HR DELIVERY / STEP-BY-STEP SERIES

HR Policy & Law

H1

PORTAL
USER GUIDE

Find the right country resource, read its source context, prepare a document for review, manage bilingual material and follow the policy newsletter through a clear, practical working sequence.

01 PREPARE

02 FOLLOW

03 CHECK

INTRODUCTION

OPEN SOURCE

Use the workspace with a clear purpose

This guide separates three activities: locating a country resource, preparing an organisation-specific draft and obtaining the authority to issue it. Begin with the country and employment context. Then choose the document type and use the relevant studio or reading library.

The public country libraries were inspected directly, including policy search and the document reader. The authorised Recruitment copy of the six-country legal suite also opened during this review. Its current Policy, Handbook, Contract and Letter Studio controls provide the detailed examples here. The separate HR Policy and Law portal remained at sign-in; screenshots identify the route actually inspected.

WHO THIS GUIDE IS FOR

HR policy owners • HR operations and employee-relations colleagues • Document reviewers and authorised administrators

WHAT YOU CAN DO

01 Navigate six Gulf country libraries

02 Search policies, contracts, letters and references

03 Prepare policies and handbooks for review

04 Handle English and Arabic document editions

05 Use the newsletter and support routes

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In this guide

Use the chapter pages to find a task. Follow each numbered sequence and check the result before continuing.

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FOREWORD

A note from Dr Phillip

A useful document connects the right country context with clear responsibilities, practical instructions and an accountable review process.

A useful policy is clear enough to guide everyday work and precise enough to support a difficult decision. The starting point is understanding the country, the people and the situation to which the document will apply. A substantial library is valuable when you can identify the right resource and understand its limits.

This guide takes you from that first choice through reading, drafting and review. Use the examples to organise your thinking, complete the organisation's particulars and identify the provisions that need careful examination. Preserve the source context and make responsibility for approval explicit. A template becomes useful through considered adaptation and a disciplined handover.

Work through the steps at the pace the task requires. Where a question needs country expertise or qualified legal review, bring it to the appropriate professional. Lama can help coordinate the conversation and the material needed. Our aim is to help your team produce practical documents that people can understand, use and maintain.

DR PHILLIP

HR Delivery

Proposed wording for Dr Phillip's review

YOUR FIRST POINT OF CONTACT

OPEN SOURCE

Meet Lama

Start with Lama when you need help finding the appropriate country team, clarifying portal access or arranging a review of your policy or employment-document project. Explain the country, document type and decision the draft must support. She can coordinate the right conversation, bring together the relevant resources and help you prepare a focused brief. Use the agreed human contact route when a specialist connection is not active.

ASK LAMA TO HELP WITH

- Find the relevant country library
- Confirm studio access
- Arrange country-specific professional review
- Coordinate a handbook or policy project

HAVE THESE DETAILS READY

- Country and applicable employment context
- Document type and intended audience
- Existing policy or template reference
- Required language and deadline

OPEN LAMA'S RECEPTION

hr.delivery

SIGNING IN / STEPS 1–2 OF 6

OPEN SOURCE

Sign in and confirm your workspace

01 Open the portal link

Use the link supplied in your HR Delivery access handover. Check that the portal title matches the service you need.

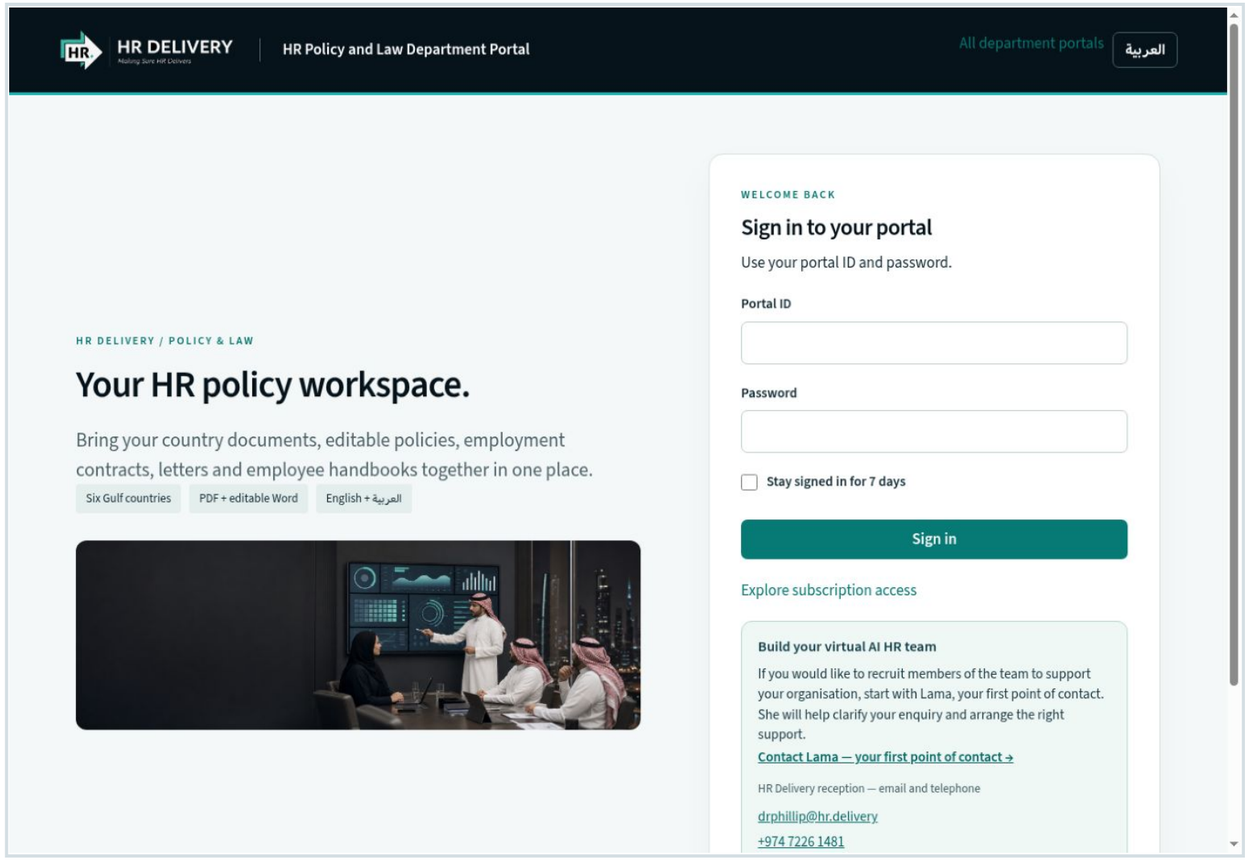
CHECK The correct portal title and sign-in form are visible.

02 Enter your 'Portal ID'

Type the ID issued for your service into 'Portal ID'. Keep the spelling and letter case exactly as provided.

CHECK The ID appears in the intended field.

CURRENT LIVE SCREEN



Current HR Policy and Law sign-in screen; the private workspace was not entered.

SIGNING IN / STEPS 3–4 OF 6

OPEN SOURCE

Sign in and confirm your workspace

03 Enter your 'Password'

Enter the password issued through your agreed access route. Do not include it in a support screenshot or in a shared document.

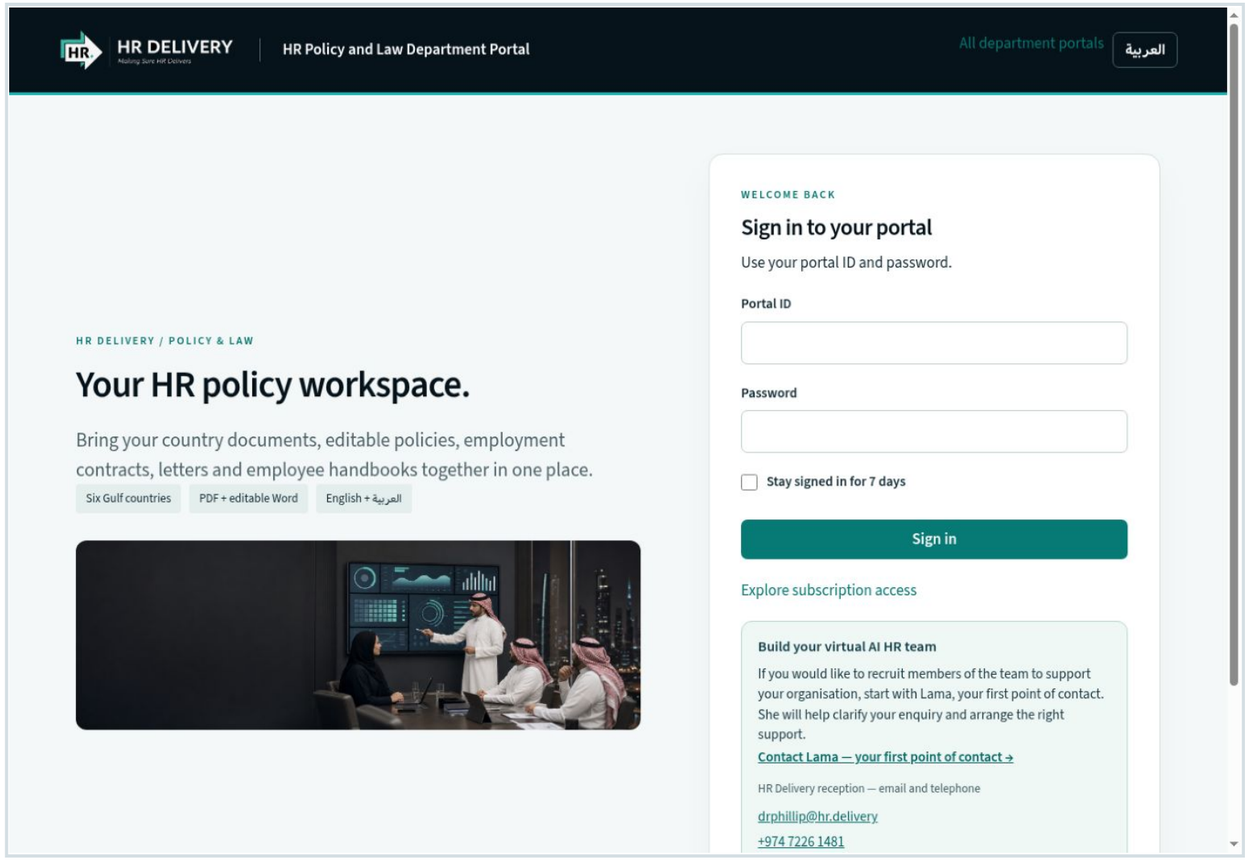
CHECK The password field is completed without exposing the credential.

04 Choose the session option

Use 'Stay signed in for 7 days' only if appropriate for the device you control. Leave it unticked on shared equipment.

CHECK The optional checkbox reflects your intended session duration.

CURRENT LIVE SCREEN



Current HR Policy and Law sign-in screen; the private workspace was not entered.

SIGNING IN / STEPS 5–6 OF 6

OPEN SOURCE

Sign in and confirm your workspace

05 Select 'Sign in'

Continue through the normal sign-in process. Confirm the service name and your authorised workspace before opening any records.

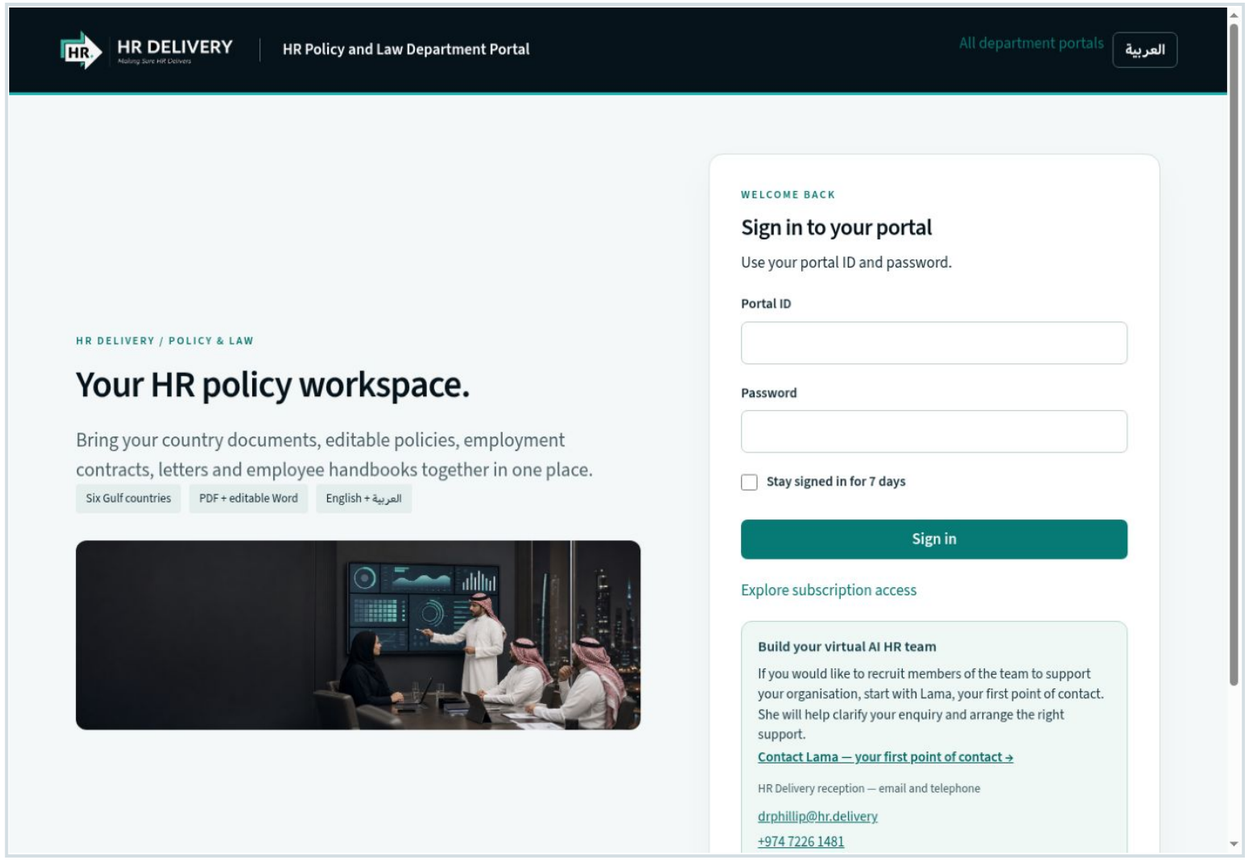
CHECK If accepted, the workspace opens; authenticated success was not verified in this review.

06 Check your permitted work

Confirm the organisation, country and role that apply to your work. A department sign-in does not automatically grant every private administration function.

CHECK The available modules should match the access agreed with HR Delivery.

CURRENT LIVE SCREEN



Current HR Policy and Law sign-in screen; the private workspace was not entered.

BEFORE YOU START

OPEN SOURCE

Access and working context

01 Country libraries can also be read on the public website.

02 Studios prepare drafts; organisational approval remains a separate responsibility.

03 Mailing-list administration requires authorised staff access.

The separate HR Policy and Law portal remained at sign-in. A valid shared Recruitment session opened its related six-country legal suite, whose inspected studio controls are explicitly identified in this guide. No final document was generated or issued.

YOUR WORKFLOW MAP

How the tasks connect

Follow the sequence for a complete piece of work, or go straight to the chapter you need.

01

Find the correct country resource

PAGE 011

02

Prepare organisation documents

PAGE 028

03

References, language and country support

PAGE 046

04

Newsletters and authorised administration

PAGE 063

Each task: prepare the inputs, follow the numbered steps, then confirm the output and the checks.

01

Find the correct country resource

Choose a country, document type and source before drafting.

04 PRACTICAL TASKS

Prepare the inputs / Follow the screen sequence / Check the result

FIND THE CORRECT COUNTRY RESOURCE / H-01-01

OPEN SOURCE

Choose the country and resource area

Open the library that matches the work you are undertaking.

WHO USES THIS Any reader

BEFORE YOU BEGIN

- Country of employment
- Document purpose

WHAT YOU WILL HAVE

- Country-specific starting resource

CHECK BEFORE YOU FINISH

- Country and employment context match
- Document type matches the required output

The screen does not match this guide. Check the country, selected module and account role. Ask Lama to confirm the correct route before continuing.

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

The screenshot of the internal portal is a published demonstration; country tabs were inspected in the public centre.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 1–2 OF 5

OPEN SOURCE

Choose the country and resource area

01 Open the country centre

From the public HR Policy & Law Centre choose the relevant country card. In the portal demonstration, 'Document library' is the retained-resource entry.

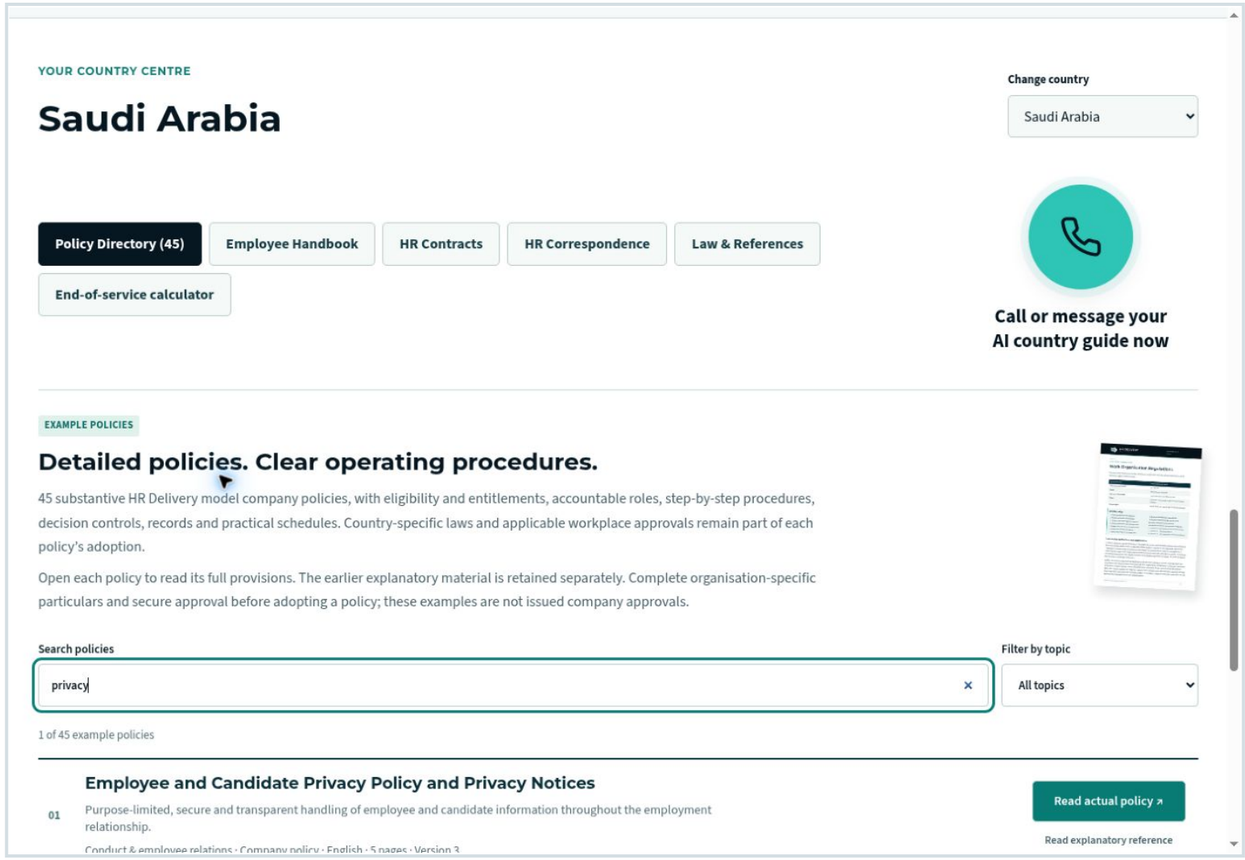
CHECK The selected country appears as the library heading.

02 Check 'Change country'

Confirm Saudi Arabia, Qatar, United Arab Emirates, Oman, Bahrain or Kuwait. Do this before comparing documents or interpreting a local requirement.

CHECK The country selector and heading agree.

CURRENT LIVE SCREEN



Current Saudi public policy directory filtered for privacy; one matching policy is shown.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 3–4 OF 5

OPEN SOURCE

Choose the country and resource area

03 Choose the document family

Use 'Policy Directory', 'Employee Handbook', 'HR Contracts', 'HR Correspondence' or 'Law & References' for the material required.

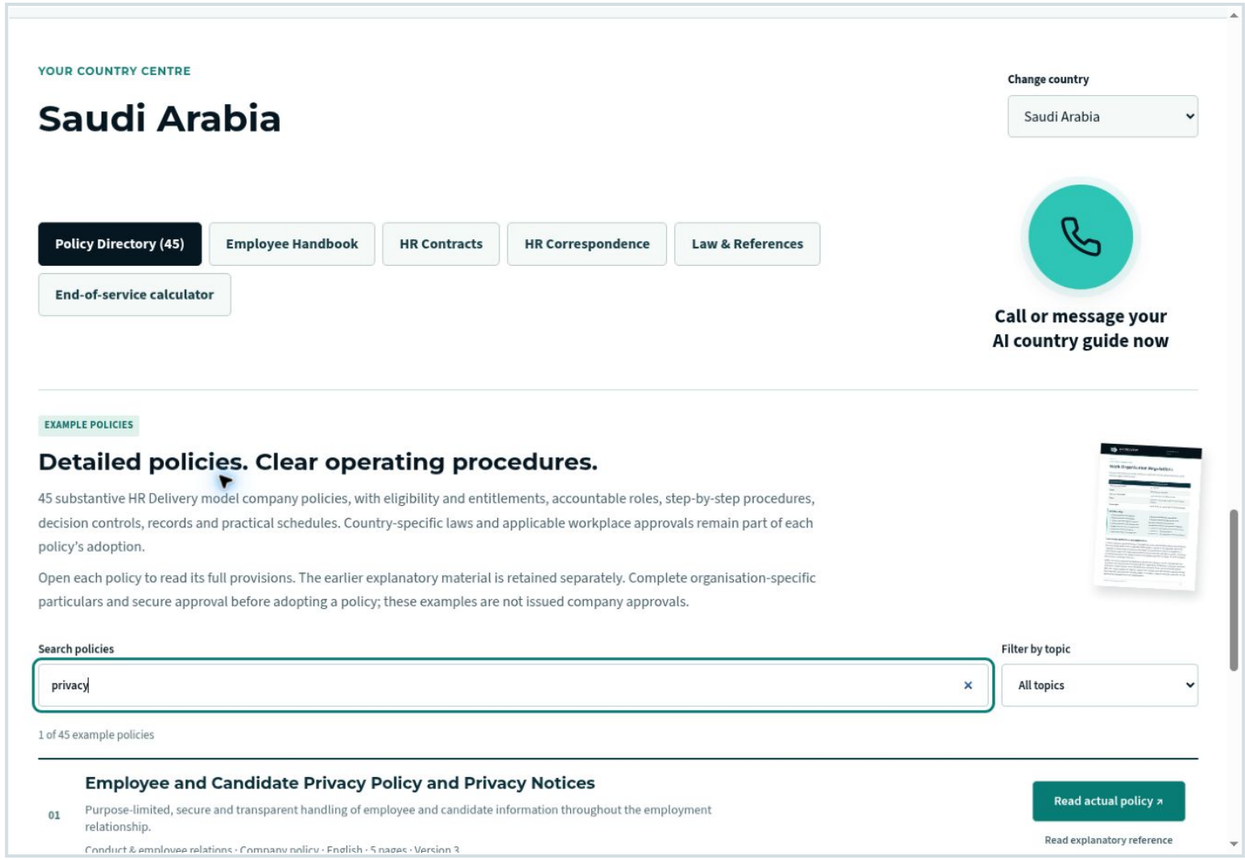
CHECK The selected tab shows the relevant document collection.

04 Read the collection context

Check whether the screen describes a model policy, a document, a handbook or a law reference. Record the edition and purpose.

CHECK You know whether the material is an example or an official reference.

CURRENT LIVE SCREEN



Current Saudi public policy directory filtered for privacy; one matching policy is shown.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 5–5 OF 5

OPEN SOURCE

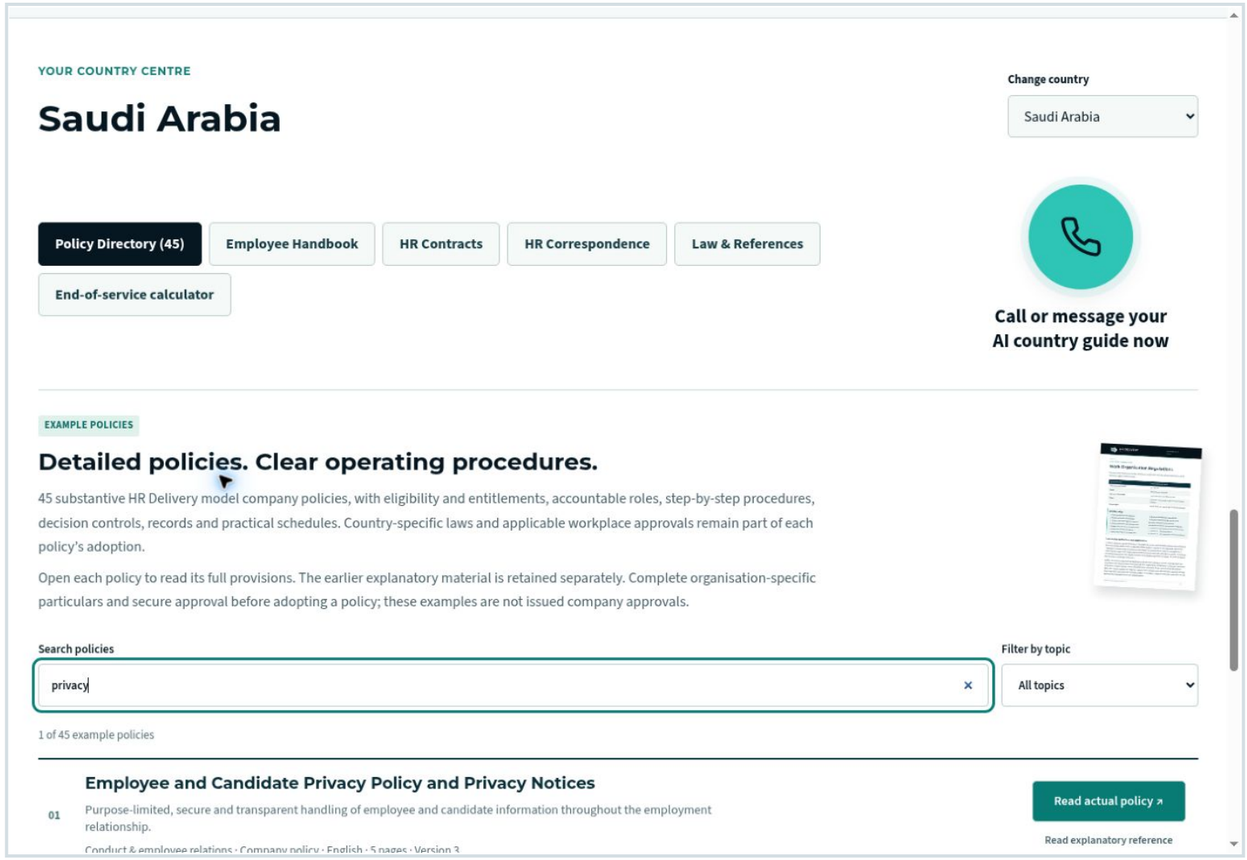
Choose the country and resource area

05 Keep the country with the file

When recording your chosen document, retain the country, title, document code and edition. This prevents similar titles being confused across countries.

