



Human Resources

Presentation, 2022



HR Services

Content Table.

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Offered Services

Human Resources and Recruitment services.

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Talent Acquisition Strategies

How do we do it?

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Current Statistics

Honduran population, incentives and programs.

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Minimum Wage

Salary tables for Call Centers and BPOs.

Content.

- List of services.
- Details of the assistance.
- Examples.



Services

HR and Recruitment **Services**

Talent Acquisition

Marketing and sourcing activities are implemented monthly.

Screening Process

We filter the candidates we sent to our clients to make sure they accomplish with their requirements.

Retention Strategies

HR monthly meetings, agreements and corporate social responsibility activities.

Labor Conduct Guidance

Any HR related questions are answered by us as well we provide any assistance as requested.

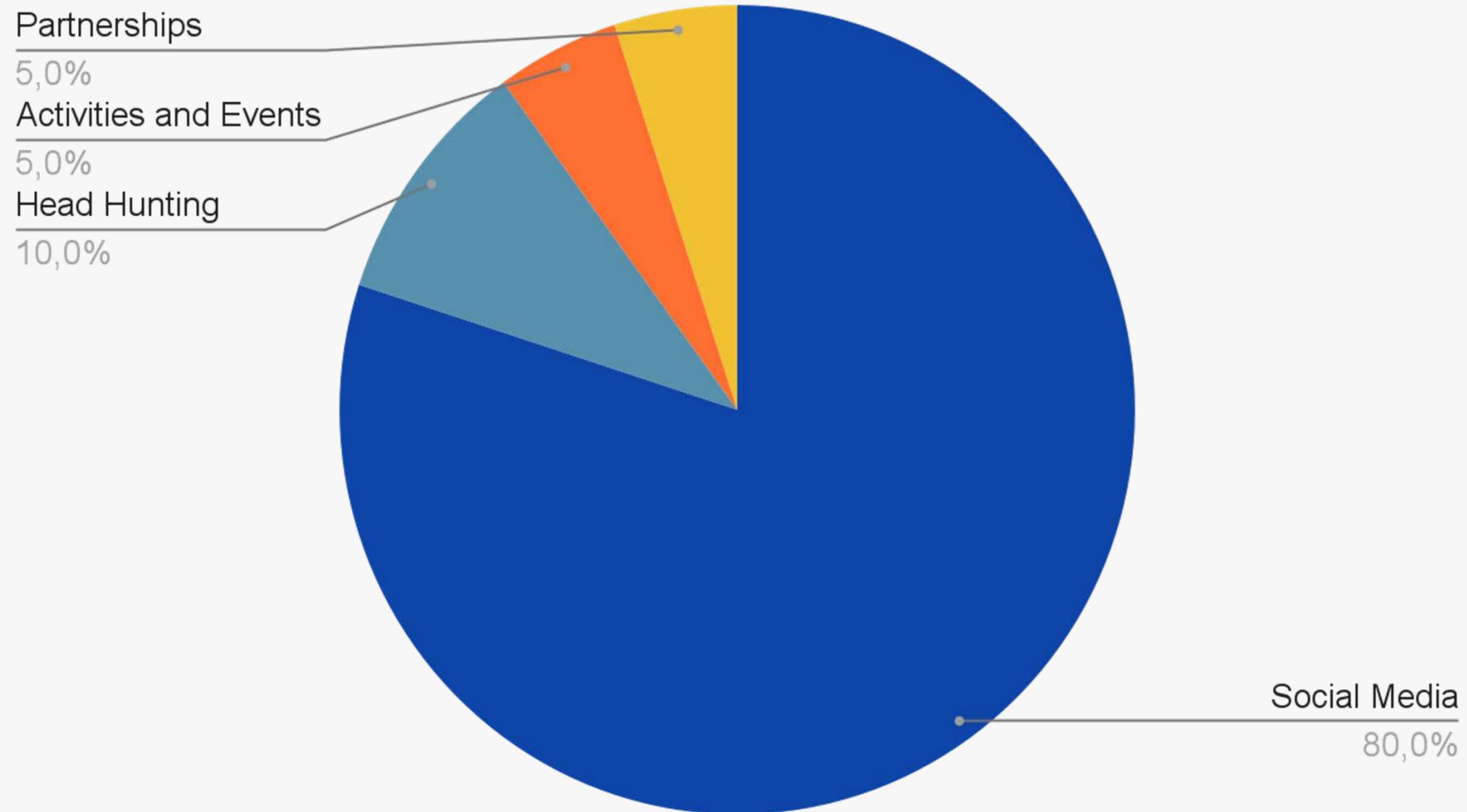
Content

- Graphic concept.
- Media.
- Strategies.
- Responsibilities.



