

Sample Human Resources (HR) Policy Document

1. Purpose

This policy outlines the standards, procedures, and expectations that govern employee conduct, benefits, and workplace operations. It serves as a reference for employees and management to promote a productive, fair, and legally compliant workplace.

2. Scope

This policy applies to all employees, contractors, interns, and temporary staff working with [Your Company Name].

3. Code of Conduct

- Treat colleagues, clients, and stakeholders with respect and professionalism.
- Discrimination, harassment, or any form of unfair treatment is strictly prohibited.
- Uphold confidentiality regarding company information and customer data.
- Avoid conflicts of interest; report any potential ethical concerns to HR.

4. Working Hours & Attendance

- Standard working hours: Monday-Friday, 9:00 AM - 6:00 PM
- Remote work is allowed based on managerial approval.
- Employees must report absences or lateness before the start of the workday.

5. Leave Policy

Leave Type	Days per Year
Paid Annual Leave	20
Sick Leave	10
Maternity Leave	26 weeks
Paternity Leave	2 weeks
Casual/Emergency	5

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- Unused paid leave can be carried forward for up to 2 years.

6. Compensation & Benefits

- Salary is paid monthly by the 5th business day.
- Employees are eligible for performance bonuses, subject to company policy.
- Benefits include:
 - Health insurance (self + dependents)
 - Provident Fund (PF)
 - Professional development reimbursement
 - Wellness programs

7. Performance Management

- Annual performance reviews will be conducted by managers.
- KPIs and personal development goals will be set collaboratively.
- Promotions and raises are merit-based and subject to budget approval.

8. Grievance Redressal

- Employees can report issues confidentially to HR or through a grievance form.
- All complaints will be investigated impartially and promptly.
- Retaliation against complainants is strictly prohibited.

9. Data Privacy

- Employee personal data will be handled according to GDPR-compliant practices.
- Access to sensitive information is limited to authorized personnel only.

10. Policy Violations

- Disciplinary action may include verbal/written warnings, suspension, or termination.
- Gross misconduct (e.g., fraud, violence, harassment) may result in immediate dismissal.

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11. Amendments

This policy may be updated at the discretion of HR or management. Employees will be notified of any changes.

Acknowledgment

Employees are required to read, understand, and sign this policy document as part of onboarding.