CHECK A clear resource reference is ready for the drafting or review task.

CURRENT LIVE SCREEN



Current Saudi public policy directory filtered for privacy; one matching policy is shown.

FIND THE CORRECT COUNTRY RESOURCE / H-01-02

OPEN SOURCE

Use the retained document library

Filter country, document family and language before choosing an edition.

WHO USES THIS Authorised legal-suite user

BEFORE YOU BEGIN

- Selected country
- Document purpose and preferred language

WHAT YOU WILL HAVE

- Selected retained source and edition

CHECK BEFORE YOU FINISH

- Country and language checked
- Retained editions distinguished
- PDF layout and editable text copy understood

The expected file is missing from the results.	Check Country and Document type, return Language to All languages and clear the search. Then search a shorter title or reference.

06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

The screenshots show the current authorised Recruitment copy of the six-country legal suite. The separate HR Policy and Law portal sign-in was not completed. Inputs and generation controls were inspected; no organisation document was created, saved, issued or sent.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 1–2 OF 6

OPEN SOURCE

Use the retained document library

01 Open 'Document library'

Use the authorised six-country legal suite. The current screenshot shows the Recruitment copy, where the same country policy, contract, letter and handbook collections are presented.

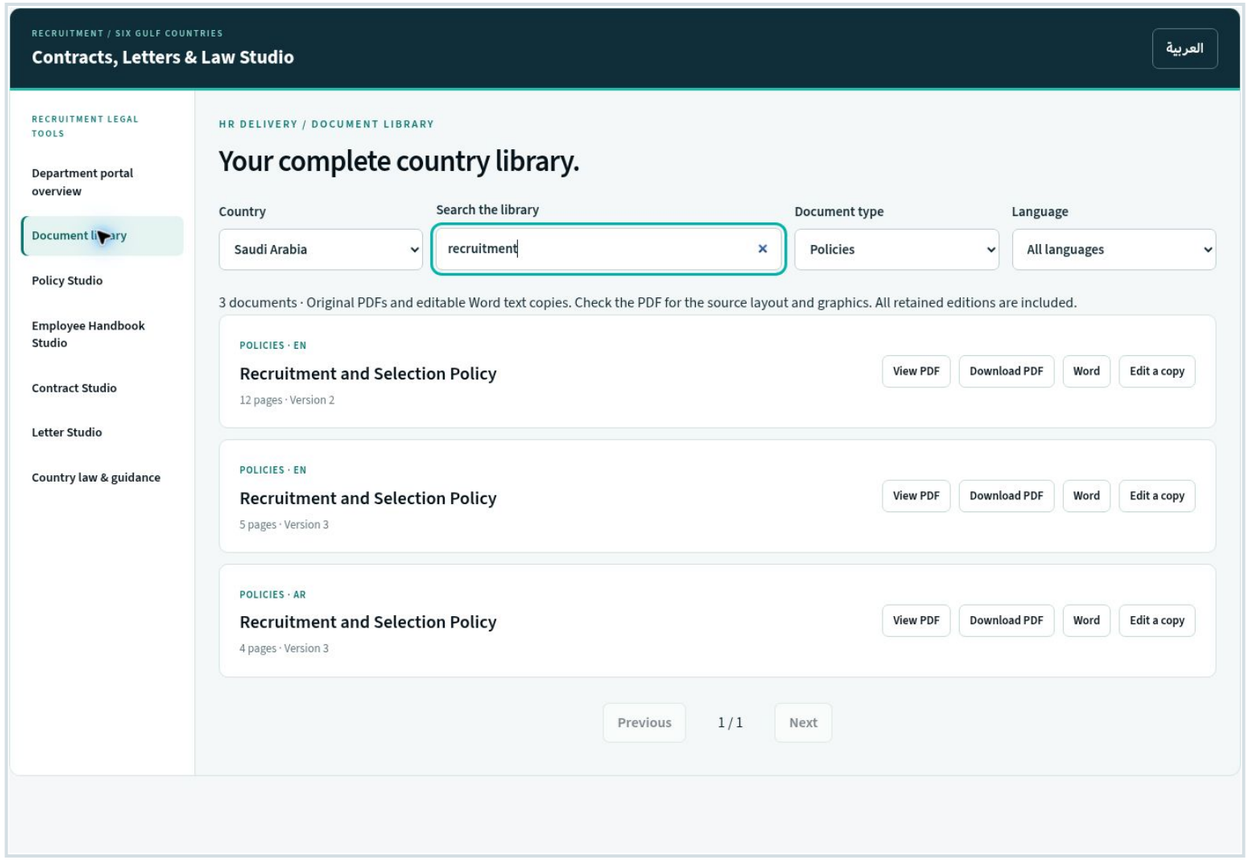
CHECK The country, search, document-type and language controls appear.

02 Check 'Country'

Select the country appropriate to the document. Confirm the country again before treating a similarly named resource as suitable for the task.

CHECK The retained list belongs to the selected country.

CURRENT LIVE SCREEN



Current authorised Recruitment legal-suite library, filtered to recruitment policies, showing retained editions and format controls.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 3–4 OF 6

OPEN SOURCE

Use the retained document library

03 Set 'Document type'

Choose Policies, Contracts, Letters, Handbooks, Law and references, Country guides or All. The choice narrows the collection before searching.

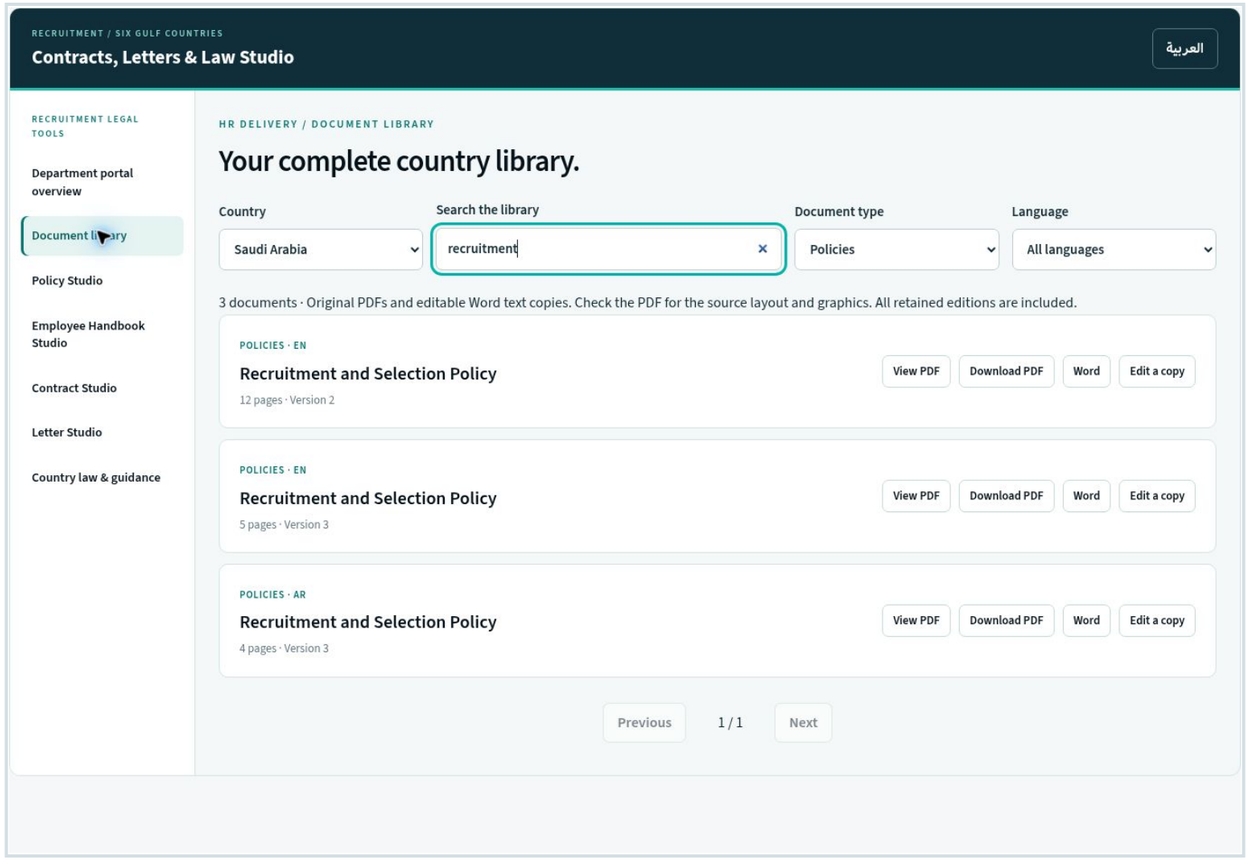
CHECK The displayed document family matches the intended output.

04 Use 'Search the library' and 'Language'

Search by title or reference and select All languages, English, Arabic or Bilingual. Clear filters if an expected edition is missing.

CHECK Matching retained editions and their languages are visible.

CURRENT LIVE SCREEN



Current authorised Recruitment legal-suite library, filtered to recruitment policies, showing retained editions and format controls.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 5–6 OF 6

OPEN SOURCE

Use the retained document library

05 Compare the edition cards

Check title, language, page count and version. The library retains multiple editions, so a matching title alone is not enough to select a file.

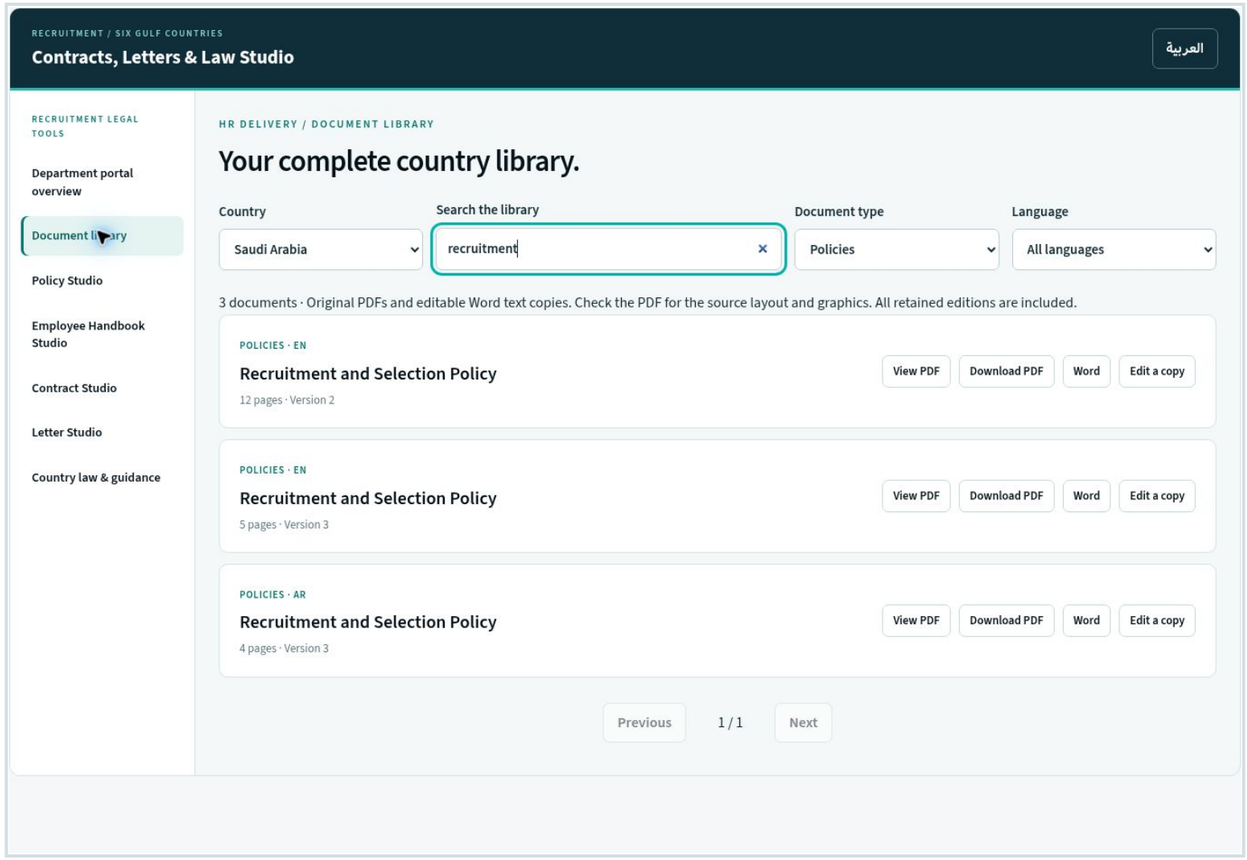
CHECK The chosen source edition is explicit.

06 Choose 'View PDF', 'Download PDF', 'Word' or 'Edit a copy'

View the original PDF for source layout and graphics. Word provides an editable text copy; Edit a copy starts a separate working version.

CHECK The chosen route matches reading, downloading or adapting the resource.

CURRENT LIVE SCREEN



Current authorised Recruitment legal-suite library, filtered to recruitment policies, showing retained editions and format controls.

FIND THE CORRECT COUNTRY RESOURCE / H-01-03

OPEN SOURCE

Search and filter a policy

Find an appropriate model without reading the entire directory.

WHO USES THIS Policy owner

BEFORE YOU BEGIN

- Selected country
- A topic or practical keyword

WHAT YOU WILL HAVE

- Selected policy and edition reference

CHECK BEFORE YOU FINISH

- The search term and filter are appropriate
- The version is recorded before adaptation

No matching policy appears.	Clear the search and return the topic filter to All topics; check the country, then try a shorter keyword.

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

Search and opening a model were inspected. The review did not adopt a policy.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 1–2 OF 5

OPEN SOURCE

Search and filter a policy

01 Select 'Policy Directory'

Start in the chosen country. The number in the tab is the country directory count, not a measure of legal suitability.

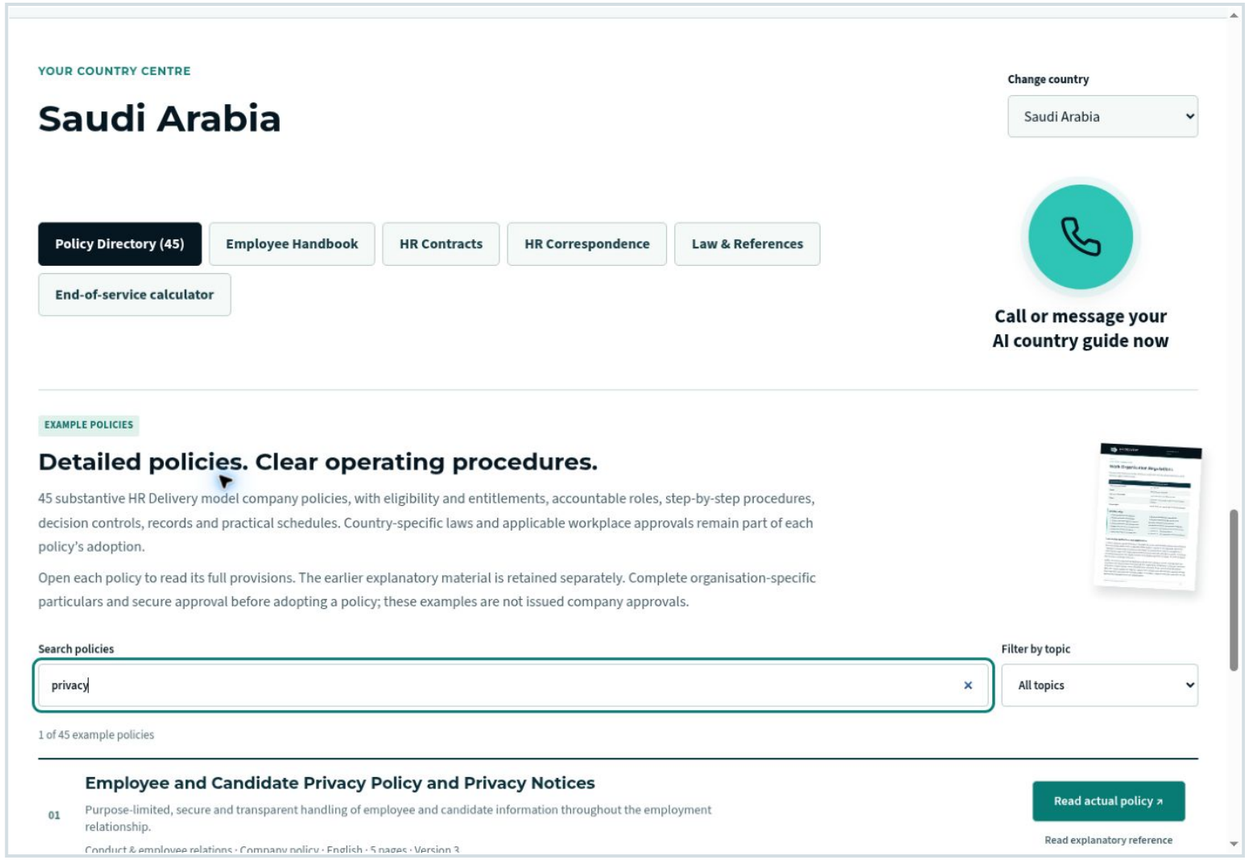
CHECK The policy search, topic filter and document list appear.

02 Enter a term in 'Search policies'

Use a distinctive term such as privacy, probation or leave. The inspected Saudi example used privacy.

CHECK The matching count and policy list narrow; privacy returned one of 45.

CURRENT LIVE SCREEN



Current Saudi public policy directory filtered for privacy; one matching policy is shown.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 3–4 OF 5

OPEN SOURCE

Search and filter a policy

03 Use 'Filter by topic'

Choose a relevant category if required. For a wider search, return the filter to All topics and clear the search term.

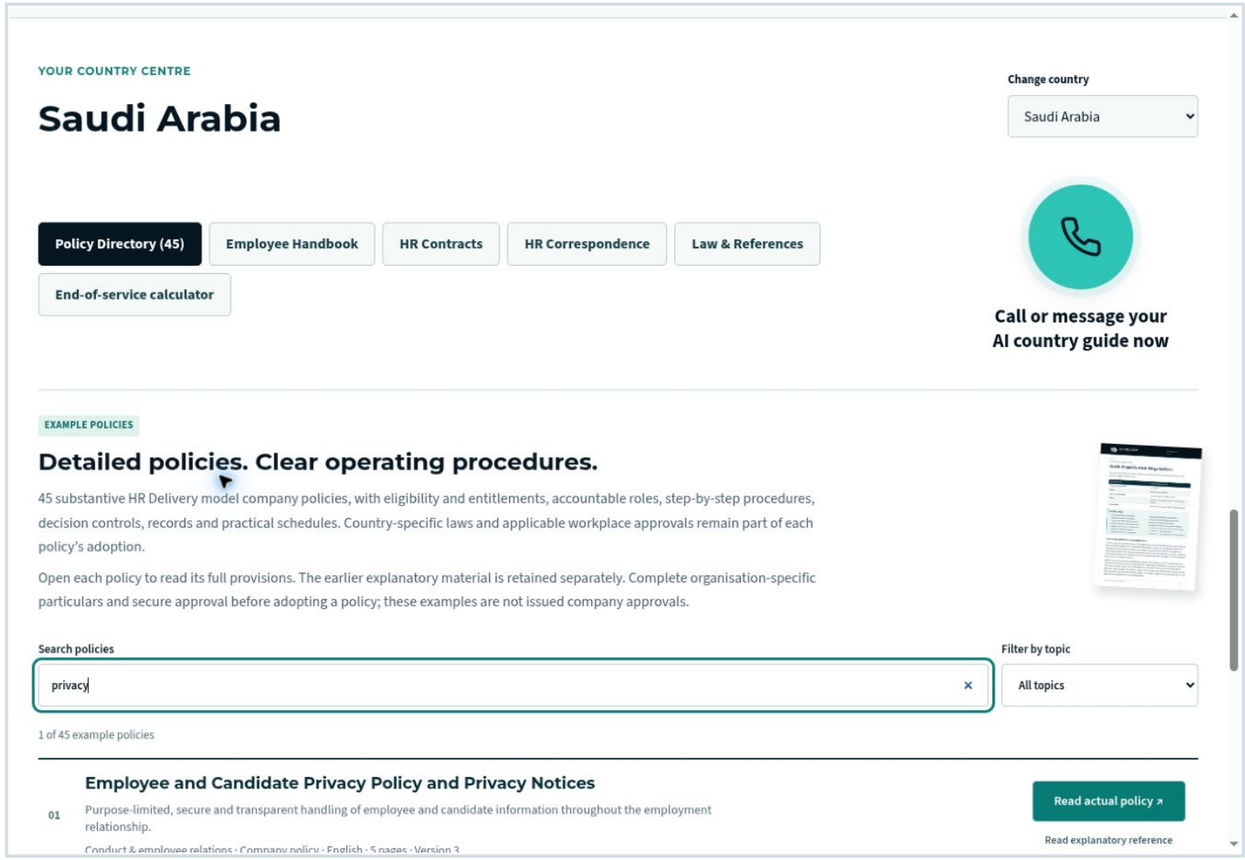
CHECK The list reflects the search and topic selected.

04 Read the matching card

Check the title, short purpose, category, language, page count and version before choosing the file.

CHECK The selected policy fits the question being examined.

CURRENT LIVE SCREEN



Current Saudi public policy directory filtered for privacy; one matching policy is shown.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 5–5 OF 5

OPEN SOURCE

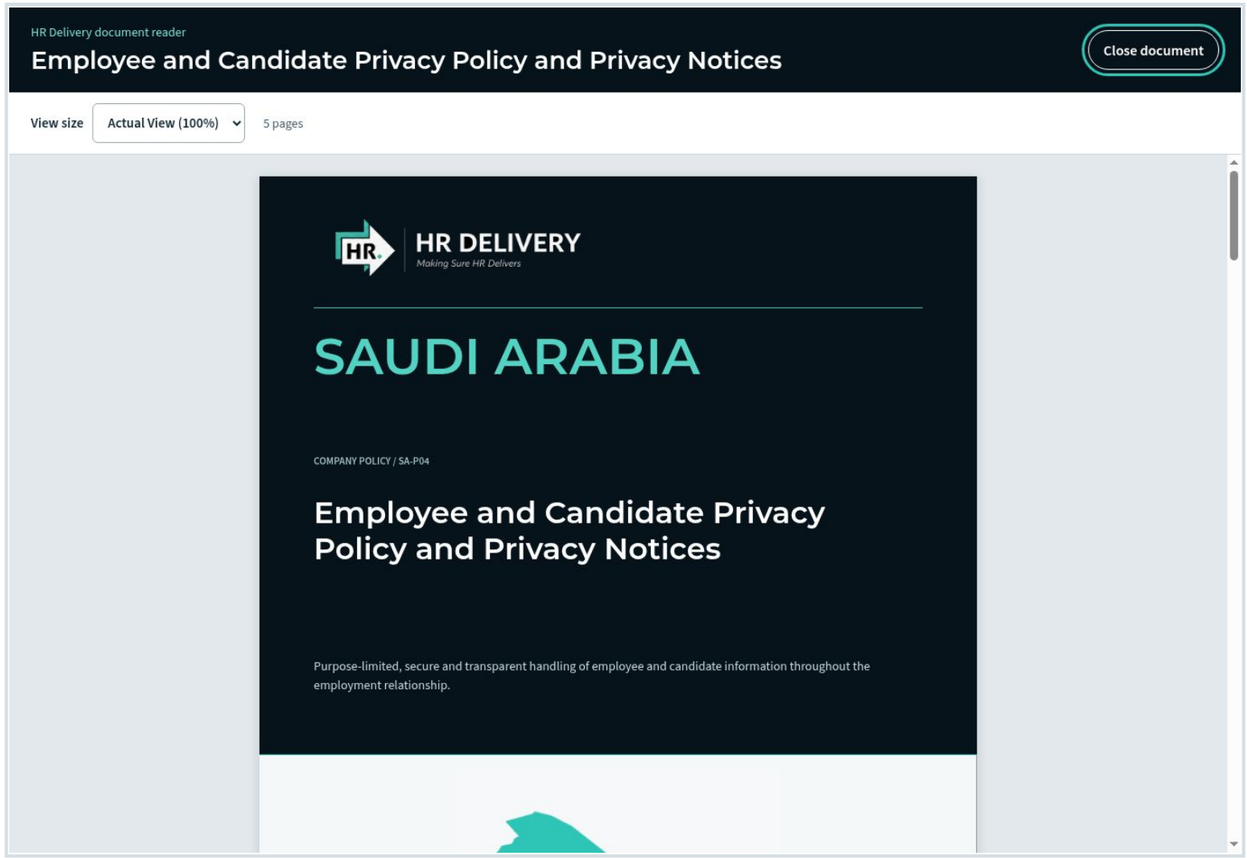
Search and filter a policy

05 Open 'Read actual policy ↗'

Use the policy reading link. The separate explanatory reference provides background and is not the same file as the operative model.

CHECK A document reader opens with the selected policy title.

CURRENT LIVE SCREEN



Current document reader showing the policy title, view-size control and five-page count. This is a reading view.

