

# HR information required to set up and operate in new locations

Aspect	Notes and actions
<b><u>Social/business environment</u></b>	
<i>Government stability:</i>	
<input type="checkbox"/> Changes from one ruling party to the next, laws do not change much	<hr/>
<i>Strength of local economy</i>	
<input type="checkbox"/> Active local economy with materials and items needed by local operations easily available.	<hr/>
<input type="checkbox"/> Expats can easily obtain key supplies needed for day-to-day living at location	<hr/>
<input type="checkbox"/> Unemployment is within reasonable limits and there are no local unrest of dissatisfaction disrupting business operations or free movement of personnel to and from the business location.	<hr/>
<i>Decision-making: (local culture)</i>	
<input type="checkbox"/> Formally assigned/structured	<hr/>
<input type="checkbox"/> Informal, influencing, relationship-based	<hr/>
<i>Laws and taking into consideration business interests:</i>	
<input type="checkbox"/> Tax rules	<hr/>
<input type="checkbox"/> Ease of getting foreign workers in to work there	<hr/>
<input type="checkbox"/> Ease of registering foreign workers locally for taxes etc.	<hr/>
<input type="checkbox"/> Availability of laws and legal notices in English	<hr/>
<input type="checkbox"/> When restructuring, redundancies are not excessive in time required to complete and associated final costs and payments due	<hr/>
<i>Local services</i>	
<input type="checkbox"/> Reasonable road infrastructure for navigating by car/truck	<hr/>
<input type="checkbox"/> It is safe to walk in this area - pavements and lack of threat to personal safety	<hr/>
<input type="checkbox"/> Availability of local services: coaching, training, hotels for business visitors, restaurants and establishments for having external meetings and entertainment events	<hr/>
<input type="checkbox"/> Availability of local schools, colleges, universities etc for expat families or continuing education for employees at that location	<hr/>
<i>Sensitive local issues</i>	
<input type="checkbox"/> Any special rules or advice for women which do not impact men doing business at this location	<hr/>
<input type="checkbox"/> Any special rules or advice for minorities or non-local cultures doing business at this location	<hr/>

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<input type="checkbox"/> Any special rules or advice relating to religion or political affiliations and practices	<hr/>
<input type="checkbox"/> Special rules that are unusual in most western cities, which might impact business relations, communications and activities at this	<hr/>
<input type="checkbox"/> Local population's abilities to attend meetings where English is the spoken language. (in general)	<hr/>
<input type="checkbox"/> Local population's ability and likelihood of understanding and responding to recruitment efforts conducted in English language.	<hr/>
<b><i>Important local Contacts/Support</i></b>	
<input type="checkbox"/> Essential contacts or intermediaries to establish a relationship with in order to set up, maintain business operations at location	<hr/> <hr/> <hr/>
<input type="checkbox"/> Contact : Local accommodations - arranged	<hr/>
<input type="checkbox"/> Contact : Local settlement support for expatriates moving to business location	<hr/>
<input type="checkbox"/> Contact : Payroll/Visas processing/Agency personnel	<hr/> <hr/>
<b><i>Approval of processes (time required and contacts to initiate)</i></b>	
<input type="checkbox"/> Work permits	<hr/>
<input type="checkbox"/> Visas	<hr/>
<input type="checkbox"/> Tax numbers (business and individuals with non-local nationalities)	<hr/>
<input type="checkbox"/> Registrations related to movements/habitation in local communities	<hr/>
<input type="checkbox"/> Bank accounts (business and individuals from non-local nationalities)	<hr/>
<input type="checkbox"/> Redundancy approvals (if applicable)	<hr/>
<input type="checkbox"/> Business registration and permit applications	<hr/>
<b><i>Labor laws and practices</i></b>	
<input type="checkbox"/> Which competitors are vying for the same employee pool locally?	<hr/>
<input type="checkbox"/> Which suppliers of agency or recruitment services locally?	<hr/>
<input type="checkbox"/> How far away are institutions where graduates might come from?	<hr/>
<input type="checkbox"/> Challenges in local labor laws	<hr/>
<input type="checkbox"/> Advantages in local labor laws	<hr/>

