

Answer the following questions:

Q: 1: Short Questions (15)

- I. What is the role of compensation and benefits in human resource management?
- II. Outline the four general steps of a disciplinary system.
- III. How would you manage diversity in the workplace?
- IV. Describe the procedure for terminating an employee.
- V. How would you conduct an exit interview?

Q: 2: Discuss the ways of dealing with attendance management. (7)

Q: 3: Outline the ten principles of personal information protection. (8)