FIND THE CORRECT COUNTRY RESOURCE / H-01-04

OPEN SOURCE

Read a document and check its edition

Review the whole source before requesting an editable copy.

WHO USES THIS Document drafter or reviewer

BEFORE YOU BEGIN

- Document title and country
- A note of the intended use

WHAT YOU WILL HAVE

- Source reference and review notes

CHECK BEFORE YOU FINISH

- Correct file, language and edition
- All relevant sections have been considered

The screen does not match this guide. Check the country, selected module and account role. Ask Lama to confirm the correct route before continuing.

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

The public policy reader shows reading controls; private PDF/Word export is a separate portal capability.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 1–2 OF 5

OPEN SOURCE

Read a document and check its edition

01 Check the reader title

Confirm that the reader heading matches the selected card. Similar policy and explanatory titles can open different source material.

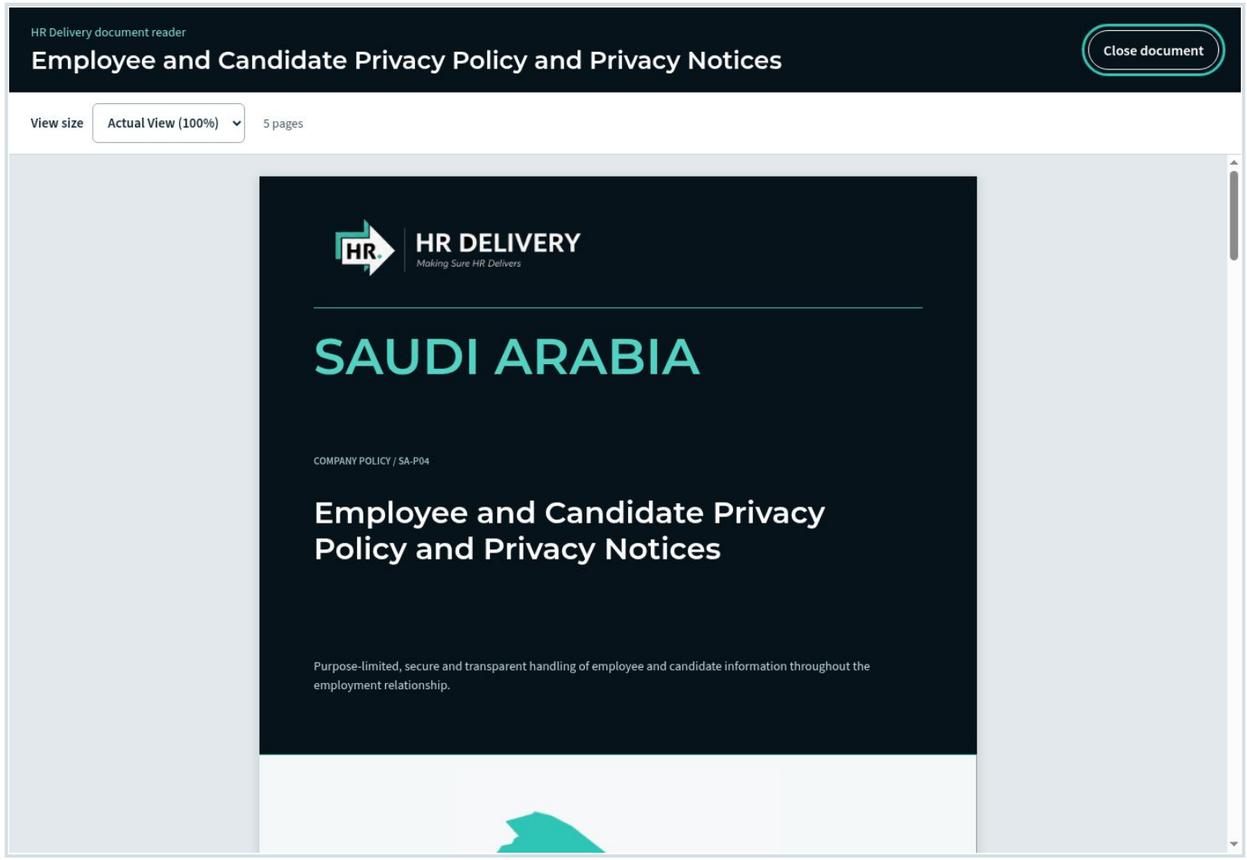
CHECK The title identifies the intended source document.

02 Choose 'View size'

Use Actual View (100%) for normal reading or Full Width View when you need a wider view of the text.

CHECK The reading scale changes without changing the document content.

CURRENT LIVE SCREEN



Current document reader showing the policy title, view-size control and five-page count. This is a reading view.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 3–4 OF 5

OPEN SOURCE

Read a document and check its edition

03 Review every relevant page

Scroll within Document pages. Read the scope, responsibilities, procedure, schedules and approval placeholders, not only the front cover.

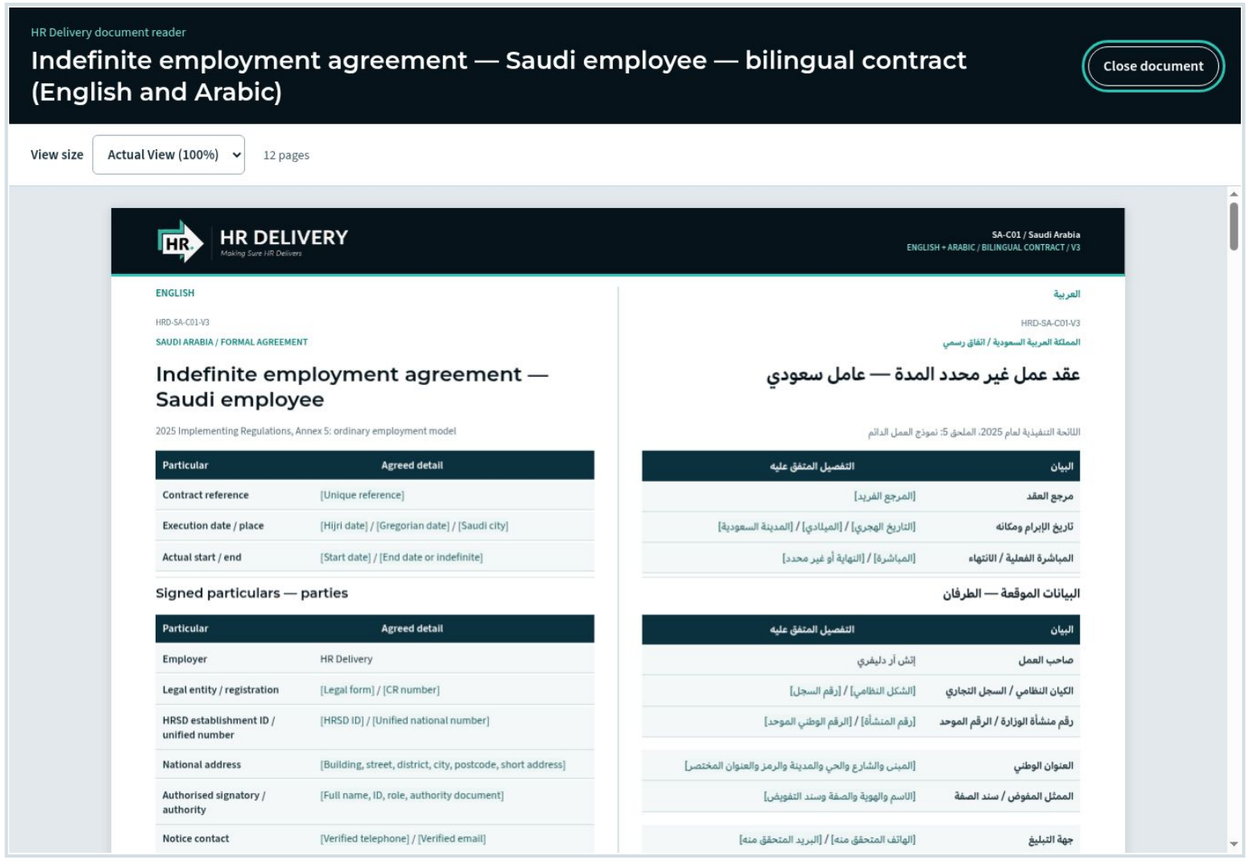
CHECK The source's instructions and required organisation details are understood.

04 Record the reference

Note the country, document code, version and source link in your working register. Mark questions requiring local review.

CHECK The reviewer can return to the same source edition.

PRIOR REVIEWED SCREEN



Prior reviewed bilingual contract reader; English and Arabic are presented together.

FIND THE CORRECT COUNTRY RESOURCE / STEPS 5–5 OF 5

OPEN SOURCE

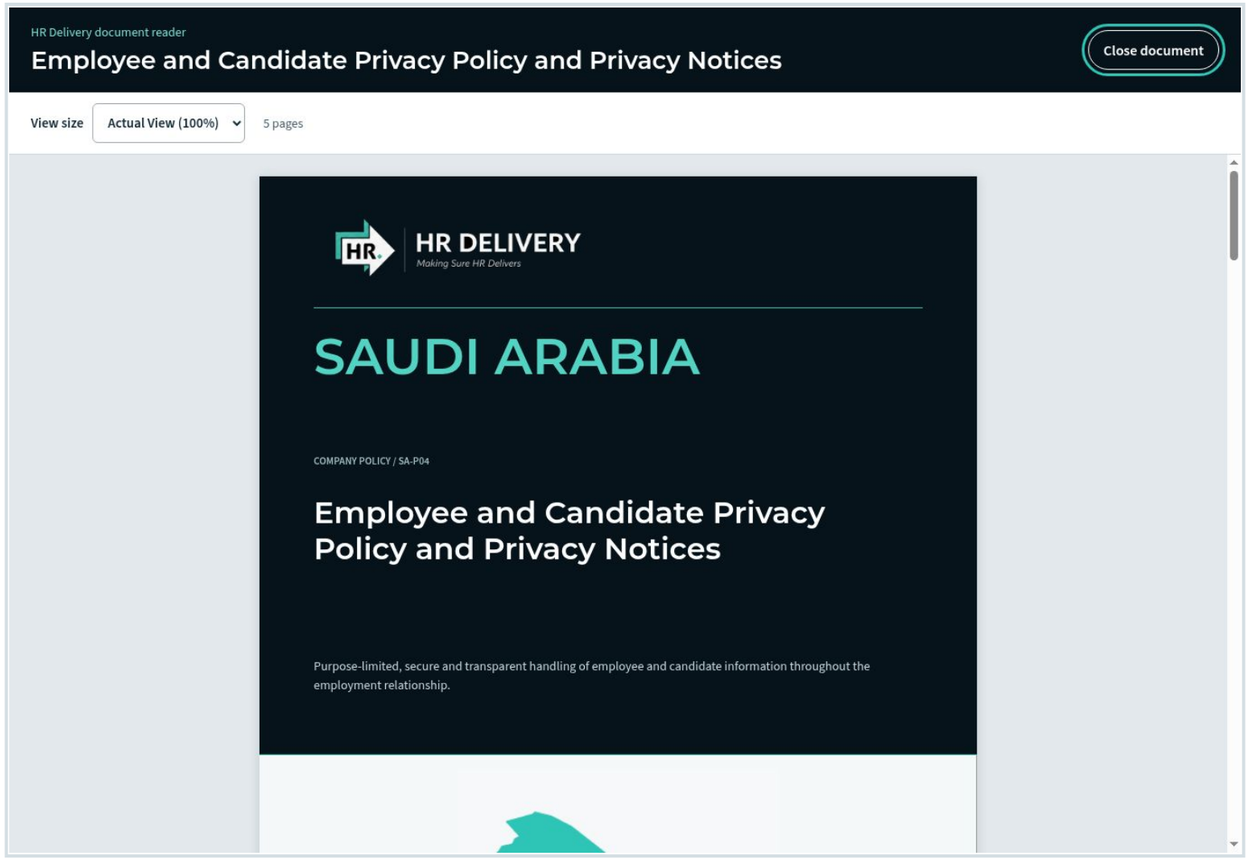
Read a document and check its edition

05 Use 'Close document'

Close the reader or return to the library tab. Continue with a supported editable copy or the relevant studio when your access permits it.

CHECK The source library remains the starting point for your next task.

CURRENT LIVE SCREEN



Current document reader showing the policy title, view-size control and five-page count. This is a reading view.

02 Prepare organisation documents

Move from an appropriate source to a reviewable draft.

04 PRACTICAL TASKS

Prepare the inputs / Follow the screen sequence / Check the result

PREPARE ORGANISATION DOCUMENTS / H-02-01

OPEN SOURCE

Edit a separate policy copy

Adapt the selected retained policy and download the work before leaving the editor.

WHO USES THIS Authorised policy drafter

BEFORE YOU BEGIN

- Country and source edition
- Employer particulars
- Review owner

WHAT YOU WILL HAVE

- Adapted policy copy
- PDF or editable Word review output

CHECK BEFORE YOU FINISH

- Correct source edition
- Every editor section reviewed
- Work downloaded before leaving
- Export reviewed before issue

You need to leave before the policy is ready.

The editor explicitly asks you to download your work before leaving. Retain a clearly labelled draft and do not assume an unverified autosave.

06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

The screenshots show the current authorised Recruitment copy of the six-country legal suite. The separate HR Policy and Law portal sign-in was not completed. Inputs and generation controls were inspected; no organisation document was created, saved, issued or sent.

PREPARE ORGANISATION DOCUMENTS / STEPS 1–2 OF 6

OPEN SOURCE

Edit a separate policy copy

01 Open 'Policy Studio'

Choose Country, use Search the library and select Language. The inspected privacy search in Saudi Arabia returned three retained English or Arabic editions.

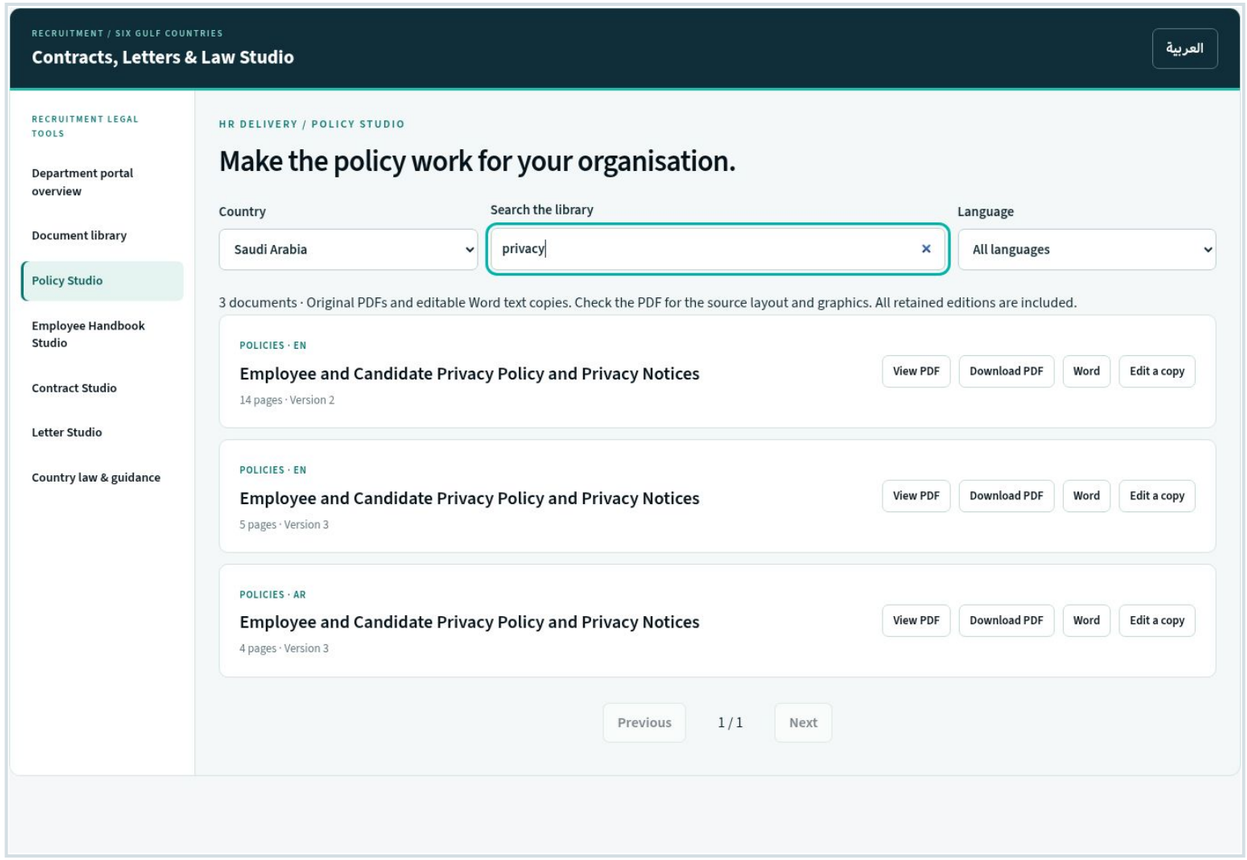
CHECK The matching policy cards show titles, versions and output controls.

02 Choose 'Edit a copy' on the intended edition

Check the version and language first. The editor states that the source is preserved and your work must be downloaded before leaving this screen.

CHECK A separate policy-copy editor opens with the source title and edition.

CURRENT LIVE SCREEN



Current Recruitment legal-suite Policy Studio: privacy returns three retained editions with reading, download and editing controls.

PREPARE ORGANISATION DOCUMENTS / STEPS 3–4 OF 6

OPEN SOURCE

Edit a separate policy copy

03 Complete the copy particulars

Enter 'Organisation name for this copy' and 'Document reference'. Use 'Replace the example employer name' after checking the employer name you intend to use.

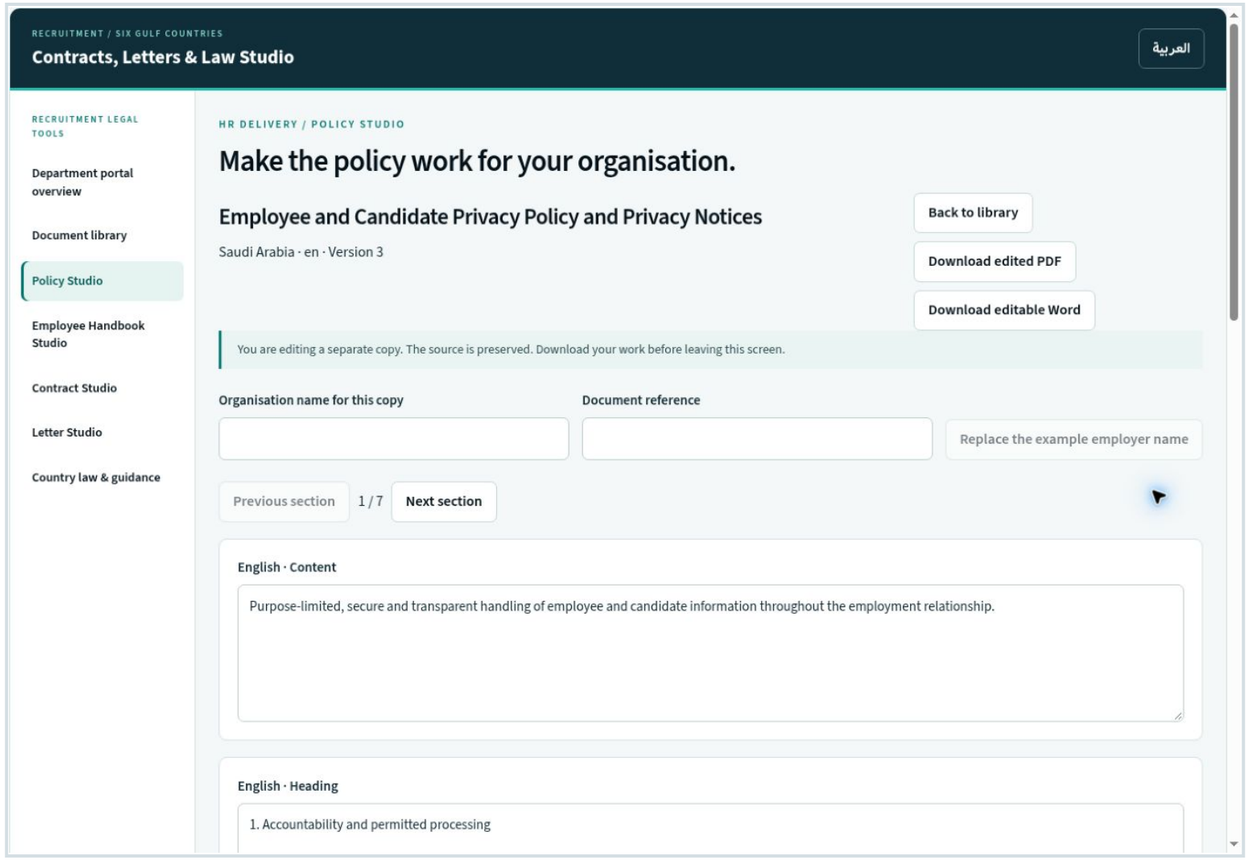
CHECK Checkpoint: the working copy has the intended organisation and reference.

04 Work through every section

Use 'Next section' and 'Previous section'. Review and amend the visible Heading and Content fields. The inspected English privacy example had seven editor sections.

CHECK Checkpoint: all sections and organisation-specific responsibilities have been considered.

CURRENT LIVE SCREEN



Current related-suite policy editor shows the separate-copy notice, organisation particulars, section navigation and export controls.

PREPARE ORGANISATION DOCUMENTS / STEPS 5–6 OF 6

OPEN SOURCE

Edit a separate policy copy

05 Review the complete wording

Check contacts, roles, processes, definitions, cross-references and any unresolved placeholders. Arrange the required organisation and country review before adoption.

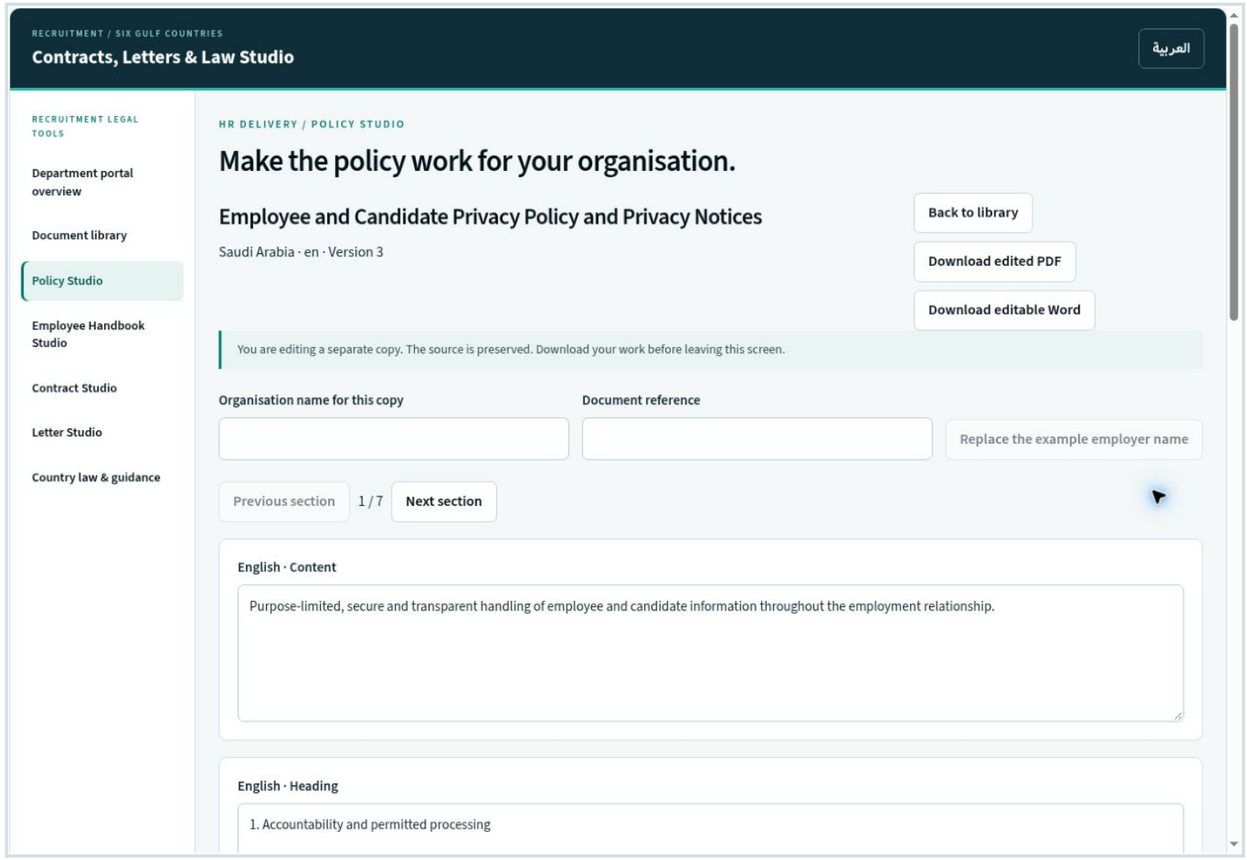
CHECK Checkpoint: the draft is coherent and reviewable.

06 Download before leaving

Use 'Download edited PDF' or 'Download editable Word'. Open the output and check its complete content, layout, language and reference before returning with 'Back to library'.

CHECK Checkpoint: a readable copy of the work is retained; generation was not exercised in this review.

CURRENT LIVE SCREEN



Current related-suite policy editor shows the separate-copy notice, organisation particulars, section navigation and export controls.

PREPARE ORGANISATION DOCUMENTS / H-02-02

OPEN SOURCE

Build a country-specific bilingual handbook

Complete employer particulars and prepare a handbook for adoption review.

WHO USES THIS Authorised handbook drafter

BEFORE YOU BEGIN

- Country and employment regime
- English and Arabic employer particulars
- Approved work arrangements and contact routes

WHAT YOU WILL HAVE

- Country-specific bilingual handbook draft

CHECK BEFORE YOU FINISH

- Country scope matches the workforce
- Example names and emails replaced
- Both languages checked
- Employer and local review before issue

The example schedule or country scope does not match the workforce.

Do not force the organisation into the example. Arrange a separate review of the applicable regime and work pattern before generating an issue document.

06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

The screenshots show the current authorised Recruitment copy of the six-country legal suite. The separate HR Policy and Law portal sign-in was not completed. Inputs and generation controls were inspected; no organisation document was created, saved, issued or sent.

