
Draft Jamaican Standard

Guide

for

Human resource management —
**Guidelines for internal and external human capital
reporting**



BUREAU OF STANDARDS JAMAICA

NON-OBJECTION PERIOD:

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JS ISO 30414: 2022

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The general policies of the JBS Certification Mark Programme are as follows:

- The JBS provides certification services for manufacturers participating in the programme and licensed to use the gazetted JBS Certification Marks to indicate conformity with Jamaican Standards.
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Further information concerning the details of the JBS Certification Mark Programme may be obtained from the Bureau of Standards, 6 Winchester Road, Kingston 10.

CERTIFICATION MARKS



Product Certification Marks



Plant Certification Mark



Certification of Agricultural Produce
(CAP) Mark



Jamaica-Made Mark

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Jamaican Standards establish requirements in relation to commodities, processes and practices, but do not purport to include all the necessary provisions of a contract.

The attention of those using this specification is called to the necessity of complying with any relevant legislation.

Amendments

No.	Date of Issue	Remarks	Entered by and date

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National foreword

This standard is an adoption and is identical to **ISO 30414: 2018(E)** Human resource management — Guidelines for internal and external human capital reporting published by the International Organization for Standardization.

Scope of the standard

This document provides guidelines for internal and external human capital reporting (HCR). The objective is to consider and to make transparent the human capital contribution to the organization in order to support sustainability of the workforce. This document is applicable to all organizations, regardless of the type, size, nature or complexity of the business, whether in the public, private or voluntary sector, or a not-for-profit organization.

This document provides guidelines on the following core HCR areas:

- compliance and ethics;
- costs;
- diversity;
- leadership;
- organizational culture;
- organizational health, safety and well-being;
- productivity;
- recruitment, mobility and turnover;
- skills and capabilities;
- succession planning;
- workforce availability.

NOTE: These guidelines and associated metrics can result in better organizational performance. However, some organizations do not have the objective or the capacity to use the entire set of metrics. Recommendations for SME use are provided in Table 2 and Annex A.

Where the words 'International Standard' appear, referring to this standard, they should be read as 'Jamaican Standard'.

Where reference is made to informative and normative annexes the following definitions should be noted:

- Informative Annex – gives additional information intended to assist in the understanding or use of the document. They do not contain requirements.
- Normative Annex – gives provisions additional to those in the body of a document. They contain requirements.

Users should note that all standards undergo revision from time to time and that any reference made herein to any standard implies its latest edition, unless otherwise stated.

This standard is voluntary.

Acknowledgment

Acknowledgement is made to the International Organization for Standardization (ISO) for permission to adopt **ISO 30414: 2018(E)**.