Enterprise HR & Employee Policies Handbook (India)

# 1. Introduction & Purpose

Objective: Provide transparent, consistent, and legally compliant guidelines governing employment—from onboarding through offboarding.  
Applicability: Aligns with Indian labor laws and applies to all employees.

# 2. Organizational Overview

Vision, mission, core values, company culture, and behavioral ethos.

# 3. Scope and Applicability

Clarify coverage for all employee types and locations.

# 4. Leave & Time-Off Policies

4.1 Annual (Earned) Leave: 1 day per 20 working days; carry forward up to 30 days.  
4.2 Sick & Casual Leave: 5–12 days sick leave; ~8 days casual leave.  
4.3 Maternity & Paternity Leave: 26 weeks maternity; paternity as per company discretion.  
4.4 Special Leaves: Bereavement, sabbatical, etc.  
4.5 Leave Administration: Accruals, application, encashment, and documentation rules.

# 5. Recruitment, Classification & Onboarding

Details on employee types, hiring processes, and probation policies.

# 6. Code of Conduct & Ethics

Expectations on behavior, confidentiality, and anti-discrimination.

# 7. Attendance, Working Hours & Remote Work

Details on working hours, attendance, WFH policies.

# 8. Performance Management & Career Growth

Appraisal schedules, promotion criteria, and training frameworks.

# 9. Compensation, Benefits & Payroll

Salary structures, cycles, benefits, and allowances.

# 10. Grievance & Disciplinary Procedures

Grievance channels, investigation protocols, and actions.

# 11. Technology, Privacy & Communications

Rules on IT usage, data security, and device management.

# 12. Safety, Security & Anti-Violence

Health, safety, and anti-harassment measures.

# 13. Separation & Exit Policy

Notice periods, clearance, and final settlements.

# 14. Employee Handbook & Accessibility

Centralized handbook with all company policies.

# 15. Policy Development & Review

Steps for drafting, approving, and reviewing policies.