PREPARE ORGANISATION DOCUMENTS / STEPS 1–1 OF 6

OPEN SOURCE

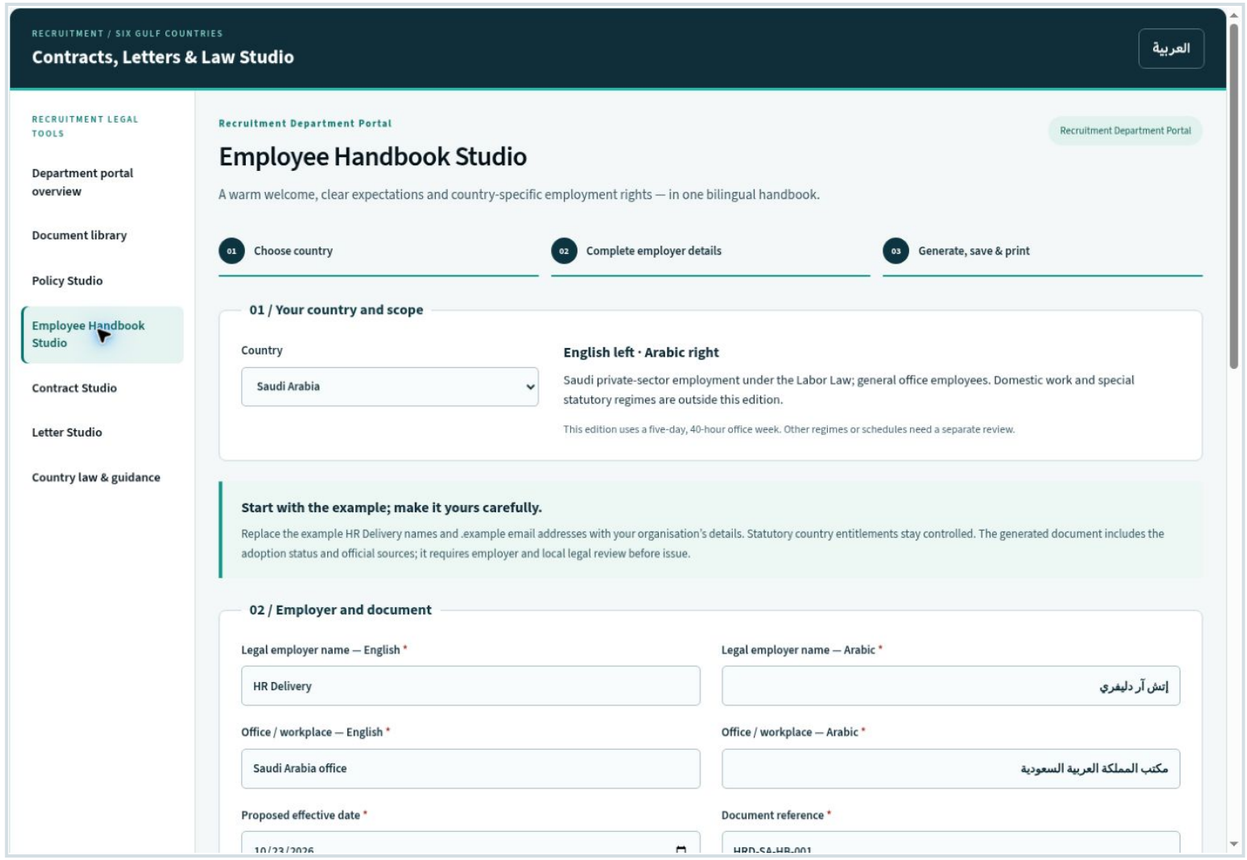
Build a country-specific bilingual handbook

01 Open 'Employee Handbook Studio' and choose 'Country'

Read the scope before entering details. The inspected Saudi edition covers general private-sector office employment with a five-day, 40-hour office week; other regimes need separate review.

CHECK The country scope and bilingual layout are explicit.

CURRENT LIVE SCREEN



Current related-suite handbook entry: country scope, bilingual employer and workplace particulars.

PREPARE ORGANISATION DOCUMENTS / STEPS 2–2 OF 6

OPEN SOURCE

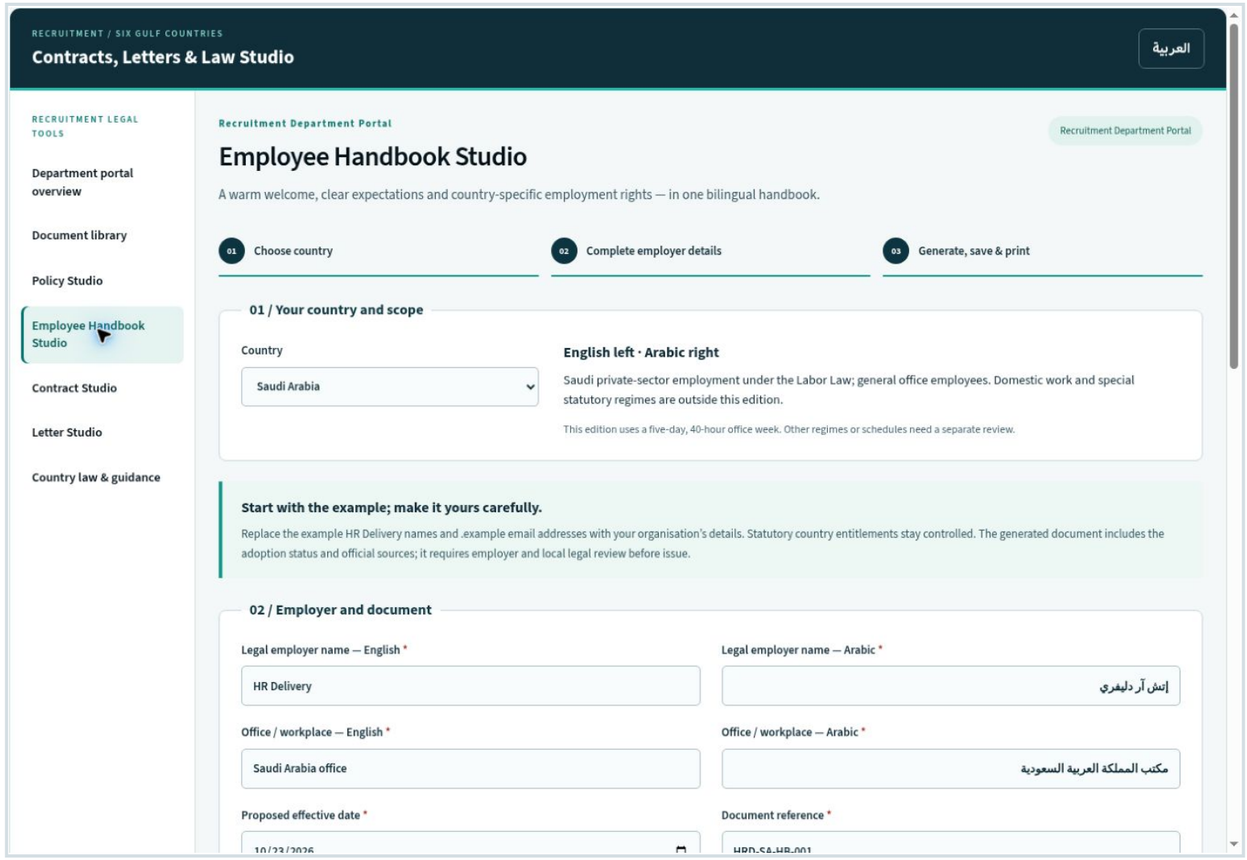
Build a country-specific bilingual handbook

02 Complete employer and document particulars

Provide legal employer name and office/workplace in English and Arabic, proposed effective date, document reference, adoption or approved-work-regulations reference and foreword author.

CHECK Checkpoint: the employer identity, document status and authorship are correct.

CURRENT LIVE SCREEN



Current related-suite handbook entry: country scope, bilingual employer and workplace particulars.

PREPARE ORGANISATION DOCUMENTS / STEPS 3–4 OF 6

OPEN SOURCE

Build a country-specific bilingual handbook

03 Replace the example contact routes

Complete the HR contact role in both languages and the HR, payroll, leave, safety, independent concerns, privacy and IT email routes. Replace the displayed .example addresses.

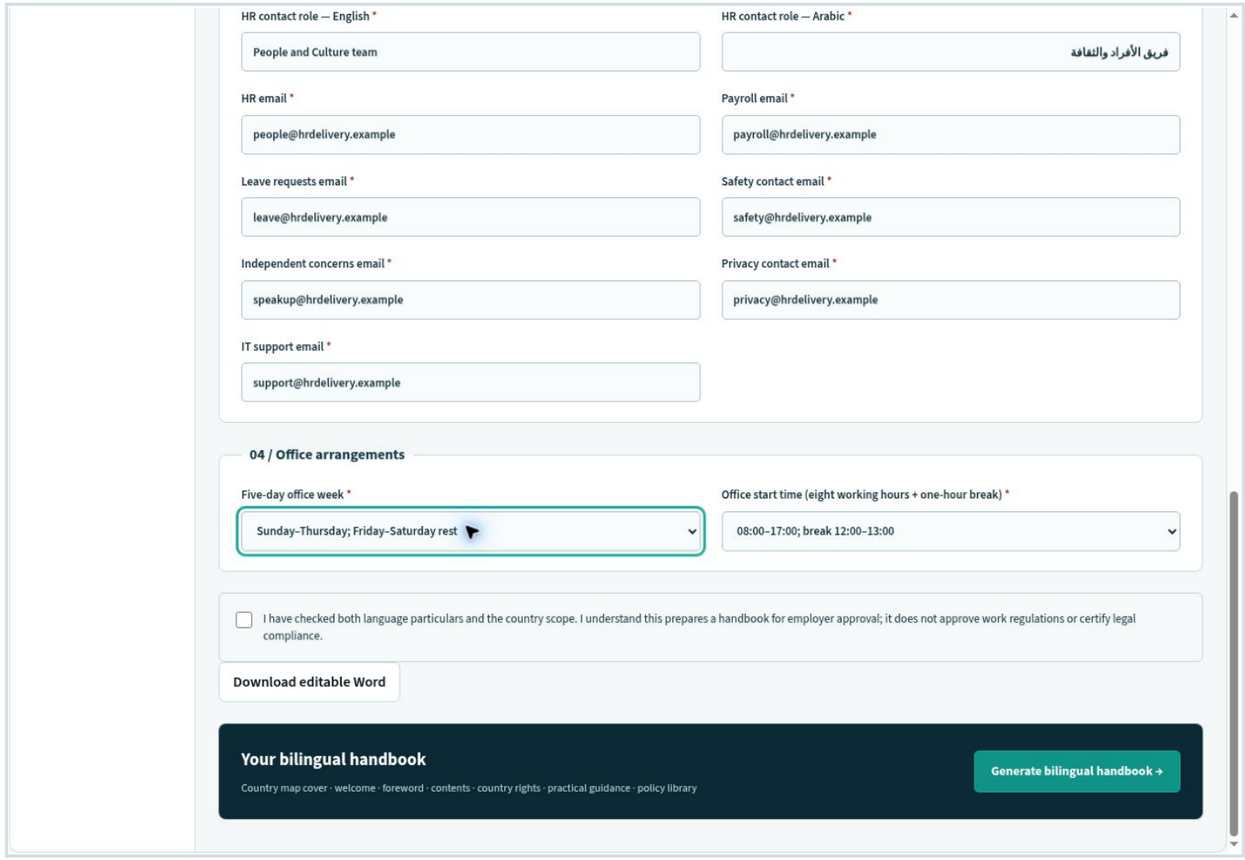
CHECK Checkpoint: employees would reach the organisation’s actual responsible contacts.

04 Review office arrangements

Check 'Five-day office week' and 'Office start time (eight working hours + one-hour break)'. Select only arrangements that match the organisation and this edition’s scope.

CHECK Checkpoint: the displayed schedule is appropriate to the handbook being prepared.

CURRENT LIVE SCREEN



Current related-suite handbook completion panel: example contact routes, office arrangements, review declaration and generation controls.

PREPARE ORGANISATION DOCUMENTS / STEPS 5–6 OF 6

OPEN SOURCE

Build a country-specific bilingual handbook

05 Review both language particulars

Check corresponding names, workplace, contacts, dates and adoption wording. Complete the review declaration only after the checks; it explicitly does not certify legal compliance.

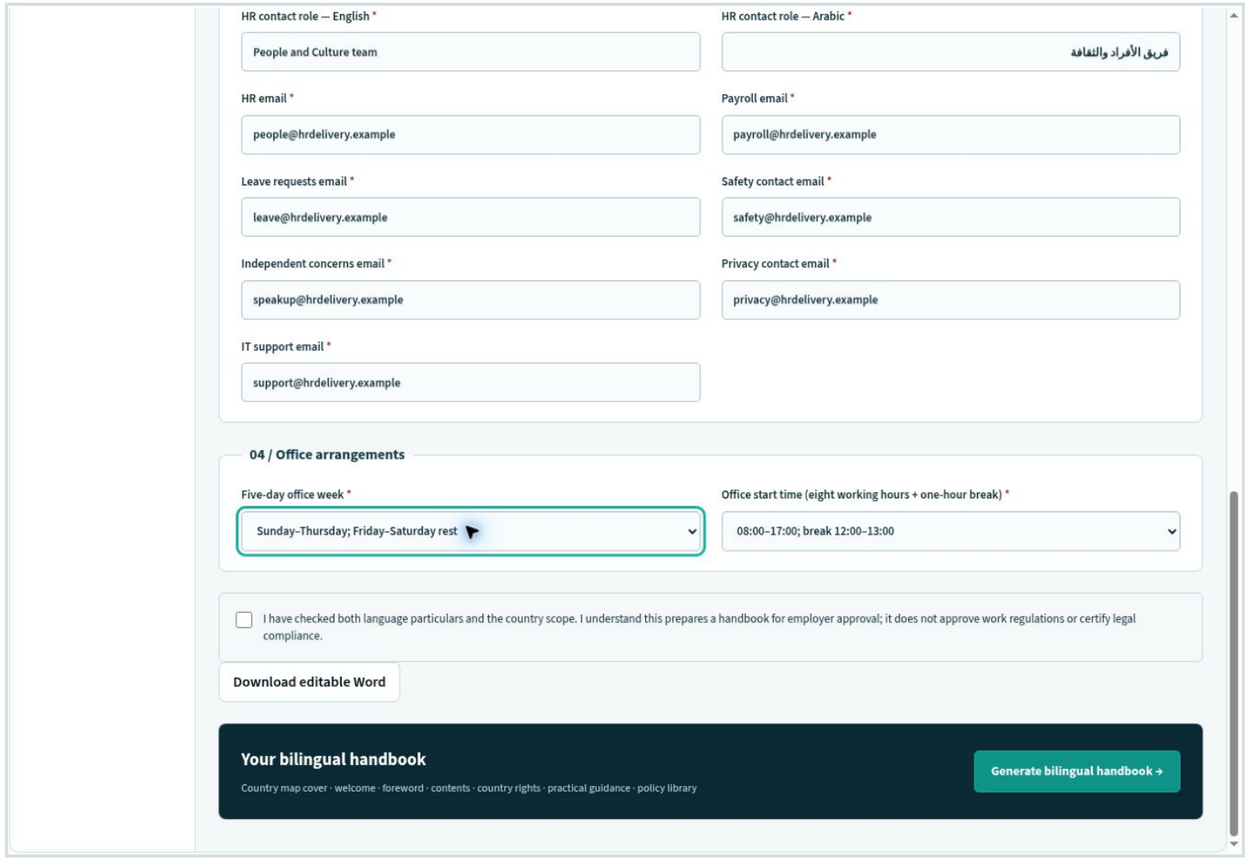
CHECK Checkpoint: both language editions are ready for generation and employer review.

06 Prepare and inspect the output

Use 'Download editable Word' or 'Generate bilingual handbook →' as required. Review the complete output, source references and adoption status before employer and local legal review.

CHECK Checkpoint: a complete reviewable handbook is retained; final generation was not exercised here.

CURRENT LIVE SCREEN



Current related-suite handbook completion panel: example contact routes, office arrangements, review declaration and generation controls.

PREPARE ORGANISATION DOCUMENTS / H-02-03

OPEN SOURCE

Complete a country employment contract

Choose the correct agreement and work through its required particulars.

WHO USES THIS Authorised HR drafter

BEFORE YOU BEGIN

- Approved employment arrangement
- Employer and worker particulars
- Confirmed terms and review authority

WHAT YOU WILL HAVE

- Completed employment-document draft
- Review output with a source and edition

CHECK BEFORE YOU FINISH

- Correct country and agreement
- Required fields and alternatives completed
- Offer and contract consistent
- Generation is separate from signature

The required-field count or sections differ from this example.

Check the selected country, agreement and language. The guide's 79-field example is specific to the Saudi indefinite agreement; follow the fields for your own selection.

06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

The screenshots show the current authorised Recruitment copy of the six-country legal suite. The separate HR Policy and Law portal sign-in was not completed. Inputs and generation controls were inspected; no organisation document was created, saved, issued or sent.

PREPARE ORGANISATION DOCUMENTS / STEPS 1–2 OF 6

OPEN SOURCE

Complete a country employment contract

01 Open 'Contract Studio'

Check Country and select Contract to create. Read the agreement title and country scope before completing an employee's terms.

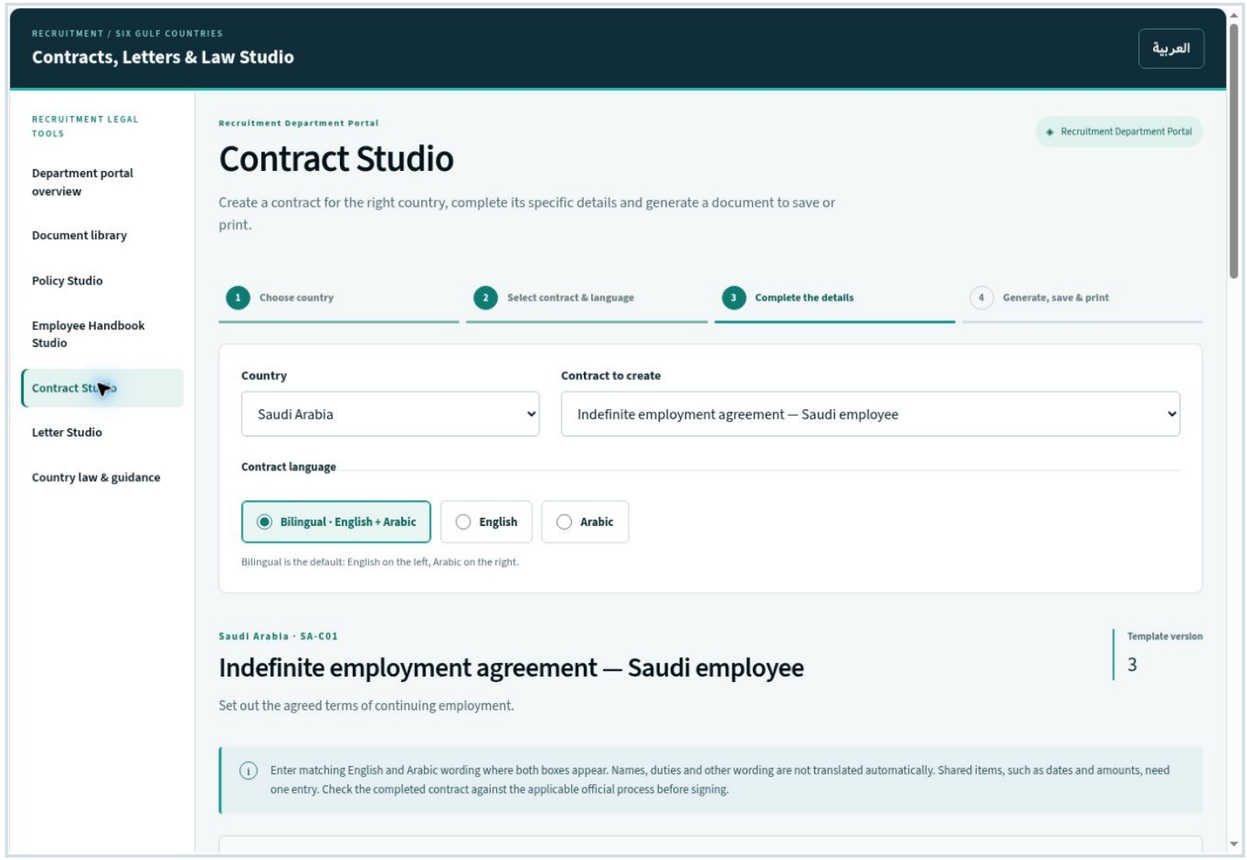
CHECK The chosen agreement and its version are visible.

02 Choose the document language

Bilingual English + Arabic is the default; English and Arabic options are also present. Enter matching wording where two boxes are shown; text is not translated automatically.

CHECK The required output language is selected.

CURRENT LIVE SCREEN



Current authorised Recruitment copy: Saudi SA-C01 selected, bilingual language and template version 3. No contract details have been entered.

PREPARE ORGANISATION DOCUMENTS / STEPS 3–4 OF 6

OPEN SOURCE

Complete a country employment contract

03 Read the agreement-specific instructions

Check completion rules and alternatives such as the probation decision. The inspected Saudi indefinite agreement for a Saudi employee was version 3.

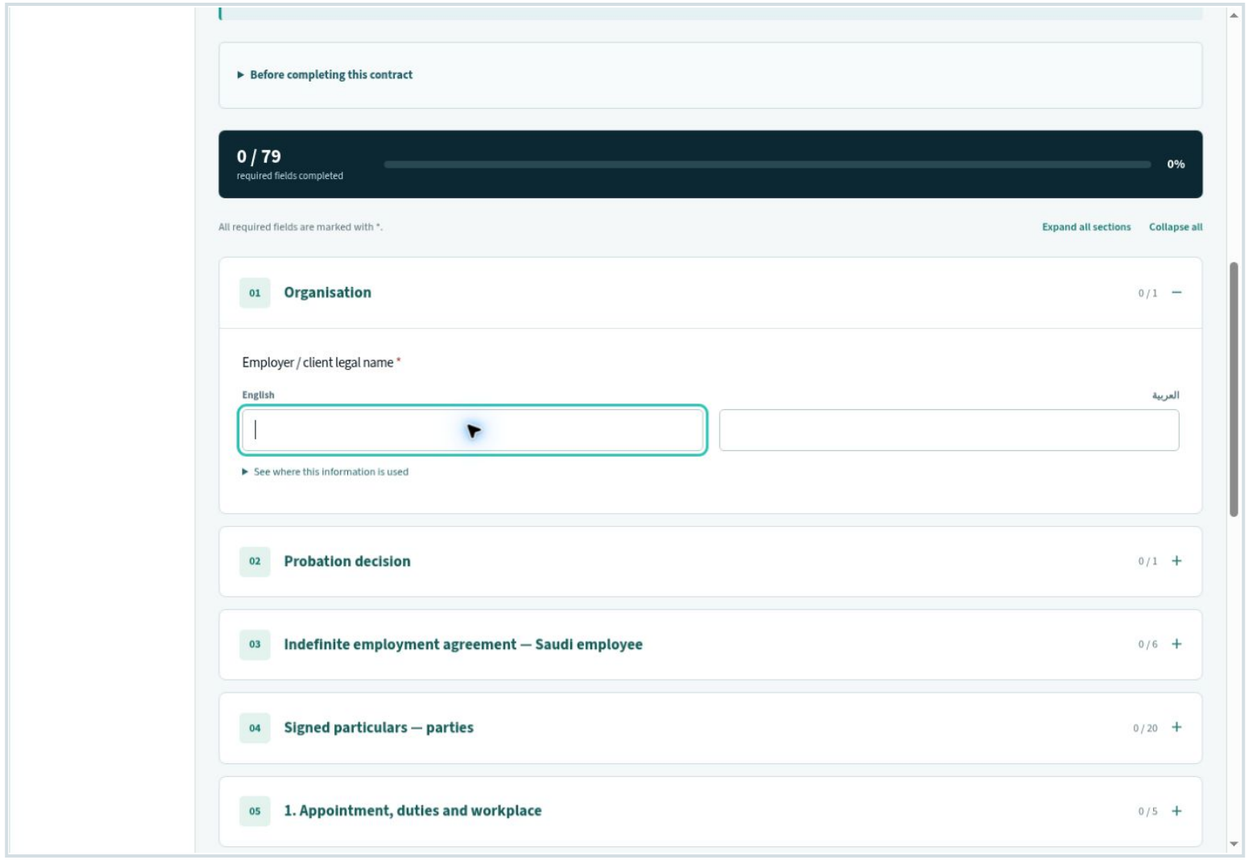
CHECK You understand the particular agreement rather than treating all contracts alike.

04 Complete the required sections

Use the section headings or 'Expand all sections'. The inspected agreement showed 79 required fields across 15 sections covering parties, role, terms, schedules and execution.

CHECK Checkpoint: the required particulars are complete for the selected agreement.

CURRENT LIVE SCREEN



Current related-suite contract: blank bilingual employer particulars, 0 of 79 required fields, section navigation and context help.

PREPARE ORGANISATION DOCUMENTS / STEPS 5–6 OF 6

OPEN SOURCE

Complete a country employment contract

05 Cross-check the completed terms

Check pay, hours, dates, workplace, benefits, leave, notice, schedules and authority against the approved offer and required local arrangements. Resolve contradictory or unfilled alternatives.