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<input type="checkbox"/> Union or works council required?	_____
<input type="checkbox"/> Have rules for establishing or liaising with unions/works councils?	_____
<input type="checkbox"/> Legal requirements for employee participation and way this is organized	_____
<input type="checkbox"/> Special protected labor groups (if applicable)	_____
<input type="checkbox"/> Penalties applicable for labor law transgressions:	_____
Interviewing	_____
Candidate selection	_____
Probation periods	_____
Hiring / contracting	_____
Training	_____
Performance Management and Performance Improvement	_____
Redundancies (restructuring / termination of agreements)	_____
Other	_____
<input type="checkbox"/> How are employees classified (hourly, salaried, level of compensation, level of education etc)?	_____
<input type="checkbox"/> Contract options available at location country (temporary, full-time, part-time etc)	_____
<input type="checkbox"/> Employment quotas	_____
<input type="checkbox"/> Match between role needs for qualifications and experience compared to available local talent pool(s)	_____
<b><i>Attraction, recruitment and onboarding</i></b>	
<input type="checkbox"/> Local education levels and comparison to other systems of reference	_____
<input type="checkbox"/> How local education levels achieved compare to usual expectations for typical jobs at company	_____
<input type="checkbox"/> Any part of recruitment process prohibited or not advisable? (checking references, job requirements that possibly contravene local laws and practices etc)	_____
<input type="checkbox"/> Importance that local hires would speak English (or other language required by company)	_____
<input type="checkbox"/> Contracting requirements and obligations	_____
<input type="checkbox"/> Interview process and candidate management conventions which may differ from general practices at company	_____
<input type="checkbox"/> Cost of relocating a foreign national to the location	_____
<input type="checkbox"/> Cost of relocating someone from that location to another country where the company operates	_____
<input type="checkbox"/> Local laws around probation periods	_____
<input type="checkbox"/> Local laws around number of temporary contracts per employee over a given time period	_____

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<input type="checkbox"/> Full short-term and long-term costs and obligations associated with using temporary agency staff	<hr/>
<input type="checkbox"/> Understanding legal and taxation differences (per local law) between agency staff and employees to avoid additional tax burdens or other legal challenges	<hr/>
<input type="checkbox"/> Which rights do local employees have regarding the language of their contracts and all official communication? And will documents/communications provided in another language be deemed unenforceable?	<hr/>
<b><i>Compensation and Benefits</i></b>	
<input type="checkbox"/> Pay structures typically used at location: pay cycles, pay reviews etc	<hr/>
<input type="checkbox"/> Mandated or customary bonus payments for location	<hr/>
<input type="checkbox"/> Overtime, night or shift pay conventions and need for this	<hr/>
<input type="checkbox"/> Incentive approaches for management and sales - given local laws and customs	<hr/>
<input type="checkbox"/> Required benefits to be provided to employees	<hr/>
<b><i>HR policies and procedures</i></b>	
<input type="checkbox"/> Payroll and tax procedures for location	<hr/>
<input type="checkbox"/> Customary work week, working times, lunch period, public holidays per year, statutory annual leave	<hr/>
<input type="checkbox"/> Social or statutory restrictions on work assignments (shifts, weekend work etc)	<hr/>
<input type="checkbox"/> Local customs for employee communication - down and upwards	<hr/>
<input type="checkbox"/> Local laws and customs pertaining to management of poor performance or conduct, employee complaints or disputes/grievances	<hr/>
<input type="checkbox"/> Procedures and process for terminations (time required, costs and method of calculation, consultation steps etc)	<hr/>
<input type="checkbox"/> Severance payments and garden leave practices and laws	<hr/>
<input type="checkbox"/> Collective terminations/redundancies - processes and procedures	<hr/>