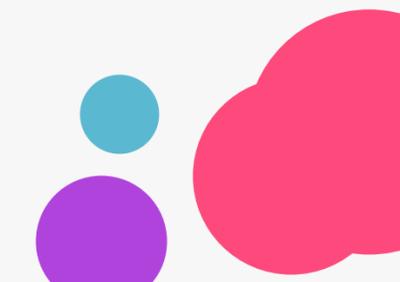
Talient
Acquisition

Recruitment Sources





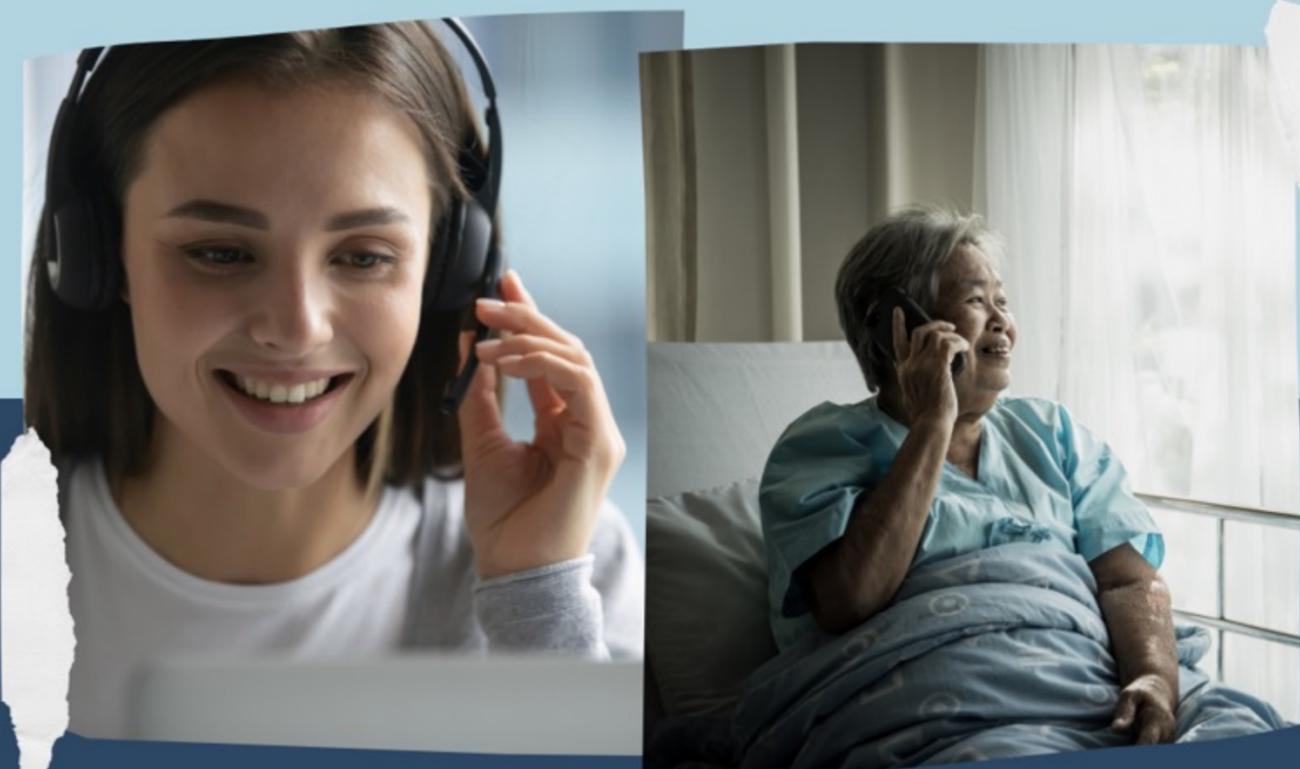
Digital Media

- 1 Social Media: Facebook, Instagram, TikTok, Twitter and Youtube ads
 - 2 Paid Media segmentation
 - 3 Annual Campaign oriented toward lead generation and brand awareness
- 

2022 Annual Campaign (Draft)

sign up,
get **la**
job

THERE'S ALWAYS ROOM FOR...