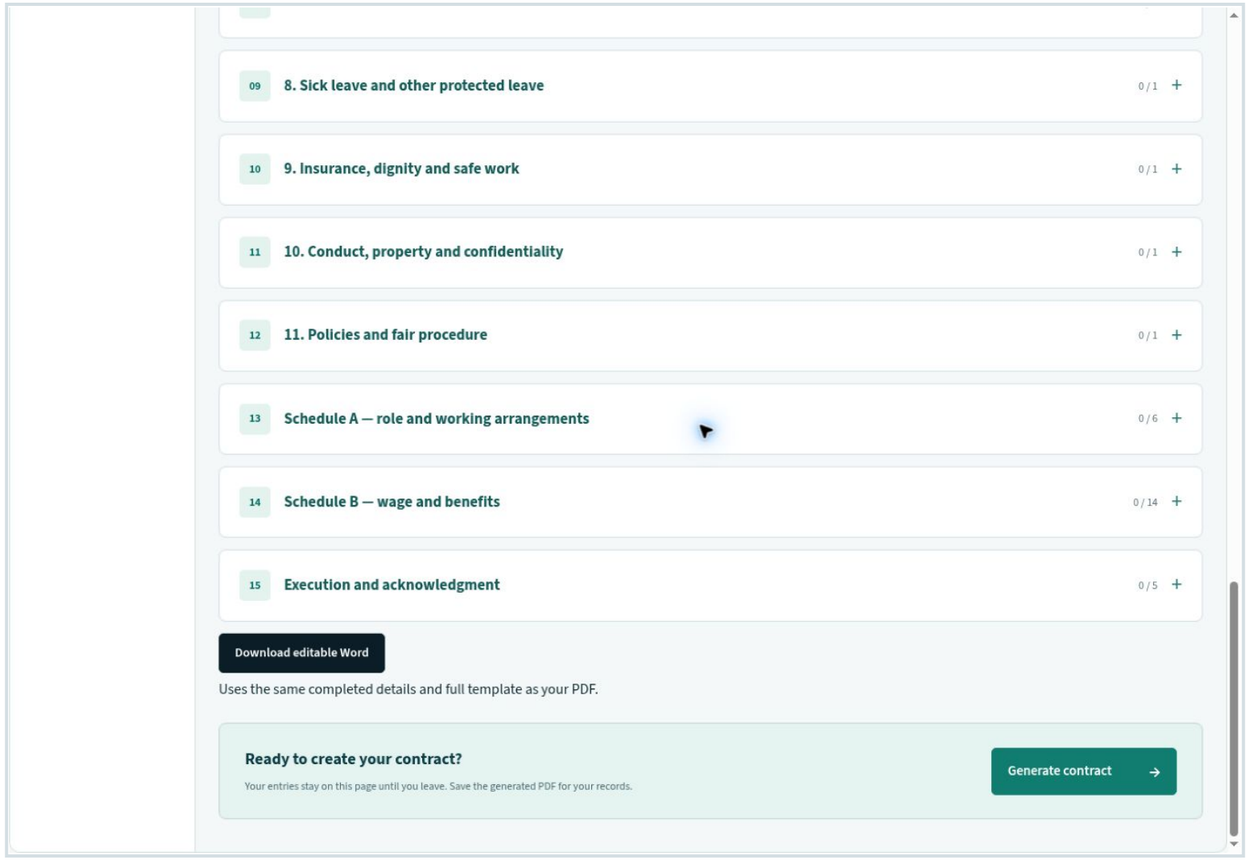
CHECK Checkpoint: the contract is internally consistent and ready for review.

06 Generate and retain a review edition

Use 'Download editable Word' or 'Generate contract'. The page says entries remain until you leave and the generated PDF should be saved for your records.

CHECK Checkpoint: the complete output is retained and reviewed; no contract was generated or signed here.

CURRENT LIVE SCREEN



Current related-suite contract completion controls and save-before-leaving notice. No output was generated.

PREPARE ORGANISATION DOCUMENTS / H-02-04

OPEN SOURCE

Complete a country-specific HR letter

Use the letter’s own required fields and retain the generated edition for review.

WHO USES THIS Authorised HR drafter

BEFORE YOU BEGIN

- Approved purpose and factual record
- Country and recipient
- Relevant process and review authority

WHAT YOU WILL HAVE

- Country-specific completed letter draft

CHECK BEFORE YOU FINISH

- Correct procedural stage
- Required fields and both languages checked
- Facts and authority supported
- Retain output before leaving

The form still shows incomplete required fields.	Expand the relevant sections and inspect each marked field, including both languages. Use the field’s context help to understand its purpose; do not enter unsupported filler.

06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

The screenshots show the current authorised Recruitment copy of the six-country legal suite. The separate HR Policy and Law portal sign-in was not completed. Inputs and generation controls were inspected; no organisation document was created, saved, issued or sent.

PREPARE ORGANISATION DOCUMENTS / STEPS 1–2 OF 6

OPEN SOURCE

Complete a country-specific HR letter

01 Open 'Letter Studio'

Select Country. Use Find a letter to narrow titles or references, then choose Letter to create. The inspected example was SA-L02 Joining and onboarding confirmation.

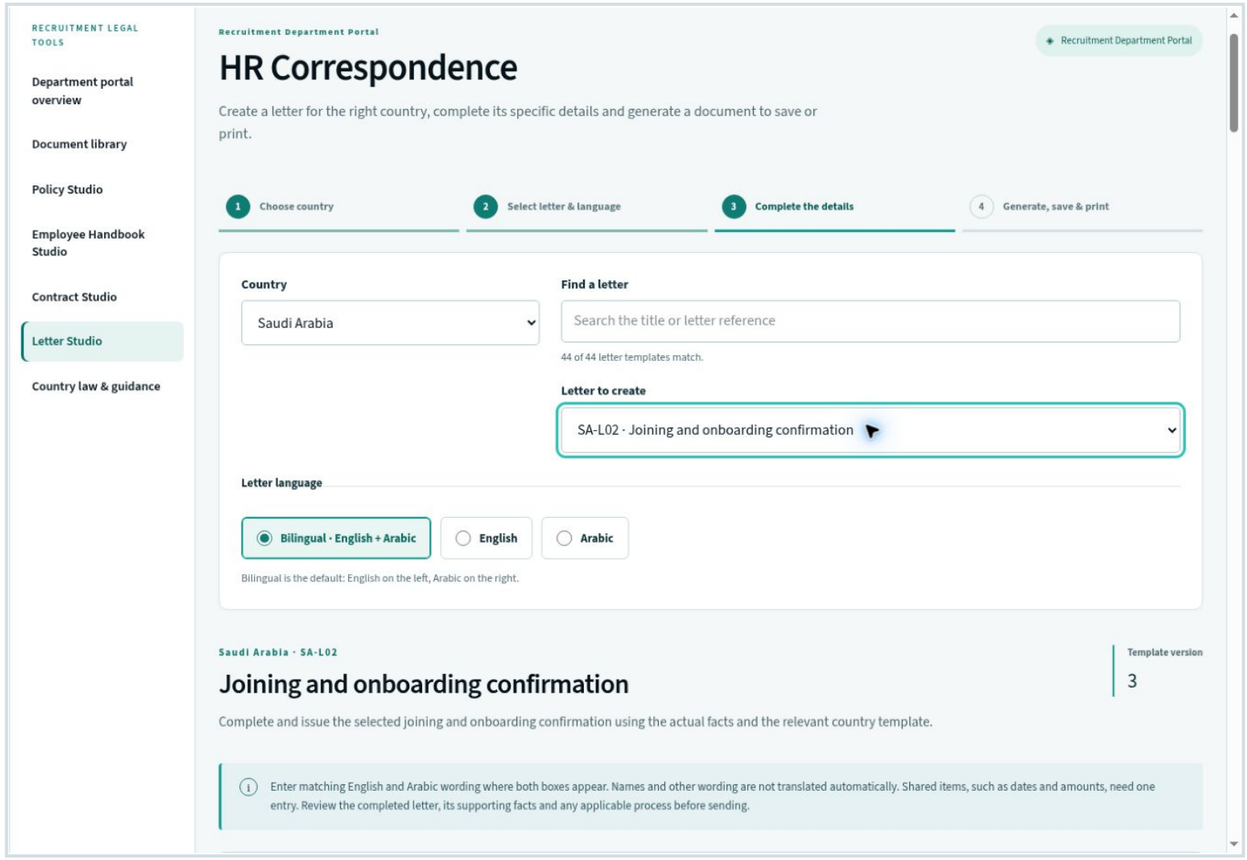
CHECK The letter title, country reference and template version are displayed.

02 Choose the language and read the guidance

Select Bilingual English + Arabic, English or Arabic. Open Before completing this letter. Matching English and Arabic wording must be entered where shown; it is not automatically translated.

CHECK The completion rules and language requirement are understood.

CURRENT LIVE SCREEN



Current related-suite letter selection: Saudi joining and onboarding confirmation, version 3, with language choice.

PREPARE ORGANISATION DOCUMENTS / STEPS 3–4 OF 6

OPEN SOURCE

Complete a country-specific HR letter

03 Complete Organisation and Letter particulars

Enter the employer name, issue date, unique reference, recipient, employee/candidate reference and private delivery route as requested. Shared dates and amounts use one entry.

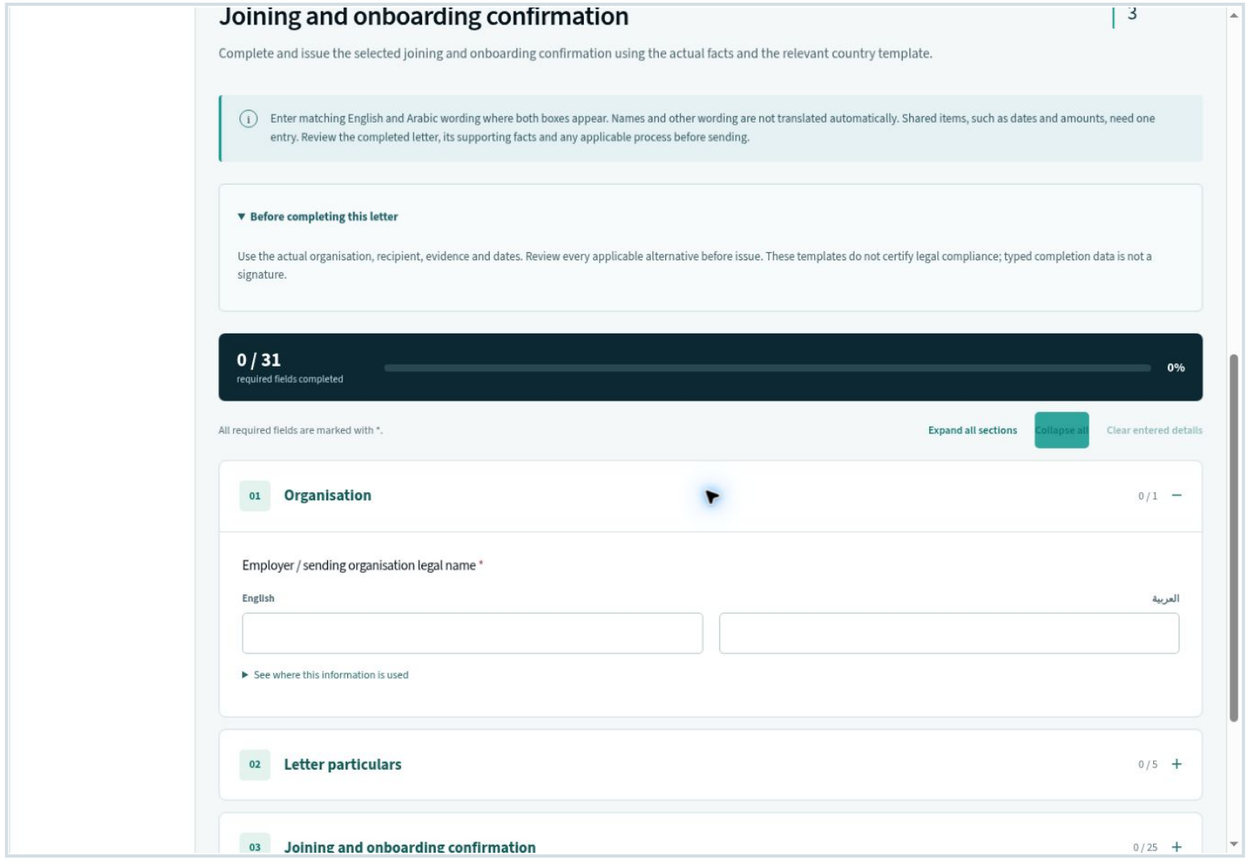
CHECK Checkpoint: the letter identifies the correct organisation, person and issue context.

04 Complete the letter-specific section

Use the fields for the selected situation. The joining example includes role, contract reference, start arrangements, working hours, equipment, reporting routes, documents, buddy and signatory authority.

CHECK Checkpoint: the message contains the operational information needed by its recipient.

CURRENT LIVE SCREEN



Current related-suite letter form: guidance, required-field progress and bilingual organisation particulars. Fields remain blank.

PREPARE ORGANISATION DOCUMENTS / STEPS 5–6 OF 6

OPEN SOURCE

Complete a country-specific HR letter

05 Use the completion checks

Review the required-field progress. 'Expand all sections', 'Collapse all' and 'See where this information is used' help you inspect the inputs. The example had 31 required fields.

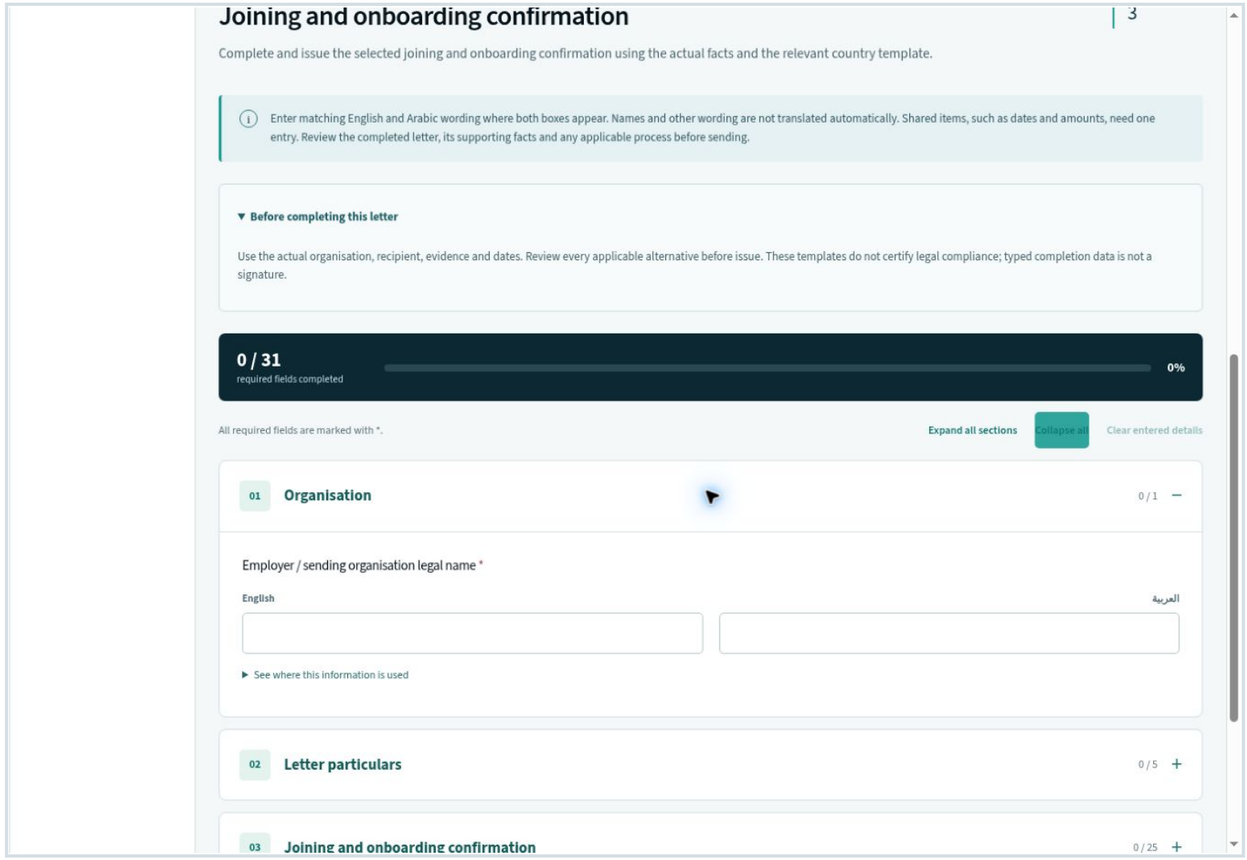
CHECK Checkpoint: the required information and its use in the wording have been reviewed.

06 Generate, retain and review

Use 'Download editable Word' or 'Generate letter' when complete. Save the generated PDF before leaving, inspect all pages and obtain issue authority; generation does not send or sign the letter.

CHECK Checkpoint: a complete review edition is retained; no letter was generated or sent here.

CURRENT LIVE SCREEN



Current related-suite letter form: guidance, required-field progress and bilingual organisation particulars. Fields remain blank.

03 References, language and country support

Check source context and use the country resources appropriately.

04 PRACTICAL TASKS

Prepare the inputs / Follow the screen sequence / Check the result

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / H-03-01

OPEN SOURCE

Locate a law or reference source

Connect a drafting question with a retained reference.

WHO USES THIS HR practitioner or reviewer

BEFORE YOU BEGIN

- Country
- Question or article reference

WHAT YOU WILL HAVE

- Source-linked reference note

CHECK BEFORE YOU FINISH

- Model policy and legal source are distinguished
- Current scope and amendments are checked

The screen does not match this guide.	Check the country, selected module and account role. Ask Lama to confirm the correct route before continuing.

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

This task explains navigation. It does not validate legislation or provide a legal conclusion.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 1–2 OF 5

OPEN SOURCE

Locate a law or reference source

01 Choose 'Law & References'

Open this tab within the selected country library. Treat the reference collection separately from HR Delivery's model company policies.

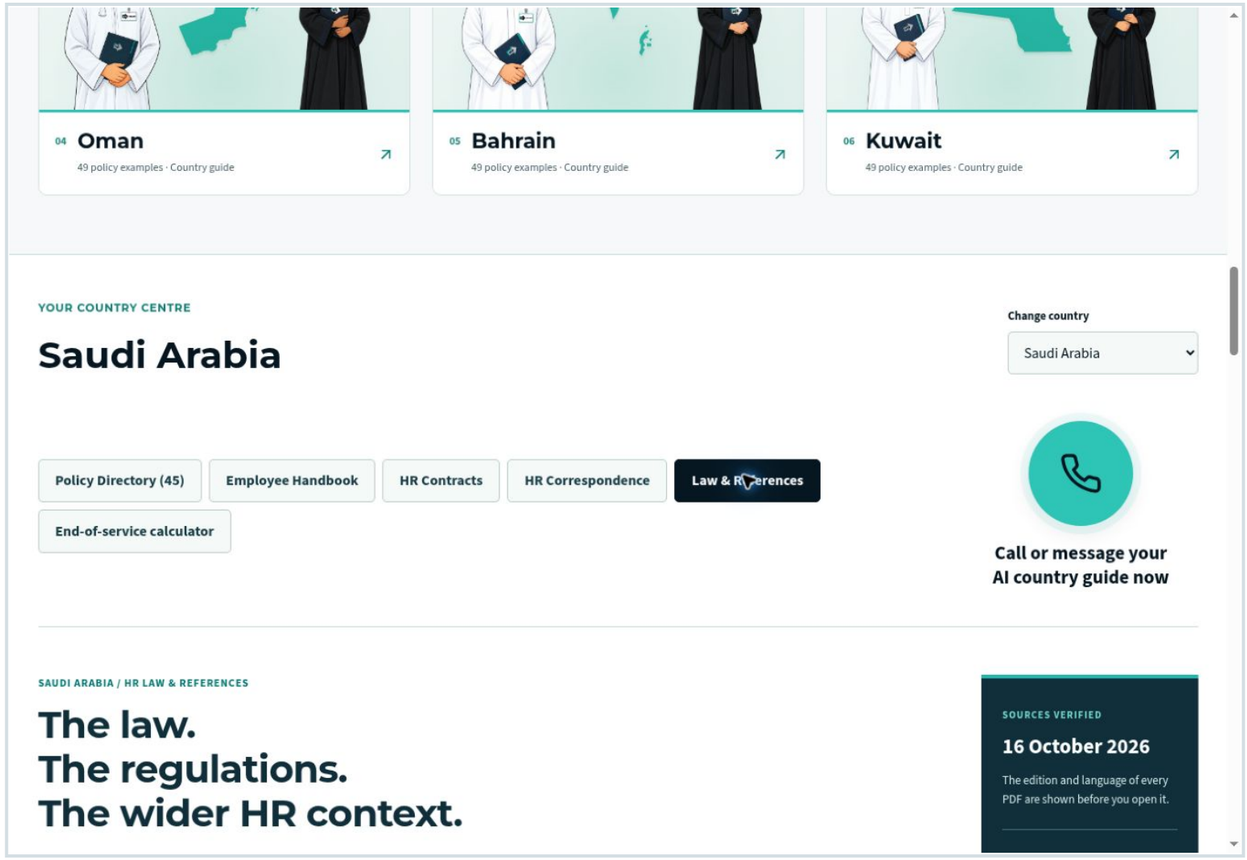
CHECK The country reference categories and entries are shown.

02 Select a relevant reference category

Use the visible category controls to narrow the material. The Saudi screen includes Labour Law, implementing rules, data protection and other reference groupings.

CHECK The displayed references match the selected category.

PRIOR REVIEWED SCREEN



Prior reviewed Saudi Law & References tab at its country-library entry; detailed reference controls continue below.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 3–4 OF 5

OPEN SOURCE

Locate a law or reference source

03 Read the entry context

Check the document title, issuing body, date, language and stated scope. Record the edition used to support your question.

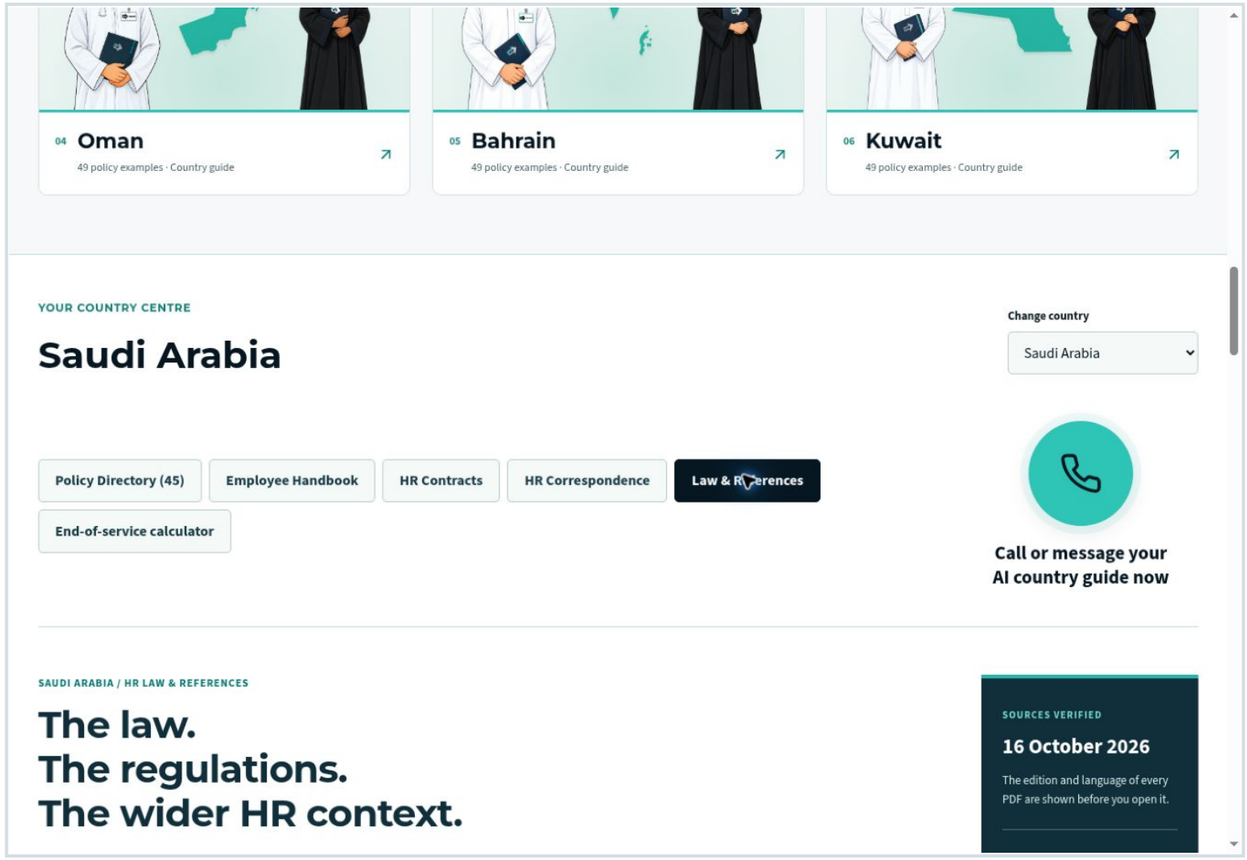
CHECK The source context is sufficient to frame the next review step.

04 Use an article route where offered

The Saudi library includes 'Choose an article'. Use the relevant article route only after checking the document and jurisdiction.

CHECK The selected source or article can be reviewed in context.

