:

I acknowledge receipt of this warning letter. My signature confirms receipt, not necessarily agreement with its contents.

Employee Signature: _____ Date: _____