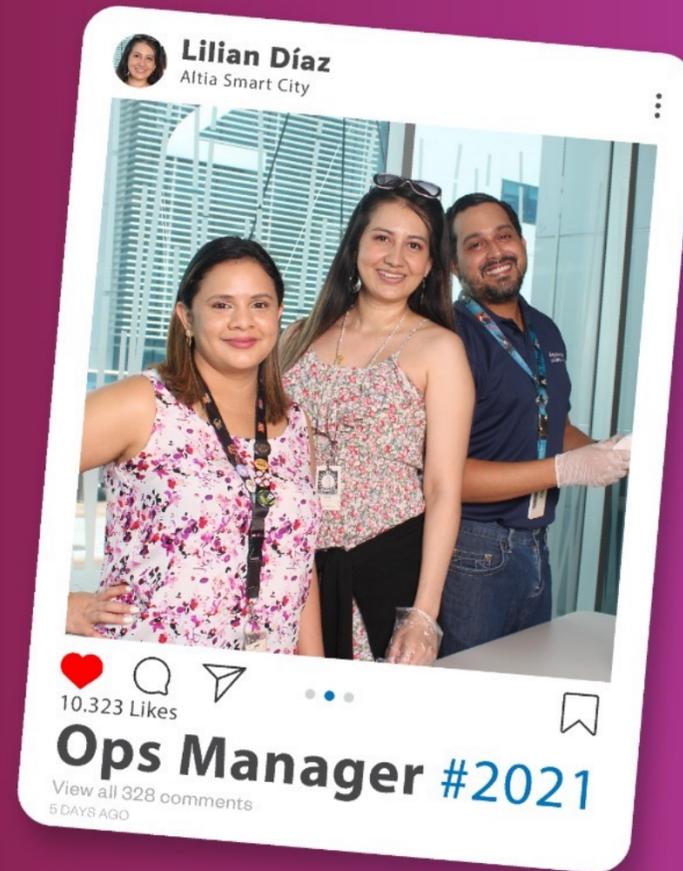
THE ONES BREAKING BARRIERS



THE ONES MAKING IT ALL HAPPEN

2021 Annual Campaign

Apply Now!
FOR A LONG TIME
Career!



Hiring at:

www.signupgetajob.com



#StrongAndSteady

Apply Now!
FOR A LONG TIME
Career!



Hiring at:

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#StrongAndSteady

2019 Annual Campaign



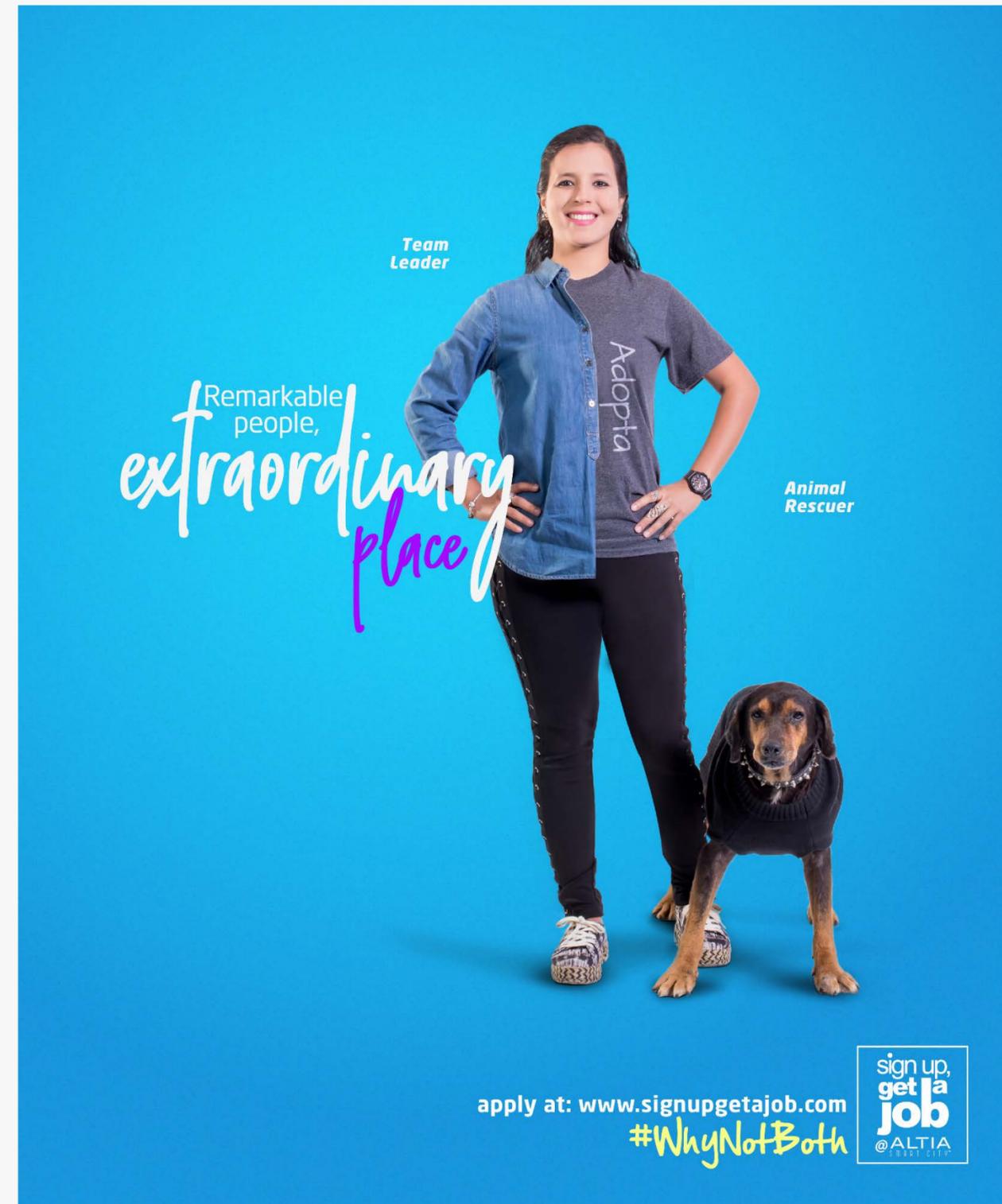
Talent Acquisition Manager

Remarkable people,
extraordinary place

Theater Director

apply at: www.signupgetajob.com
#WhyNotBoth

sign up,
get a
Job
@ALTIA
COURTNEY CITY



Team Leader

Remarkable people,
extraordinary place

Animal Rescuer

apply at: www.signupgetajob.com
#WhyNotBoth

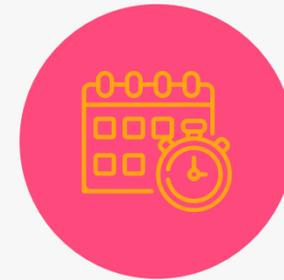
sign up,
get a
Job
@ALTIA
COURTNEY CITY

English Program



Main Objective

Train candidates with a B1 level of English to become a B2 level.

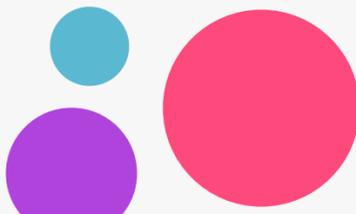


Duration

1 month.
Monday to Friday.
4 hours a day.
2 Classes of 10 Candidates.

Course Schedule

- 1 — Week — Initial evaluation and classification.
- 2 — Week — Vocabulary and scripts.
- 3 — Week — Speaking and listening techniques.
- 4 — Week — Public speaking practice.