PRIOR REVIEWED SCREEN



Prior reviewed Saudi Law & References tab at its country-library entry; detailed reference controls continue below.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 5–5 OF 5

OPEN SOURCE

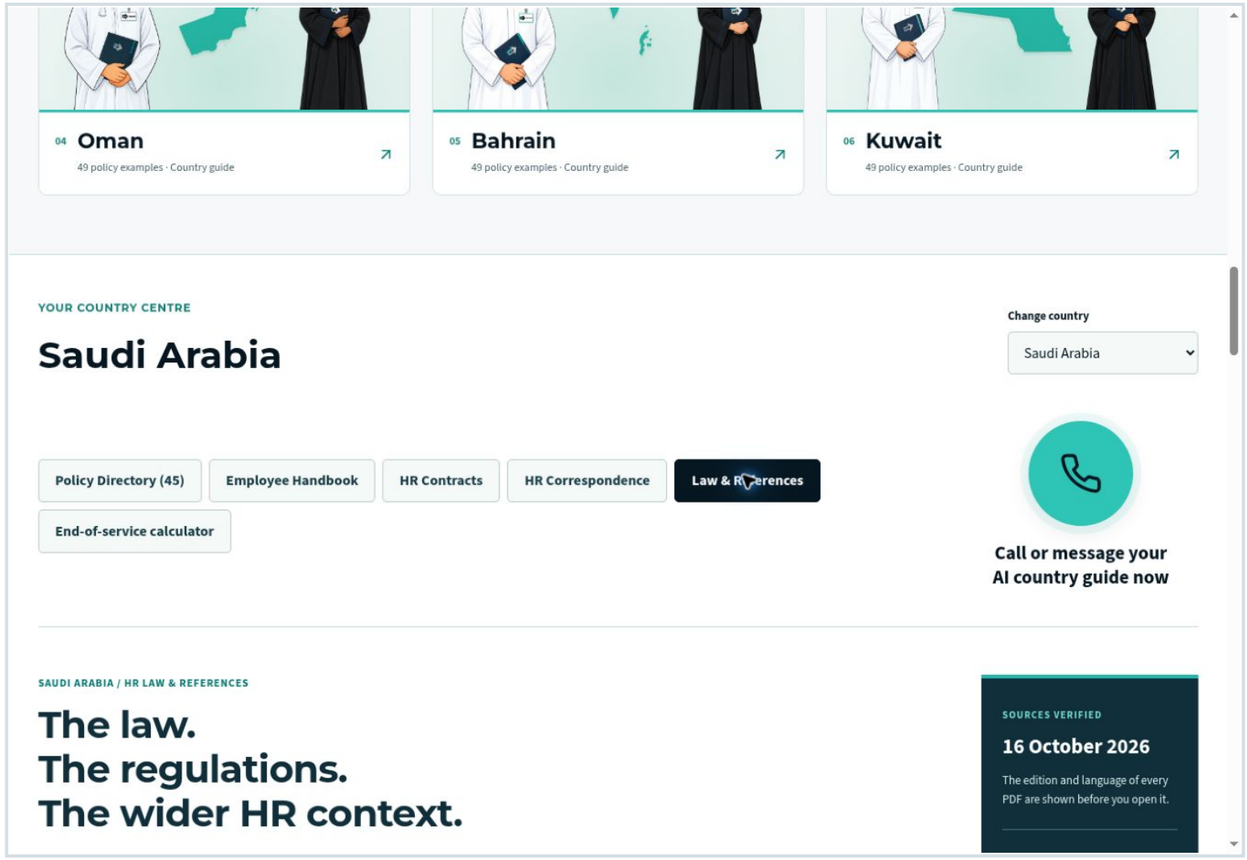
Locate a law or reference source

05 Escalate an interpretation question

Take the facts, source link and exact question to the appropriate professional. Check current amendments before using a reference to make a decision.

CHECK A precise, source-linked review question is ready.

PRIOR REVIEWED SCREEN



Prior reviewed Saudi Law & References tab at its country-library entry; detailed reference controls continue below.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / H-03-02

OPEN SOURCE

Use bilingual materials correctly

Choose the relevant language edition and check that both versions describe the same document.

WHO USES THIS Drafter or bilingual reviewer

BEFORE YOU BEGIN

- Country
- Required output language
- Selected source edition

WHAT YOU WILL HAVE

- Language and edition review record

CHECK BEFORE YOU FINISH

- Interface language is not confused with file language
- Both versions receive meaningful review

The screen does not match this guide. Check the country, selected module and account role. Ask Lama to confirm the correct route before continuing.

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

Bilingual resources were opened. Organisation-specific translations and exports were not validated.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 1–2 OF 5

OPEN SOURCE

Use bilingual materials correctly

01 Choose the document language

Use the bilingual reading link on contracts, letters or handbooks where offered. The website language switch and document language are separate choices.

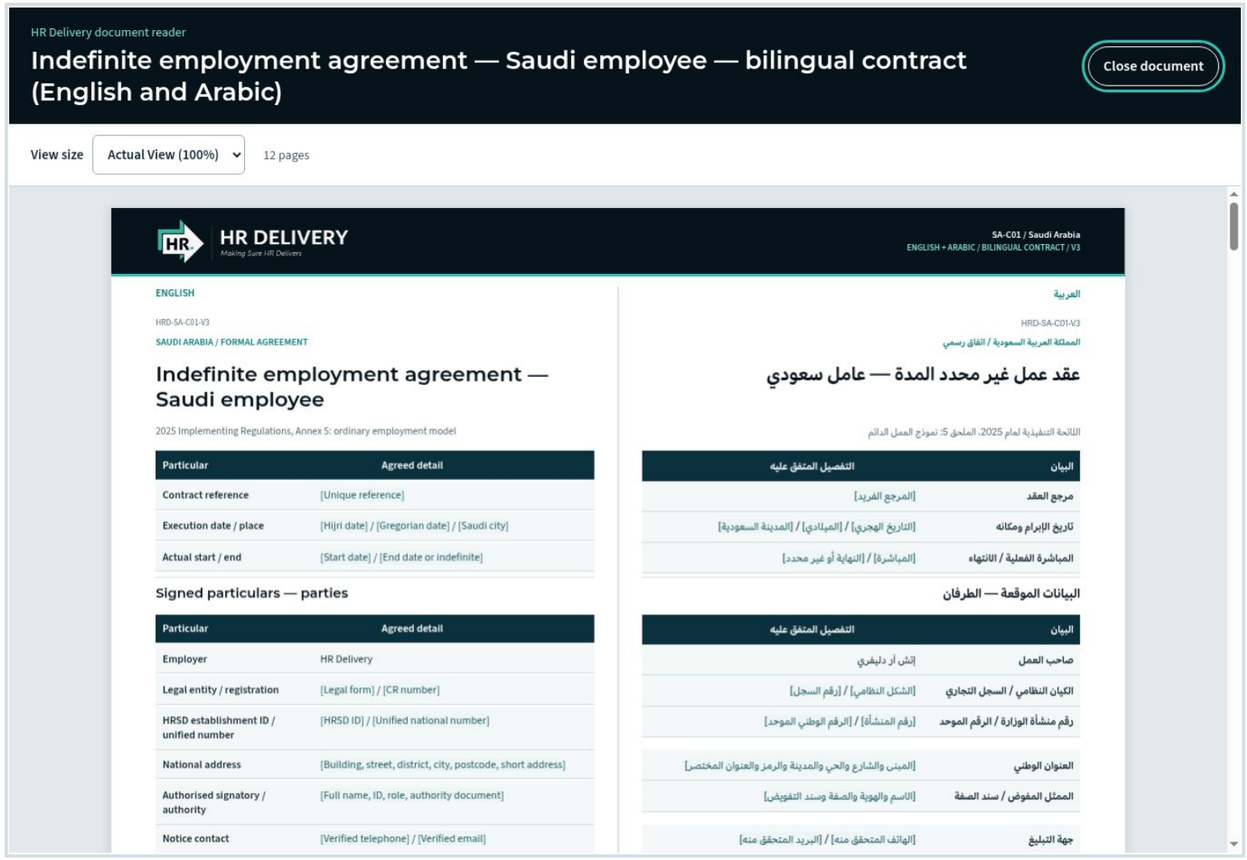
CHECK The selected reading link identifies a bilingual document.

02 Check the title and page count

Confirm the country, title and edition after the reader opens. A bilingual document may have a different length from the English-only file.

CHECK The correct bilingual source is open.

PRIOR REVIEWED SCREEN



Prior reviewed Saudi bilingual contract; this is the reading source rather than an issued employee contract.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 3–4 OF 5

OPEN SOURCE

Use bilingual materials correctly

03 Compare corresponding sections

Review the English and Arabic provisions together. Check names, dates, money, defined terms, numbered clauses and referenced schedules.

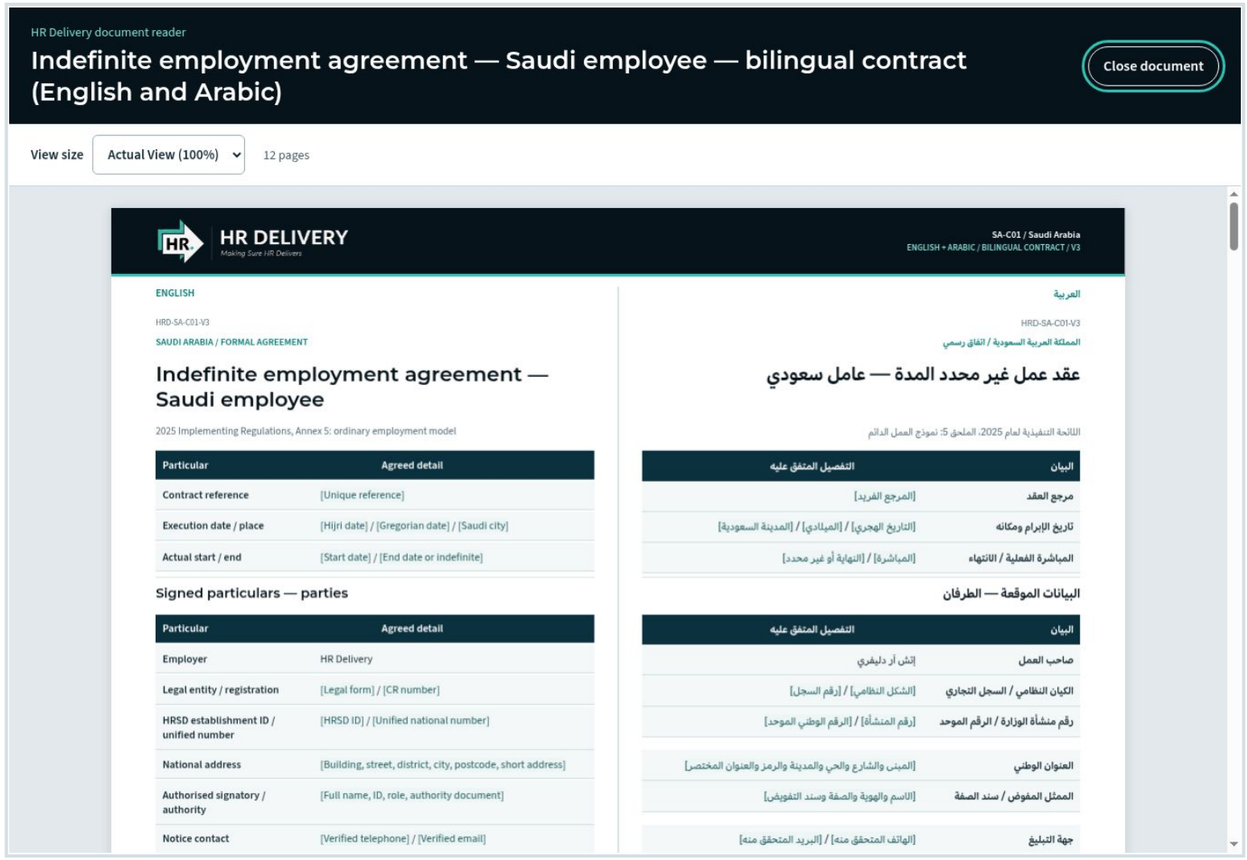
CHECK Any language discrepancies are identified for review.

04 Carry language requirements into drafting

Specify the required languages when preparing a studio draft or asking HR Delivery for support. Do not assume the interface language changes every downloadable file.

CHECK The required output edition is clear to the drafter.

PRIOR REVIEWED SCREEN



Prior reviewed Saudi bilingual contract; this is the reading source rather than an issued employee contract.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 5–5 OF 5

OPEN SOURCE

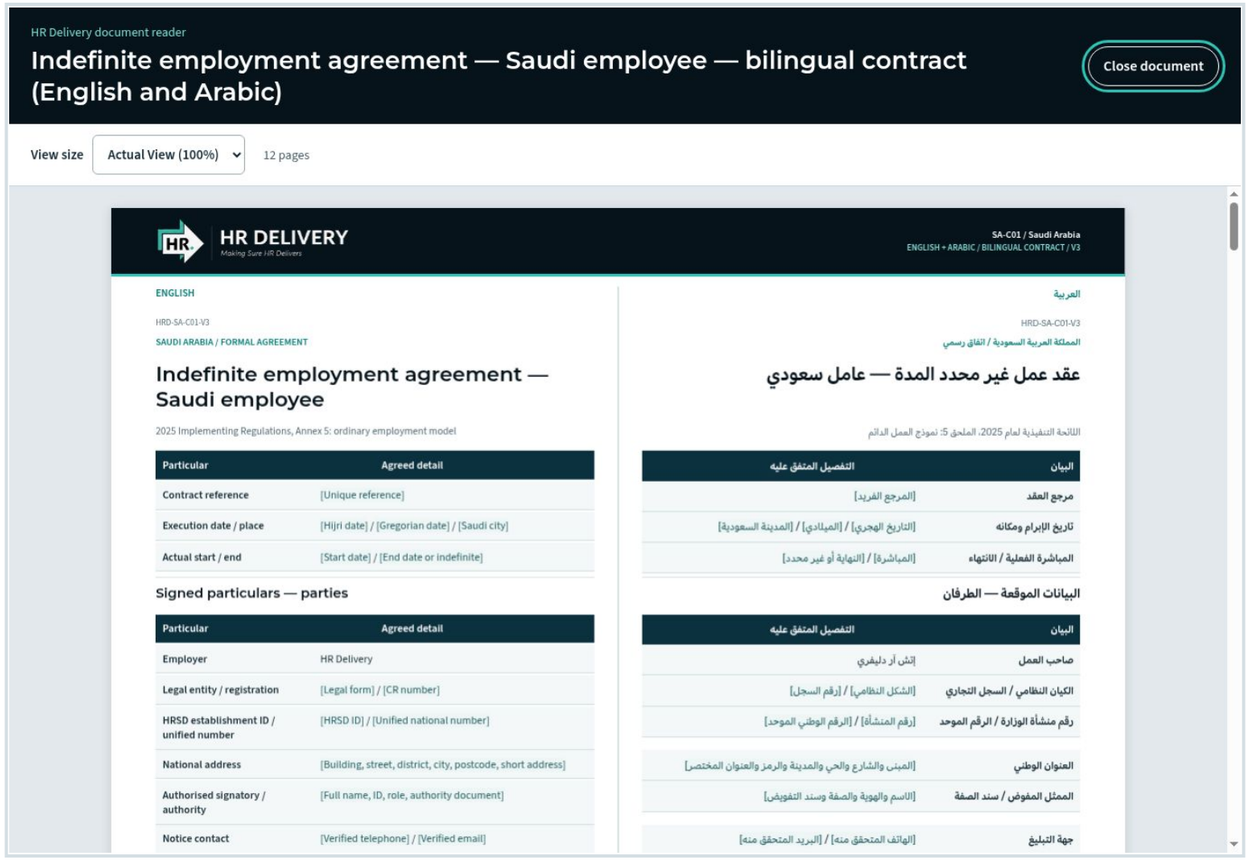
Use bilingual materials correctly

05 Review the exported edition

Open the final PDF or Word output and confirm fonts, direction, spacing and page breaks as well as meaning before issue.

CHECK Checkpoint: the intended audience can read a complete, consistent document.

PRIOR REVIEWED SCREEN



Prior reviewed Saudi bilingual contract; this is the reading source rather than an issued employee contract.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / H-03-03

OPEN SOURCE

Navigate an end-of-service estimate

Check the calculator’s scope before entering employment, service and pay assumptions.

WHO USES THIS HR practitioner with appropriate review

BEFORE YOU BEGIN

- Applicable country and employment regime
- Verified employment dates and ending reason
- Pay basis for the selected calculator

WHAT YOU WILL HAVE

- Documented estimate for review

CHECK BEFORE YOU FINISH

- Correct legal regime and country
- Input dates, reason and pay basis verified
- Estimate reviewed before payment decisions

The calculator does not fit the employment arrangement.	Stop using that route and ask for advice on the applicable regime; do not force a different arrangement into the available fields.

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

Opening calculator forms were inspected. Formula validation and a complete calculation were not performed.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 1–2 OF 5

OPEN SOURCE

Navigate an end-of-service estimate

01 Open 'End-of-service calculator'

Choose the country first. Each country has a separate calculator and scope; do not reuse assumptions from a different jurisdiction.

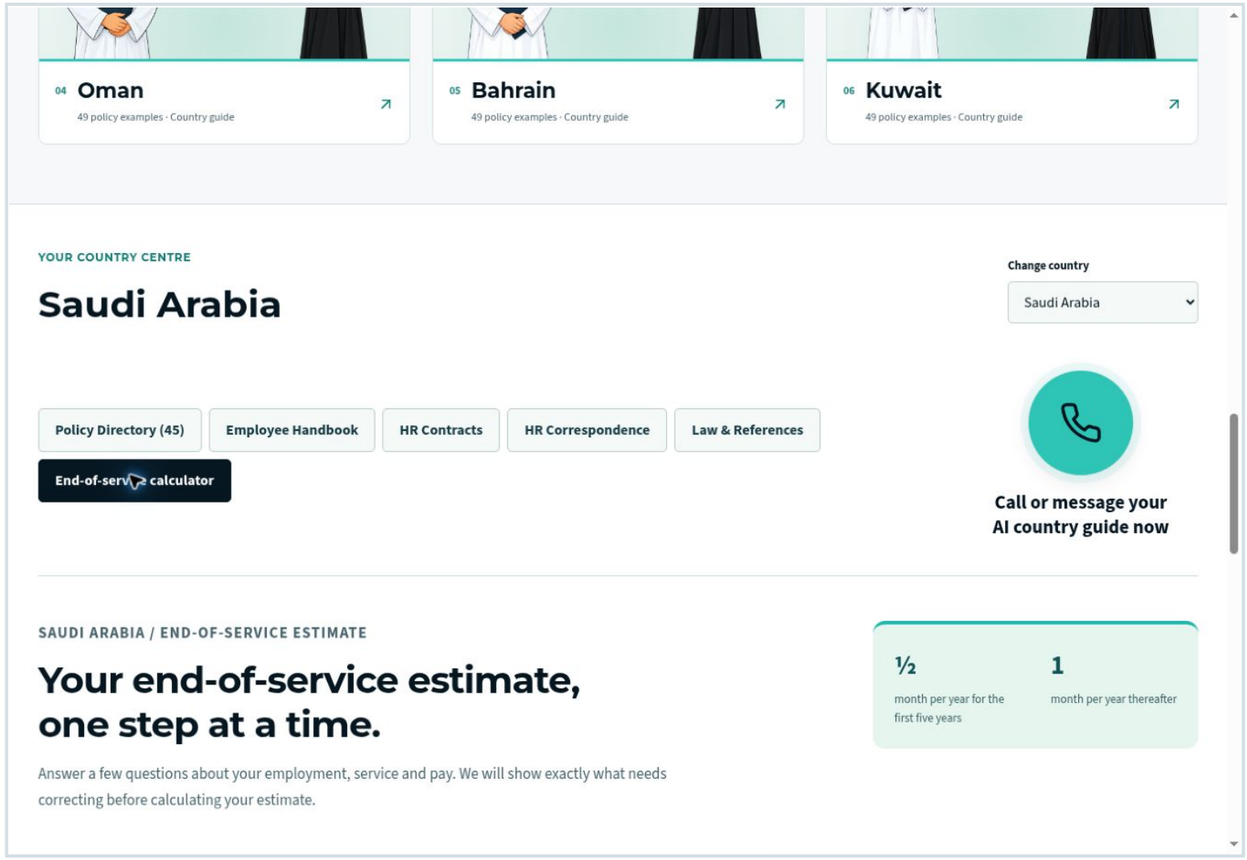
CHECK The country calculator's opening screen is shown.

02 Confirm the employment scope

Read the initial scope and regime choices. The Saudi entry asks for Contract type, ending reason, who ended the contract and a scope confirmation.

CHECK Checkpoint: the calculation route matches the case being examined.

PRIOR REVIEWED SCREEN



Prior reviewed Saudi calculator opening stage. No salary or real employee information was entered.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 3–4 OF 5

OPEN SOURCE

Navigate an end-of-service estimate

03 Continue to service details

Use the visible next-step control after resolving the scope. Work through the service information requested by that country's calculator.

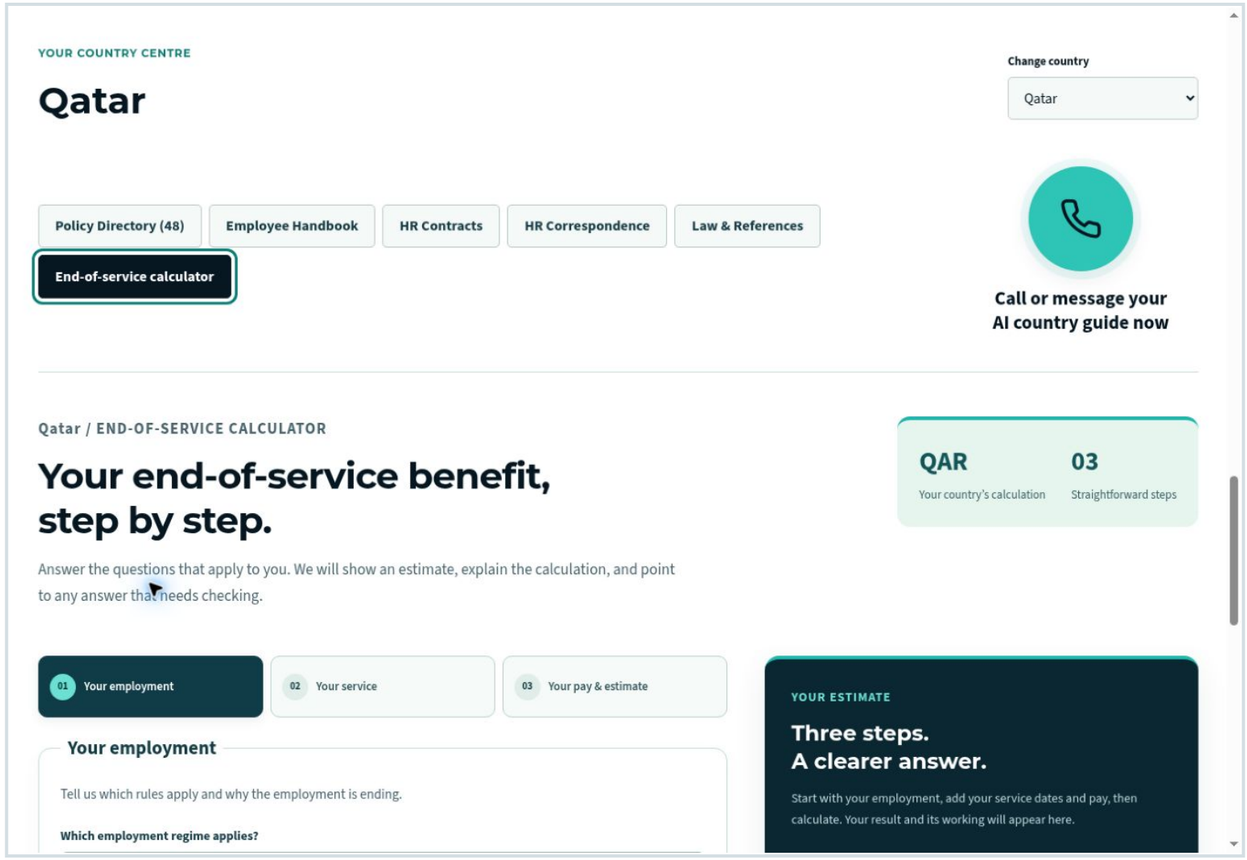
CHECK Checkpoint: the dates and service assumptions are complete and coherent.

04 Continue to pay and estimate

Enter the pay inputs requested by the selected calculator. Verify the pay definition rather than assuming that total monthly cost is the correct basis.

CHECK Checkpoint: the estimate is based on the intended pay components.

PRIOR REVIEWED SCREEN



Prior reviewed Qatar calculator entry, showing a different employment-regime choice.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 5–5 OF 5

OPEN SOURCE

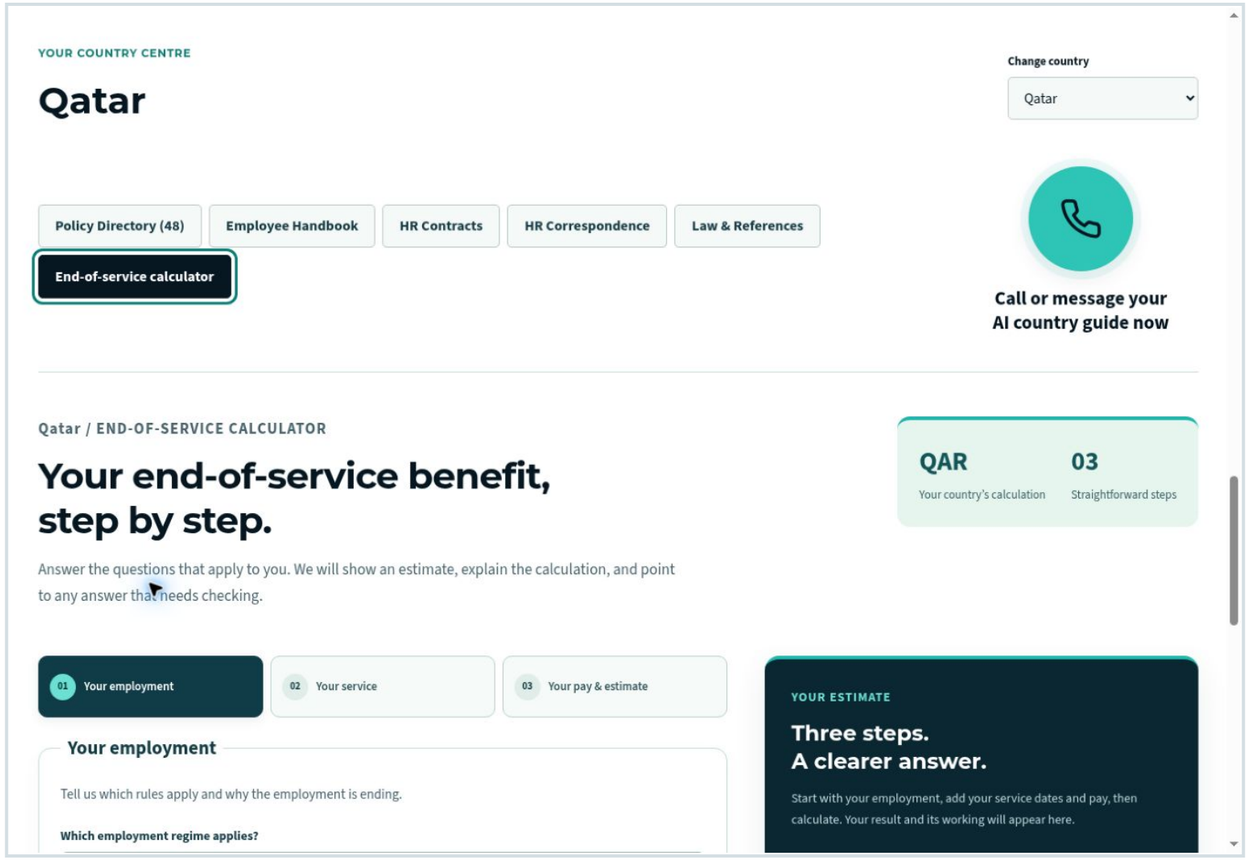
Navigate an end-of-service estimate

05 Review the estimate and exclusions

Check the facts, assumptions and exclusions with the appropriate professional before using the figure in a final settlement. Retain a calculation reference.