Employee Engagement Program

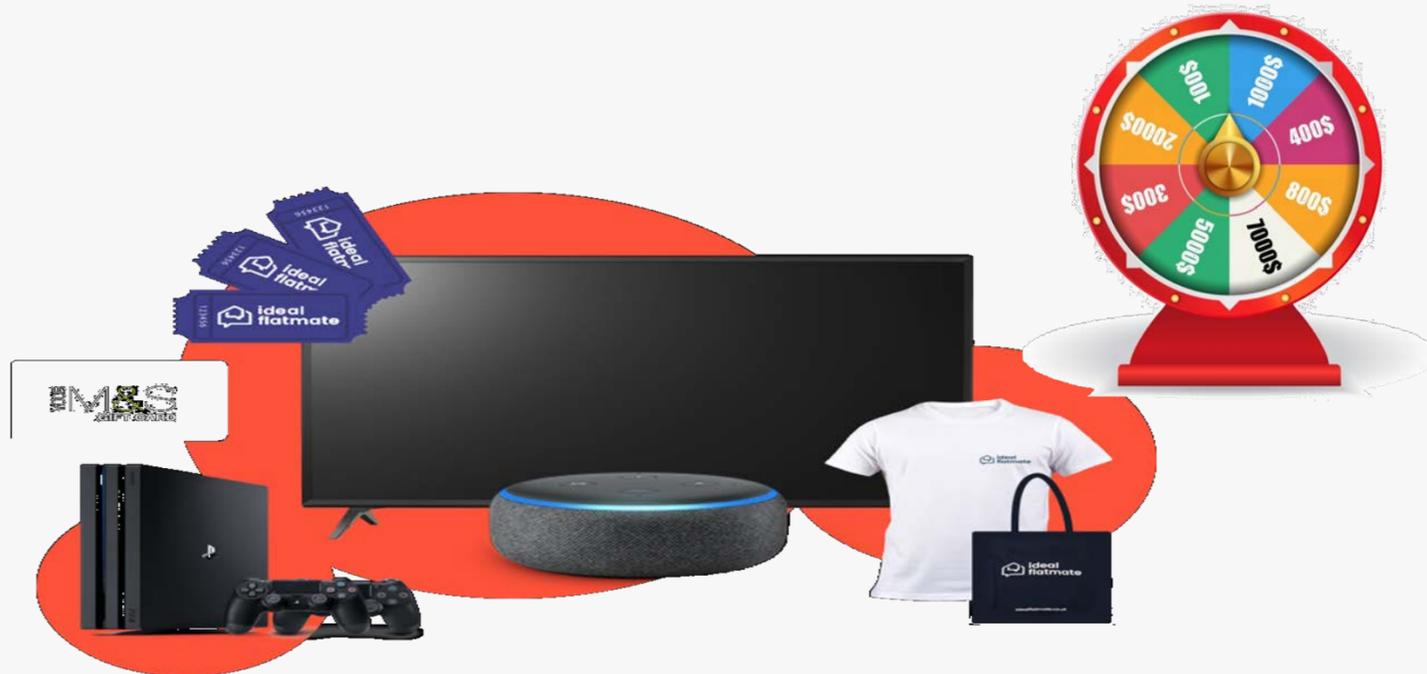
iDea

Tenure

- ✓ Six Months
- ✓ One year
- ✓ Every year after the first one.

One Year Raffle

More than one year with the company.



Recruitment Team

Recruitment Manager

Client management, recruitment strategies, recruitment statistics, retention strategies, marketing plan, alliances.

Sourcing Specialist

Social media and marketing administration, alliances administration, employee benefits, English programs and Bilingual Schools.

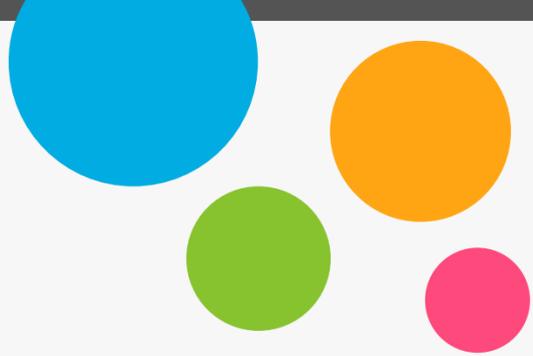
Recruiters

- Recruitment process of current clients.
- Database sources.
- Field Work

01

02

03



Recruitment Process

1 Phone Screening

Altia Smart City will contact the candidates before they get sent to one of our clients, to make sure they comply with the position requirements. Who is in charge: Altia's Recruitment Department.

2 Assessments

Either Altia or our client can provide the candidates with the assessment process. We would make sure that every step is completed before sending the candidate, if our client requests us to do so. Who's in charge: Altia or our Client.

3 Client Interview

Once we've identified candidates that comply with our client's requests, we will schedule the candidates for interview according to our client's schedule. Who's in charge: Our client.

4 Feedback

Once the client has interviewed the potential candidates, they will send a brief feedback on each person, including the one that has been selected. Altia will make sure that every candidate gets feedback.

Who's in charge: Our client.

5 Candidate File

If the client requests us to complete the candidate's file for them, we'll gladly do so; this includes references from previous jobs.

Who's in charge: Altia or our Client.

6 Hiring Process

This step will take place according to our client's preference. We will assist if requested.

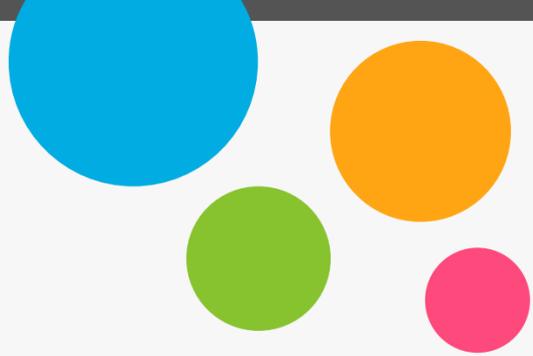
Who's in charge: Our Client.

Content.

- Bilingual Population: Valle de Sula.
- Universities Population.



Statistics



Bilingual Population Valle de Sula

YEAR	Total Population in SPS	Graduates per Year	% Of the literate population that is bilingual
2018	2,463,222	6,284	36.65%
2019	2,745,005	6,876	37.70%
2021	2,968,104	6,578	37.82%



Bilingual Population Tegucigalpa

YEAR	Total Population in TGU	Graduates per Year	% Of the literate population that is bilingual
2018	2,435,005	7,460	40.03%
2019	2,672,446	7,906	40.72%
2021	2,874,007	8,005	39.42%

Population at Universities SPS

LOCAL UNIVERSITY	TOTAL POPULATION	% Bilingual Population
UNITEC	3,125 students	89%
CEUTEC	3,412 students	74%
USAP	2,765 students	71%
UNICAH	1,387 students	77%
UTH	1,188 students	23%
UNAH	7,715 students	36%
TOTAL	19,592 students	58.12%



Population at Universities TGU

University	Population	% Bilingual Population
UNITEC	3,143 students	96%
CEUTEC	4,911 students	81%
UTH	1,852 students	16%
UNAH	19,115 students	39%
TOTAL	29,021 students	51%

Content

- Standard System.
- Hourly Paid Program.



Mirnimun Mage

Standard System

Honduras	Company Deductions	Employee Deductions	Formulas
Monthly Salary in US\$	\$553.28		
Yearly Salary	\$6,639.36		$\$553.28 * 12$
INFOP (Government Training Program) 1% of Payroll	\$5.53		
Social Security (Ceiling wage L. 10,066.08) – Company pays 8.5%/ Employee pays 5%	\$35.06	\$20.62	
RAP- Severance (4% of the salary) -Salary x 14/ 12- (L.630.00)	\$25.81		
RAP- Retirement Pension (L. 10,282.37 base) - Company pays 1.5% of the surplus/ Employee 1.5% of the surplus	\$1.52	\$1.52	
Monthly Fringe Benefits	\$67.92	\$22.14	$\$5.53 + \$35.06 + \$25.81 + \1.52
Fully Loaded Monthly Salary	\$621.20		$\$553.28 + \67.92
Fully Loaded Yearly Salary (14 salaries)	\$8,696.80		$\$621.20 * 14$

Note: Monthly salary is customary to be paid by-weekly in Honduras. This could be done in dollars or Lempiras.



Hourly Paid Program

Honduras	Company Deductions	Employee Deductions	Formulas
Monthly Salary in US\$	\$553.28		
Yearly Salary	\$6,639.36		$\$452.63 \times 12$
20% Compensation (Includes INFOP, Vacations, Holidays, 13 th and 14 th month)	\$110.66		
Social Security (Ceiling wage L. 10,066.08) – Company pays 8.5%/ Employee pays 5%	\$35.06	\$20.62	
Monthly Fringe Benefits	\$145.72	\$20.62	$\$110.66 + \35.06
Fully Loaded Monthly Salary	\$699		$\$553.28 + \145.72
Fully Loaded Yearly Salary (14 salaries)	\$8,388.00		$\$699 \times 12$



OT Payment

Schedule Frame	Allowed Daily Hours	Allowed Weekly Hours	OT Payment (Per Hour)
Morning Schedule (Between 5:00am and 7:00pm)	8 hours	44 hours	25%
Night Schedule (Between 7:00pm and 5:00am)	6 hours	36 hours	75%
Mixed Schedule* (Combines both morning and night hours)	7 hours	42 hours	50%

* If the schedule has more than 3 hours from the Night Schedule then it's considered Night Schedule.