CHECK A reviewable estimate is distinguished from an approved payment decision.

PRIOR REVIEWED SCREEN



Prior reviewed Qatar calculator entry, showing a different employment-regime choice.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / H-03-04

OPEN SOURCE

Prepare a question for a country team

Route a focused policy or law-reference enquiry to the appropriate support channel.

WHO USES THIS Any authorised client contact

BEFORE YOU BEGIN

- Country
- Document reference
- Specific question without private employee records

WHAT YOU WILL HAVE

- Country-specific support brief

CHECK BEFORE YOU FINISH

- Correct country and source edition
- Connection status checked before relying on a reply

The screen does not match this guide.	Check the country, selected module and account role. Ask Lama to confirm the correct route before continuing.

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

Live country-guide voice, messaging and AI answers were not active in the reviewed public interface.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 1–2 OF 5

OPEN SOURCE

Prepare a question for a country team

01 Identify the country team

Use the country-team directory. Each country has a policy specialist and an employment-law reference specialist, identified in the table in this guide.

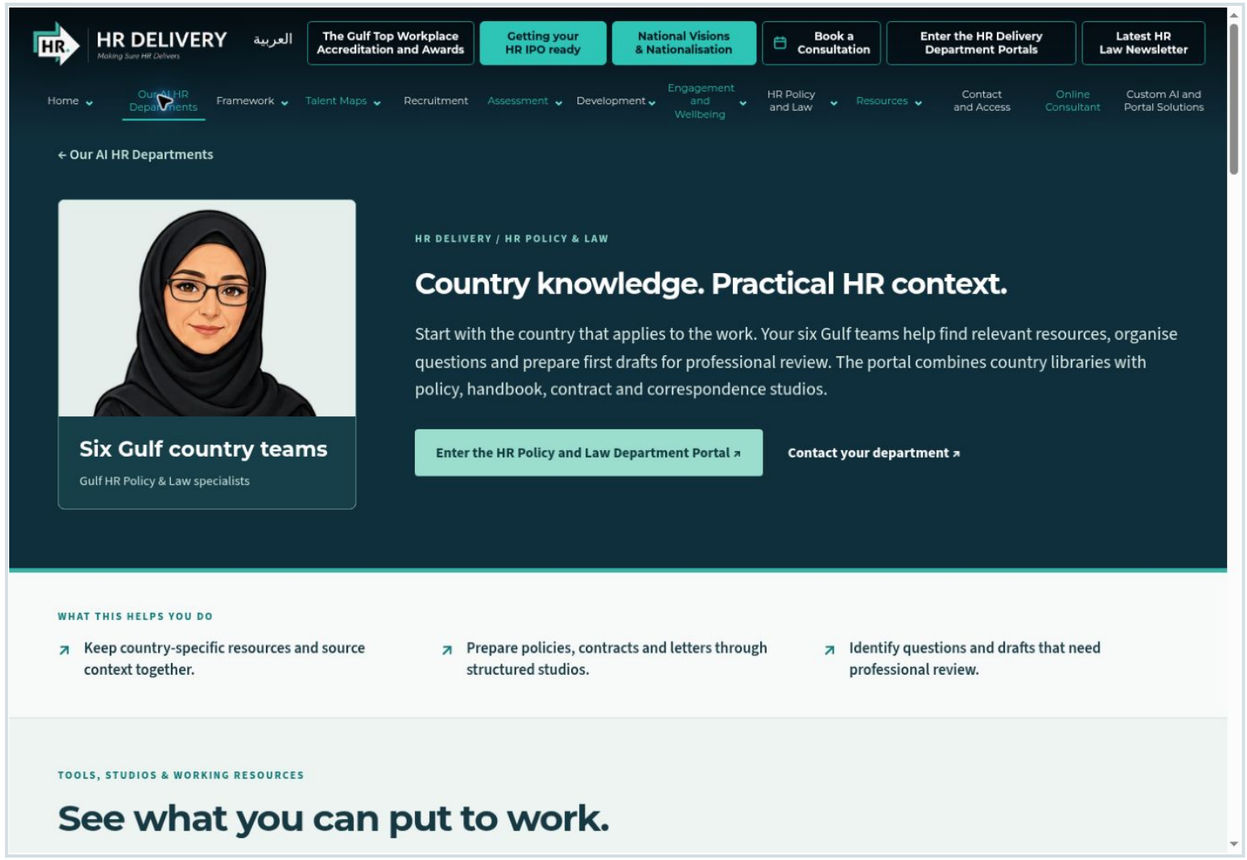
CHECK The team corresponds to the country of the work.

02 Open the guide or contact route

The public library offers 'Call or message your AI country guide now'; the department page offers country-team contact links.

CHECK The relevant guide or communication screen opens.

PRIOR REVIEWED SCREEN



Prior reviewed public department page introducing the six country teams.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 3–4 OF 5

OPEN SOURCE

Prepare a question for a country team

03 Check channel status

Read the on-screen connection and access notice before expecting a reply. The current public guide describes a local preview rather than live answers.

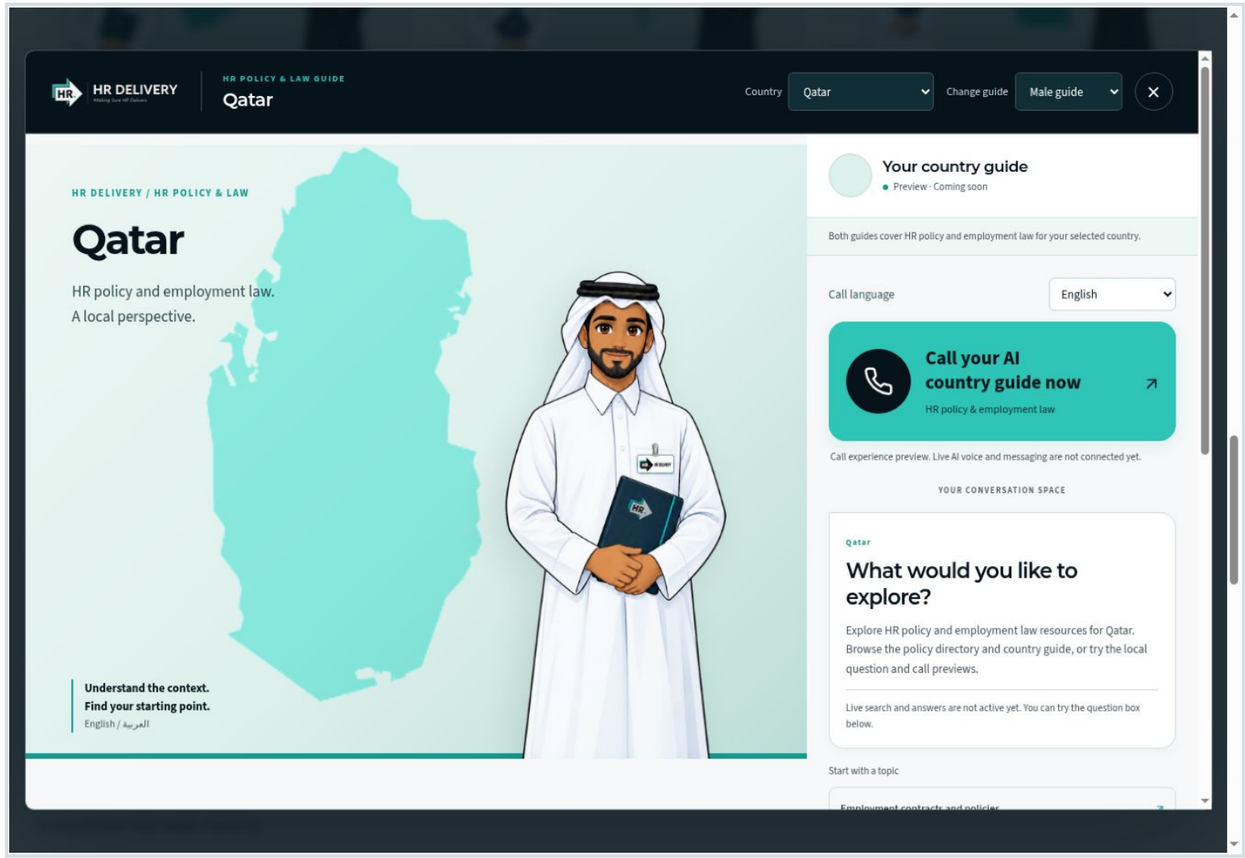
CHECK You know whether the chosen channel can actually respond.

04 Prepare a concise enquiry

Include the country, document title, edition, question and desired outcome. Use anonymised context and evidence references rather than employee files.

CHECK A short, reviewable question is ready for the agreed route.

PRIOR REVIEWED SCREEN



Prior reviewed Qatar country-guide preview: country, guide and call-language choices; the screen states live voice and messaging are not connected.

REFERENCES, LANGUAGE AND COUNTRY SUPPORT / STEPS 5–5 OF 5

OPEN SOURCE

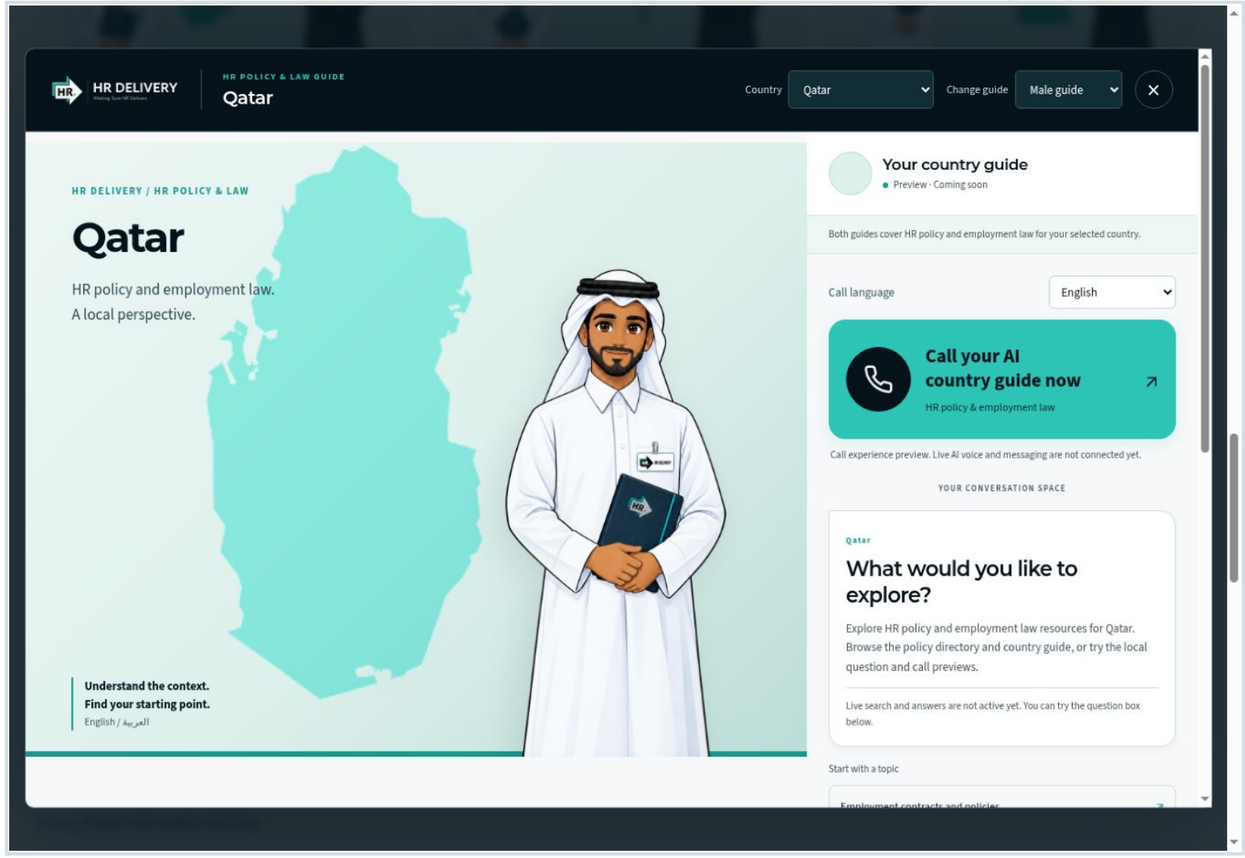
Prepare a question for a country team

05 Contact Lama for an active service

Ask the human team to confirm access or arrange the appropriate country review. Keep a record of the agreed next step.

CHECK The enquiry has an accountable human follow-up route.

PRIOR REVIEWED SCREEN



Prior reviewed Qatar country-guide preview: country, guide and call-language choices; the screen states live voice and messaging are not connected.

04 Newsletters and authorised administration

Read published editions, manage your subscription and understand staff-only administration.

03 PRACTICAL TASKS

Prepare the inputs / Follow the screen sequence / Check the result

NEWSLETTERS AND AUTHORISED ADMINISTRATION / H-04-01

OPEN SOURCE

Read or download a newsletter edition

Retrieve the intended published issue in English or Arabic.

WHO USES THIS Any reader

BEFORE YOU BEGIN

- Required publication month
- Preferred document language

WHAT YOU WILL HAVE

- Downloaded newsletter
- Source-linked HR review action

CHECK BEFORE YOU FINISH

- Correct month and language
- Underlying sources checked for the intended decision

The screen does not match this guide. Check the country, selected module and account role. Ask Lama to confirm the correct route before continuing.

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

Downloads and archive controls were inspected; the Arabic PDF opened as a 12-page document.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / STEPS 1–2 OF 5

OPEN SOURCE

Read or download a newsletter edition

01 Open the newsletter page

Use 'Latest HR Law Newsletter' or 'Explore the newsletter & sign up ↗' from the Policy & Law Centre.

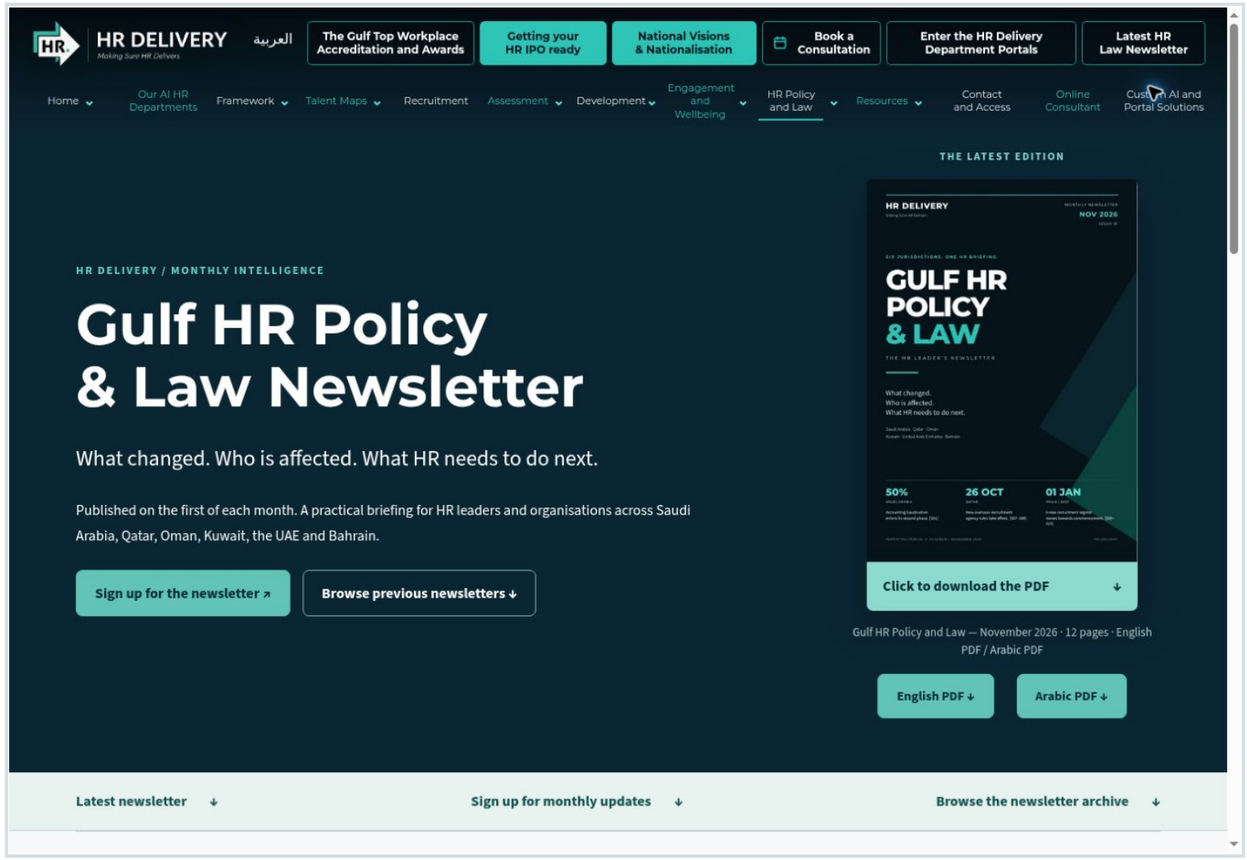
CHECK The latest issue, language downloads and archive routes are visible.

02 Check the publication details

Read the issue month and publication date. The reviewed page displayed November 2026, Issue 01; check the current issue when using the guide.

CHECK You know the time period covered by the briefing.

PRIOR REVIEWED SCREEN



Prior reviewed latest newsletter page with English and Arabic downloads.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / STEPS 3–4 OF 5

OPEN SOURCE

Read or download a newsletter edition

03 Choose 'English PDF ↓' or 'Arabic PDF ↓'

Select the appropriate language file. Open the downloaded PDF and confirm that its cover matches the issue you intended.

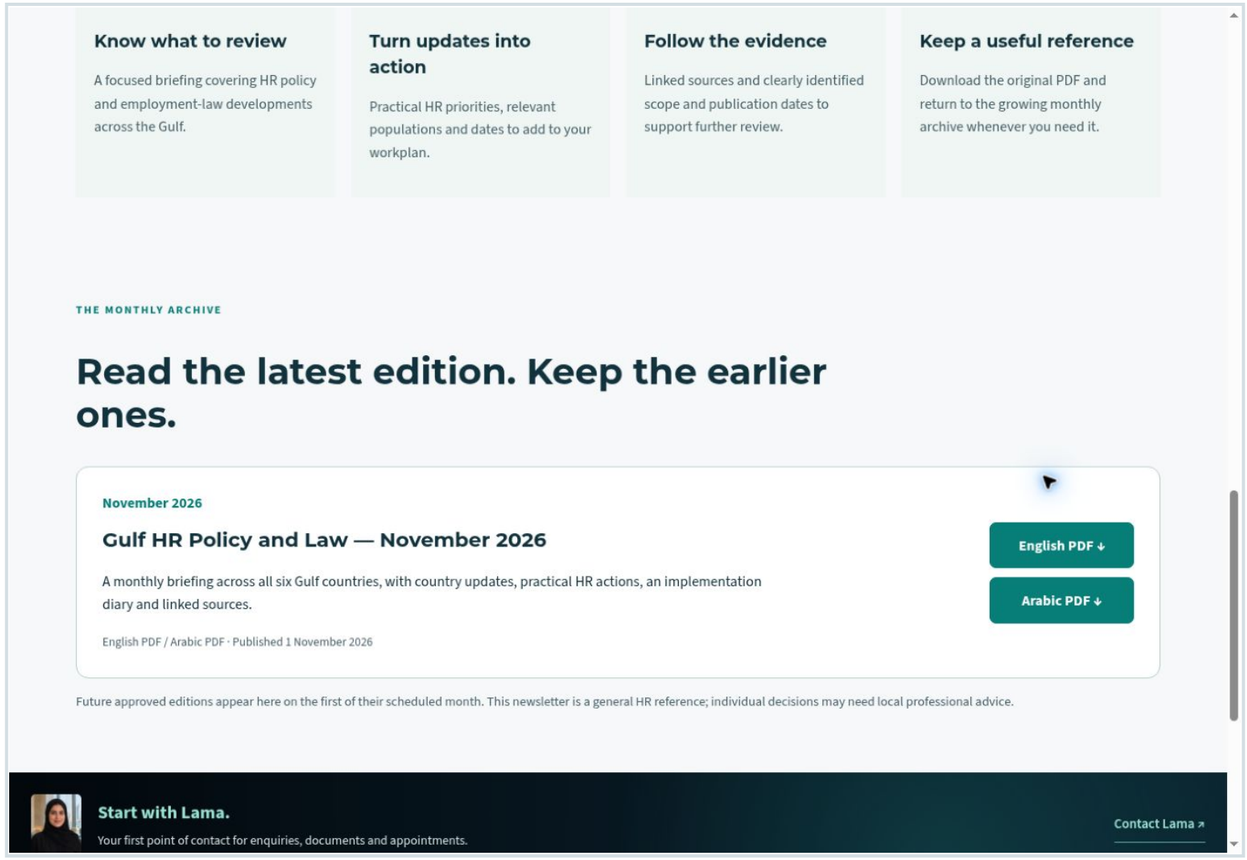
CHECK A readable issue file is available for reference.

04 Find an earlier issue

Use 'Browse previous newsletters ↓' or 'Browse the newsletter archive' and select the required month and language.

CHECK The archive presents the retained editions available at that time.

CURRENT LIVE SCREEN



Current monthly archive showing the November 2026 issue and separate English and Arabic PDF links.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / STEPS 5–5 OF 5

OPEN SOURCE

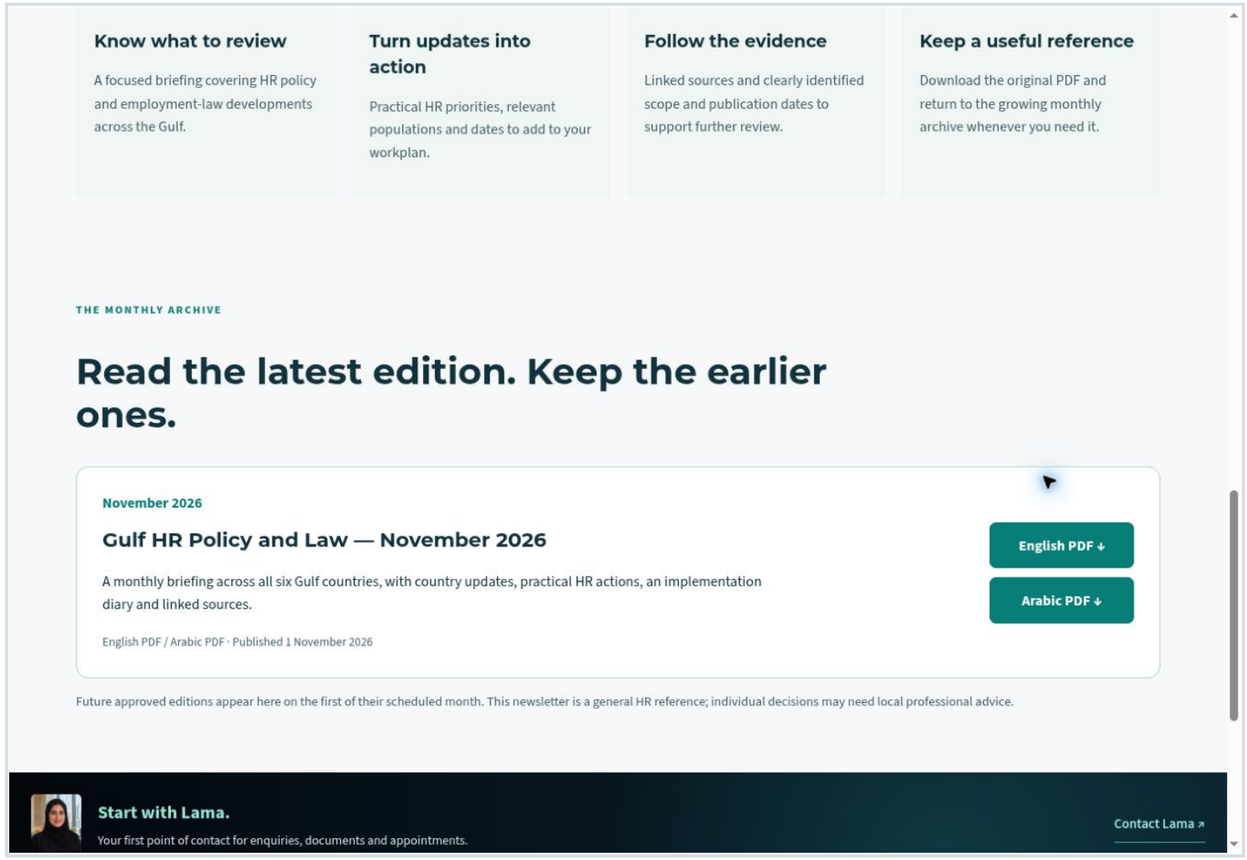
Read or download a newsletter edition

05 Turn an update into a work item

Follow the cited source, identify the affected population and record the action owner and relevant date in your organisation’s review plan.

CHECK A source-linked follow-up action can be assigned.

CURRENT LIVE SCREEN



Current monthly archive showing the November 2026 issue and separate English and Arabic PDF links.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / H-04-02

OPEN SOURCE

Set your newsletter preferences

Submit a subscription request with the intended country and language preference.

WHO USES THIS Individual subscriber

BEFORE YOU BEGIN

- Email address you are authorised to use
- Country and language preferences

WHAT YOU WILL HAVE

- Subscription request and preferences

CHECK BEFORE YOU FINISH

- Correct address and language
- Consent reflects your intention
- Submission status is checked

No newsletter arrives after signup.	Check the displayed status, address and spam folder, then ask reception to confirm outbound delivery configuration before resubmitting.

06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

Signup/storage is described by the service. Outbound newsletter delivery depends on its configured connection; no delivery was tested.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / STEPS 1–2 OF 6

OPEN SOURCE

Set your newsletter preferences

01 Choose 'Sign up for the newsletter ↗'

Open the signup area and read how HR Delivery uses the submitted details before completing the form.