Vacation Time

Tenure	Days of Vacations
One Year	10 working days
Two Years	12 working days
Three Years	15 working days
Four Years or More	20 working days

- Days can be taken all together or divided, according to company needs.
- Employees can work on vacation time and get paid double.
- After two years of not taking vacations, employee loses those days without right of them getting payed.



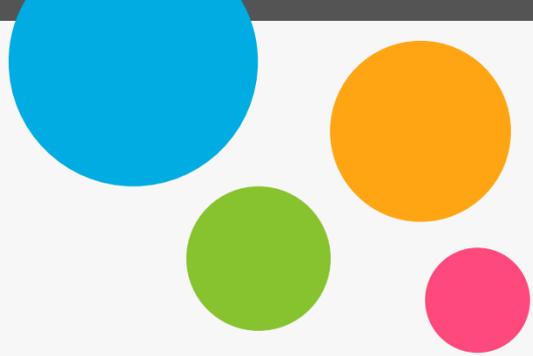
Honduran Holidays

Date	Holiday	Days Off
January 1st	New Years	1
April 14th	PanAmerican Day	1
May 1st	Labour Day	1
September 15th	Independence Day	1
First Week of October	Semana Morazanica	3
December 25th	Christmas	1
March or April	Easter/ Holy Week	3

* Employee can work on these days and get double payment.

Paid Time Off

Description	Number of Days	Payment Method	Details
Sick Leave	First 3 days	100% paid by the company	Employee needs to present medical excuse.
	4 th day and after	Company pays 34% / IHSS pays 66%	Employee needs to present medical excuse, approved by IHSS.
Maternity Leave	42 Days Pre birth	Company pays 34% / IHSS pays 66%	Employee needs to present pregnancy documents.
	42 Days Post birth	Company pays 34% / IHSS pays 66%	Employee needs to present pregnancy documents.
Breast Feeding	180 hours after birth	100% paid by the company	It's usually one hour off daily.
Paternity Leave	Non-Mandatory	Most companies offer between 2 to 5 days off	Company decides if and how to provide those days off.
Bereavement Leave	Non-Mandatory	Most companies offer between 2 to 5 days off	Usually depending on the closeness to the family member.
Marriage	Non-Mandatory	Most companies offer between 2 to 3 days off	Back up documents must be presented by the employee.
Graduation	Non-Mandatory	Most companies offer between 1 to 2 days off	Back up documents must be presented by the employee.



Educational Bonus

Conditions

Employees with a monthly salary up to two minimum wages

Companies with more than 16 employees

One payment a year

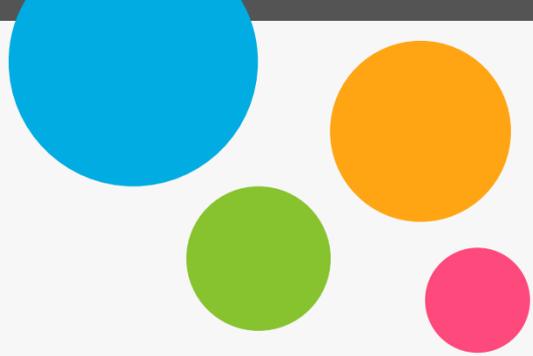
Gets payed after the first school quarter

1 payment per family (not per children)

Employee has to present grades and school registration

Amount changes every year; a table is presented by the Ministry of Law (It's different for every industry and headcount size)

*For Reference: In 2021 the amount for the BPO industry was between \$72.00 and \$77.43 per employee under these conditions.



Other Benefits

REF	DESCRIPTION
1	Life and Medical Insurance (Private)
2	Transportation
3	Meal subsidy
4	Hiring Bonus
5	Referral Program
6	Scholarships
7	On-site medical center
8	Schedule flexibility
9	Discounts on several services (gym, restaurants, dry cleaning, vet, etc).
10	Attendance, performance and other bonuses.