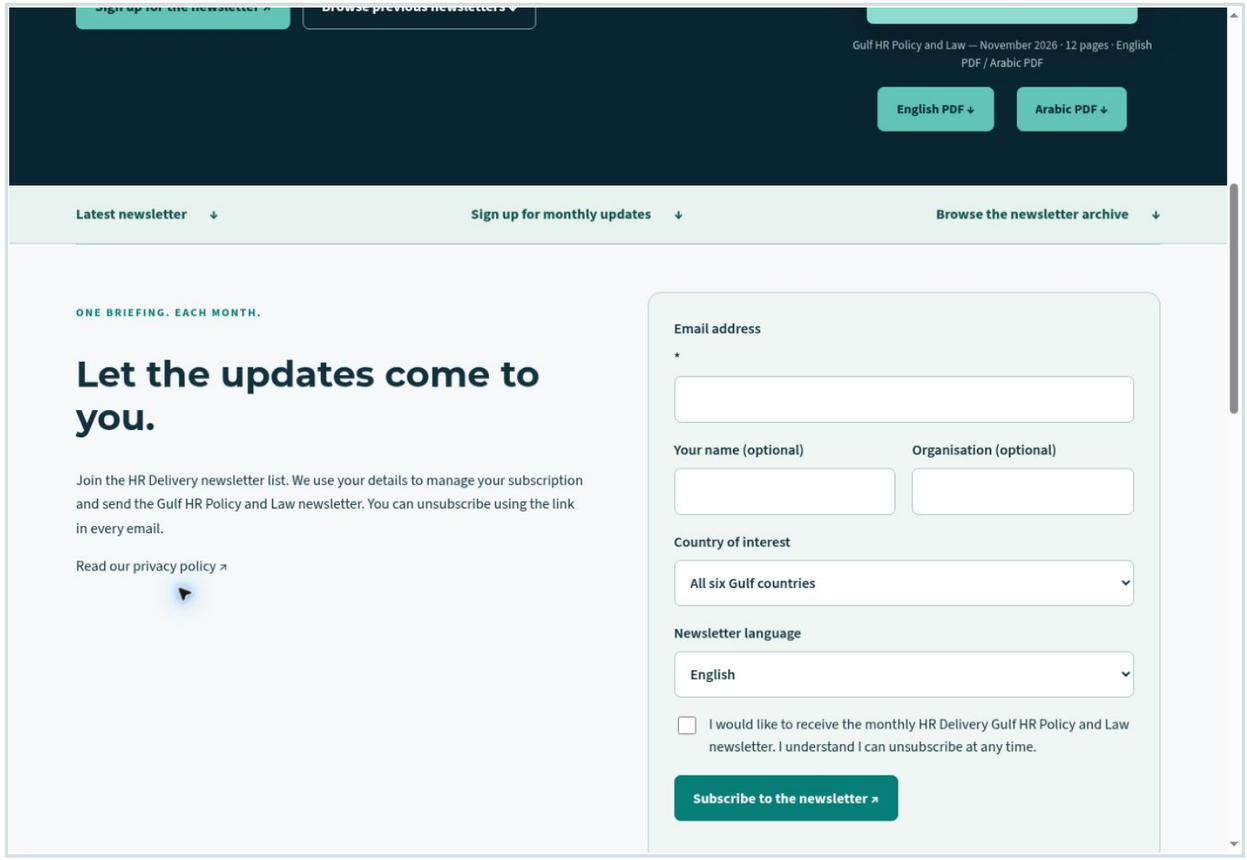
CHECK The subscription fields and consent wording are visible.

02 Complete 'Email address'

Use the address where you want updates. Your name and Organisation are optional fields; check spelling before submission.

CHECK The required address and any optional details are entered correctly.

CURRENT LIVE SCREEN



Current newsletter signup form: email, optional identity, country, language, consent and subscription controls. Nothing was submitted.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / STEPS 3–5 OF 6

OPEN SOURCE

Set your newsletter preferences

03 Choose 'Country of interest'

Select one country or All six Gulf countries according to the scope of updates you wish to receive.

CHECK The selected country preference is displayed.

04 Choose 'Newsletter language'

Select English or Arabic. This preference is separate from the language of the website navigation.

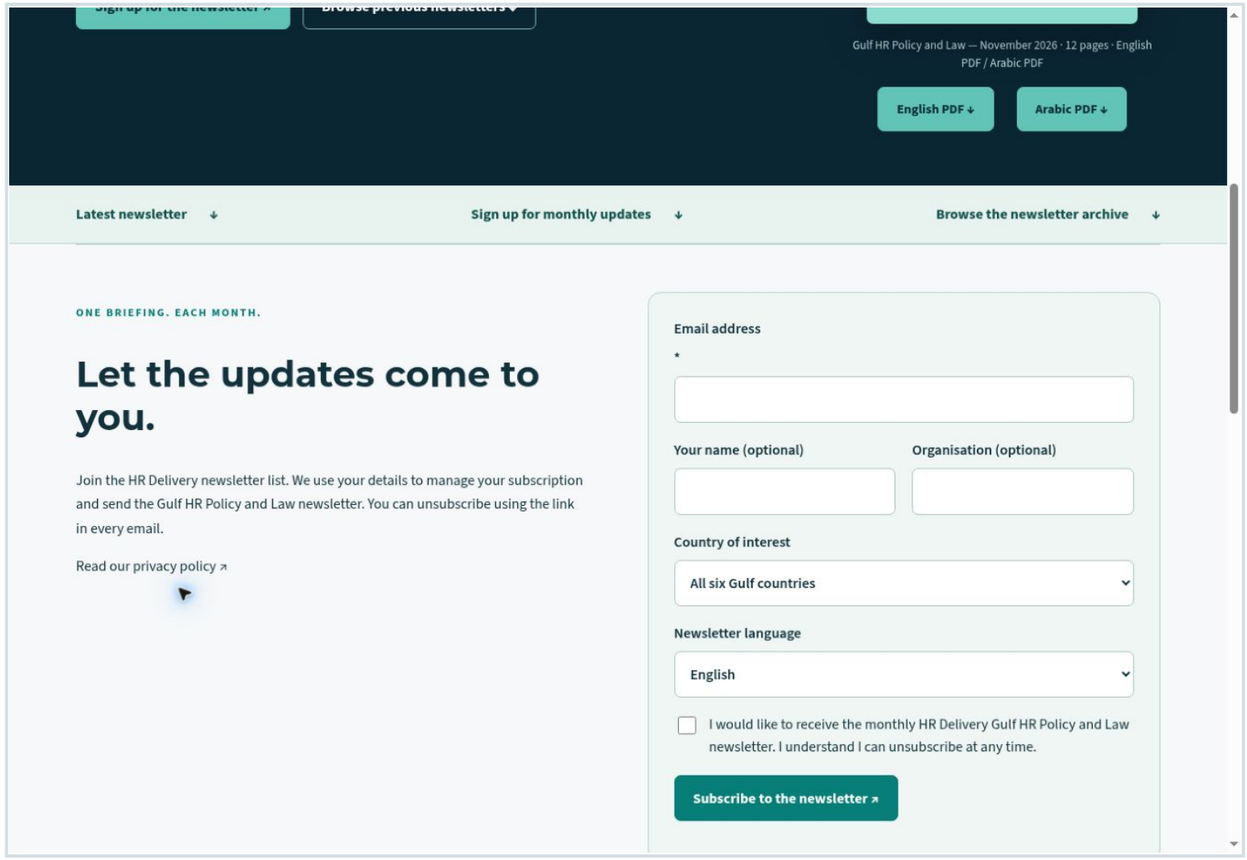
CHECK The intended newsletter language is selected.

05 Review the subscription consent

Read the consent statement and privacy policy. Tick the consent only when you want to receive the newsletter under those terms.

CHECK The preference and consent are ready for your review.

CURRENT LIVE SCREEN



Current newsletter signup form: email, optional identity, country, language, consent and subscription controls. Nothing was submitted.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / STEPS 6–6 OF 6

OPEN SOURCE

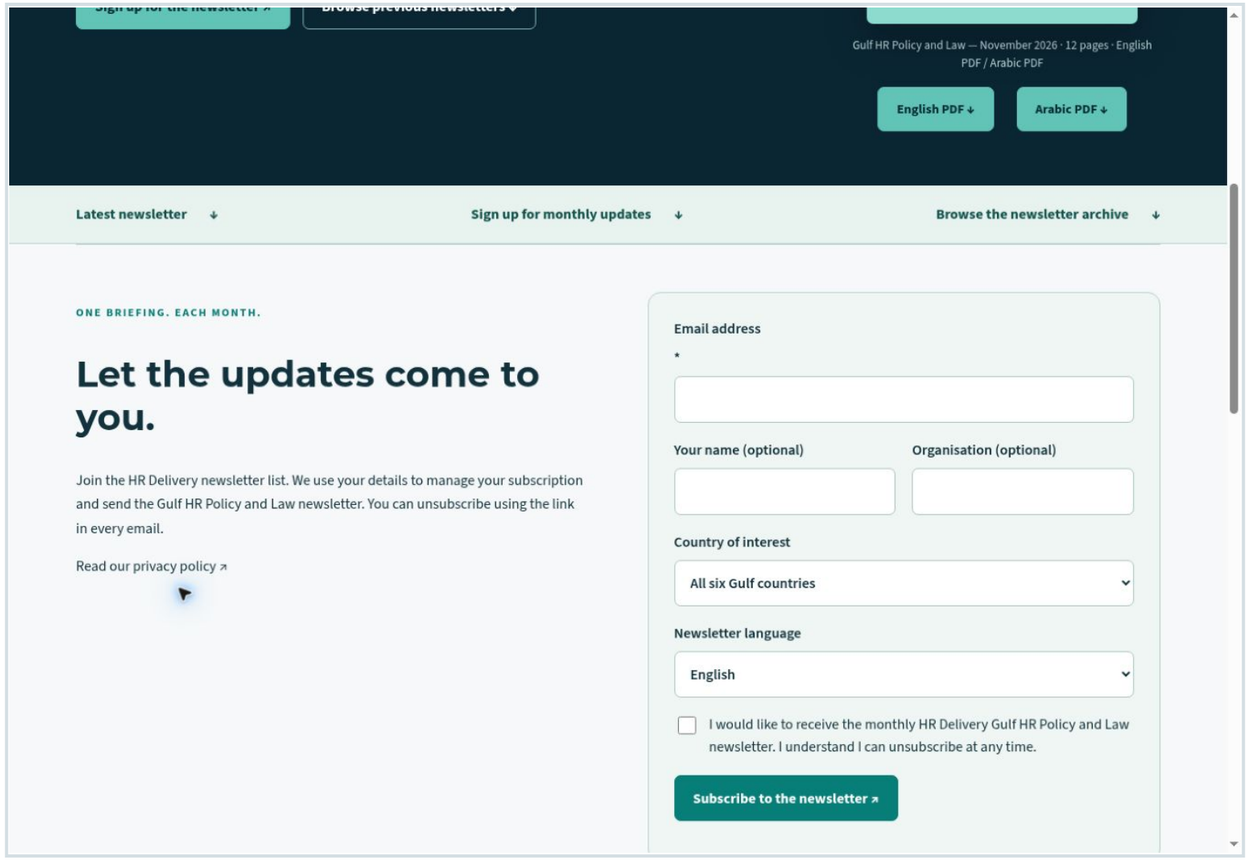
Set your newsletter preferences

06 Select 'Subscribe to the newsletter ↗' when ready

After your own final check, submit and read the status message. Keep any confirmation; ask HR Delivery if delivery arrangements are unclear.

CHECK Submission should produce a status response; it was not submitted in this review.

CURRENT LIVE SCREEN



Current newsletter signup form: email, optional identity, country, language, consent and subscription controls. Nothing was submitted.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / H-04-03

OPEN SOURCE

Manage newsletter drafts and mailing records

Keep authorised newsletter preparation separate from the public subscription form.

WHO USES THIS Authorised HR Delivery administrator

BEFORE YOU BEGIN

- Staff administration access
- Approved issue text and sources
- Consent and list-management policy

WHAT YOU WILL HAVE

- Issue draft and approval reference
- Authorised mailing-list record

CHECK BEFORE YOU FINISH

- Consent and preferences checked
- Draft is not confused with a sent issue
- Outbound connection status confirmed

The screen does not match this guide. Check the country, selected module and account role. Ask Lama to confirm the correct route before continuing.

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

Protected workflow: the public description and published demonstration establish the capability. Private mailing-list administration or outbound delivery was not exercised. Follow the controls displayed in your authorised account; confirm any differences with HR Delivery.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / STEPS 1–2 OF 5

OPEN SOURCE

Manage newsletter drafts and mailing records

01 Open the authorised staff desk

Use the Connected Workspace's 'Mailing lists & newsletters' area with the authorised staff account. Client portal access does not expose mailing records.

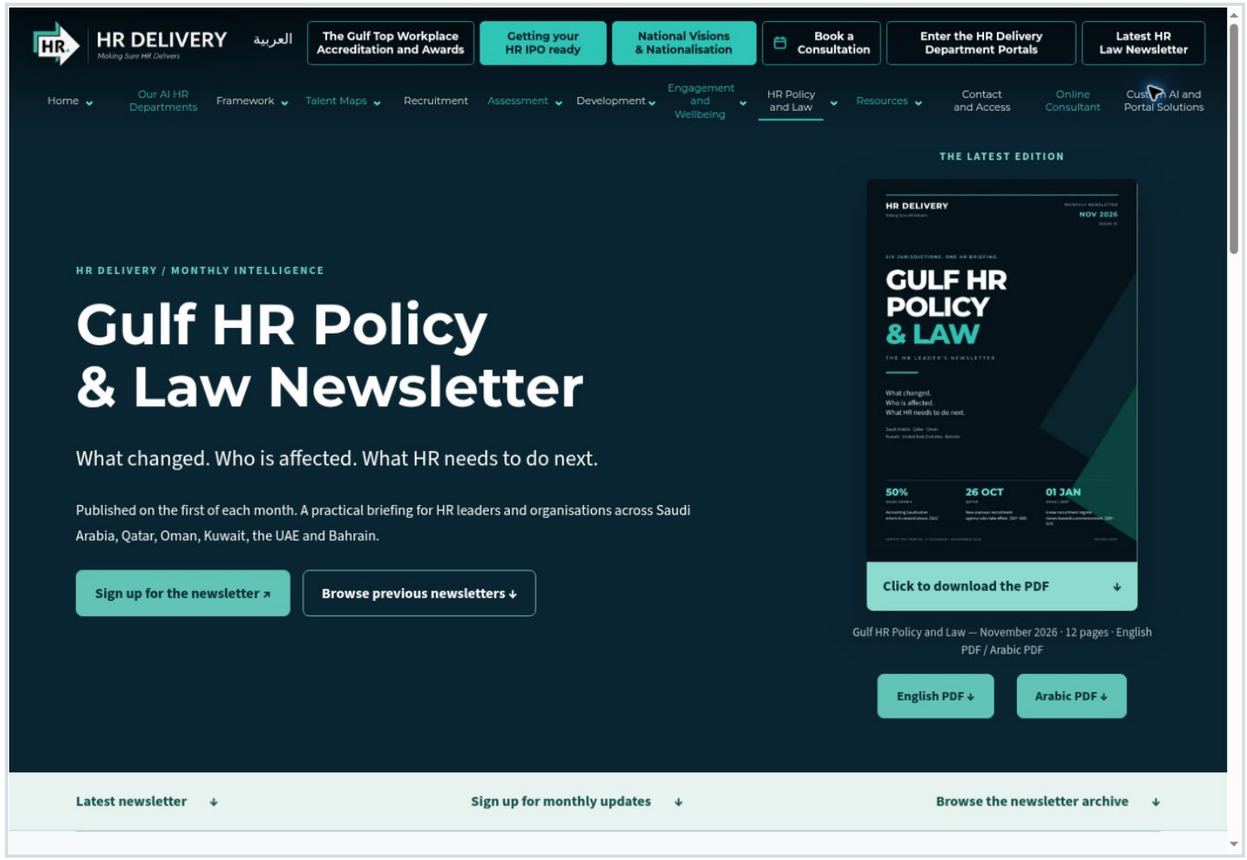
CHECK Checkpoint: the private staff area is available to the authorised administrator.

02 Check the intended mailing population

Review subscriber preferences and consent status through the controls shown in the account. Use the correct country and language audience.

CHECK Checkpoint: the intended recipients have a valid basis for inclusion.

PRIOR REVIEWED SCREEN



Public newsletter page shown as context; private mailing-list records are intentionally not pictured.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / STEPS 3–4 OF 5

OPEN SOURCE

Manage newsletter drafts and mailing records

03 Prepare the issue draft

Assemble the edition, publication date, language files and source-linked content. Keep drafting and approval responsibility explicit.

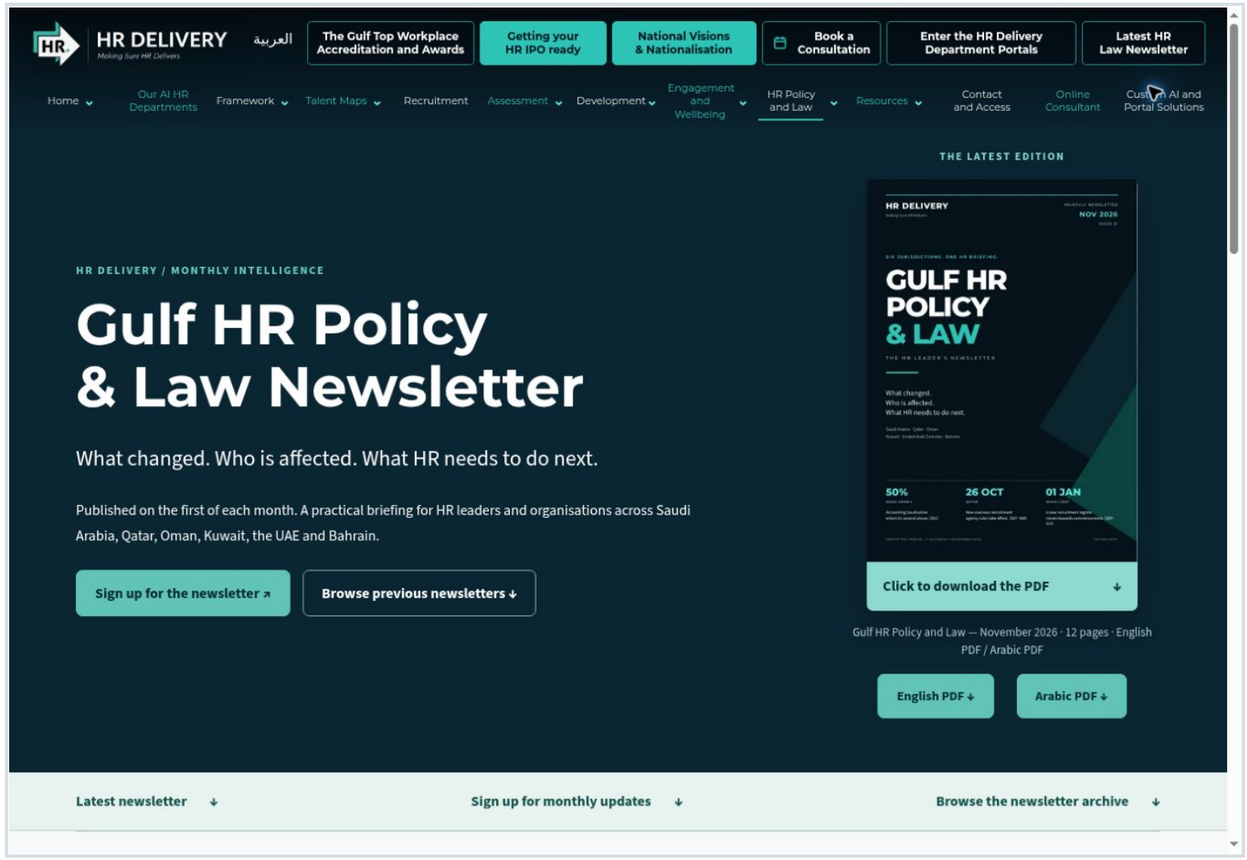
CHECK Checkpoint: the issue is ready for an editorial and source review.

04 Confirm approval and channel readiness

Check the approved issue and the configured outbound service before planning delivery. A saved draft or subscriber record is not an email delivery receipt.

CHECK Checkpoint: approval and connection status are known.

PRIOR REVIEWED SCREEN



Public newsletter page shown as context; private mailing-list records are intentionally not pictured.

NEWSLETTERS AND AUTHORISED ADMINISTRATION / STEPS 5–5 OF 5

OPEN SOURCE

Manage newsletter drafts and mailing records

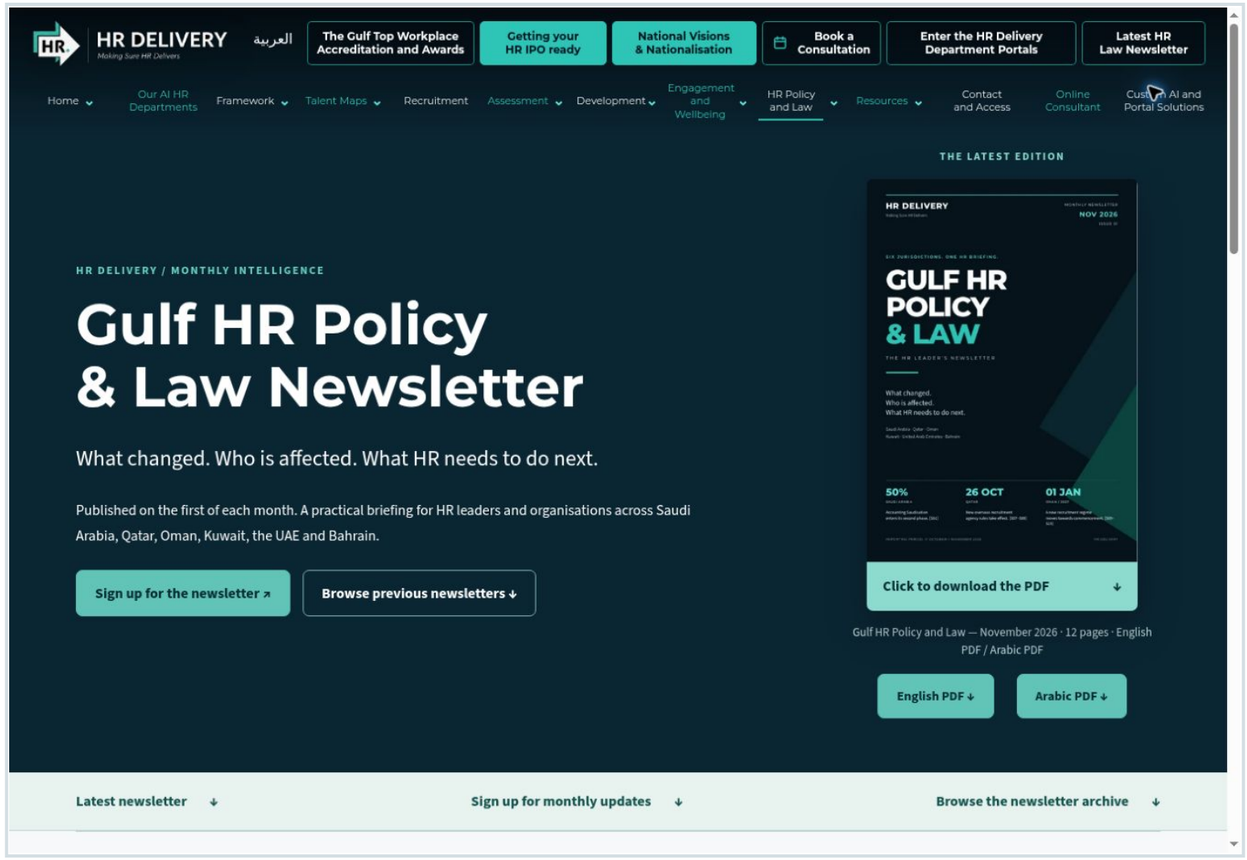
05

Retain the publication context

Keep the approved edition and administrative history according to the team’s process. Reconcile the public archive with the authorised publication record.

CHECK Checkpoint: the issue and audience can be traced by authorised staff.

PRIOR REVIEWED SCREEN



Public newsletter page shown as context; private mailing-list records are intentionally not pictured.

REFERENCE / 1 OF 1

OPEN SOURCE

Choose the country team

Country	Policy / law-reference specialists
Saudi Arabia	Reem / Saad
Qatar	Dana / Jassim
United Arab Emirates	Maitha / Rashid
Oman	Alya / Salim
Bahrain	Lulwa / Hamad
Kuwait	Noura / Fahad

REFERENCE / 1 OF 1

OPEN SOURCE

Choose the working resource

Need	Start here
A company policy draft	Policy Directory → Policy Studio
An employee reference	Employee Handbook → Employee Handbook Studio
Employment terms	HR Contracts → Contract Studio
An employee letter	HR Correspondence → Letter Studio
Source context	Law & References
Monthly update	HR Law Newsletter and archive

QUICK REFERENCE

Your final check

- [ ] **01** The country and employment context are correct.
- [ ] **02** The document type, language and edition are recorded.
- [ ] **03** Organisation particulars and placeholders have been reviewed.
- [ ] **04** The appropriate professional and organisational approvals are identified.
- [ ] **05** The exported or downloaded file opens and matches the intended version.

HELP AND SUPPORT

OPEN SOURCE

Continue with HR Delivery

Start with Lama when you need the right workspace, an explanation of a screen or a coordinated discussion with HR Delivery. Describe the task you are trying to complete and the point at which you need help. The human team can confirm access, service scope and the next practical step.

OPEN LAMA'S RECEPTION

drphillip@hr.delivery

INCLUDE IN YOUR REQUEST

- Organisation and country
- Portal and task name
- Screen label or error wording
- Desired outcome and timing; never send passwords

REFERENCE NOTES

OPEN SOURCE

Guide scope and screen references

- The separate HR Policy and Law portal remained at sign-in; the current studio examples come from the authorised Recruitment copy of the six-country legal suite.
- No contract, letter, handbook or policy output was generated, adopted, signed or sent.
- No newsletter signup, private mailing-list edit or country calculation was submitted.
- The guide explains tool use and document preparation; source documents and legal applicability require the appropriate current professional review.

Screen key: Current live screen | Published demonstration | Prior reviewed screen