

# XYZ Corporation Human Resources Policy Document

## 1. Introduction

Welcome to XYZ Corporation! This comprehensive HR policy document provides important guidelines aimed at promoting a positive and productive work environment. This document details our commitment to fostering a fair and respectful workplace and outlines the expectations and benefits for our employees.

## 2. Employment Policies

### 2.1 Equal Opportunity Employment

XYZ Corporation is an equal opportunity employer committed to providing a workplace free from any form of discrimination. We prohibit discrimination based on race, color, religion, sex, national origin, age, disability, or any other legally protected status. We strive to accommodate diverse employee needs and promote inclusivity.

### 2.2 Work Hours and Attendance

Regular attendance is vital for maintaining productivity and company operations.

Employees are expected to adhere to the following guidelines:

- Working hours are Monday to Friday, 9:00 AM to 5:00 PM.
  - Attendance records will be reviewed monthly for accuracy and consistency.
- Employees should notify their supervisor at least two hours before their shift if unable to attend work. Updates should be communicated in a timely manner. All employees are required to meet working hours in the office unless otherwise approved by management.

### 2.3 Maternity and Paternity Leave

XYZ Corporation recognizes the importance of family and offers maternity and paternity leave to both mothers and fathers. Eligible employees are entitled to:

- Up to 12 weeks of maternity leave for birthing mothers.
- Up to 4 weeks of paternity leave for fathers and partners of birthing mothers.
- Request for leave should be submitted at least two months in advance where possible.
  - Appropriate medical documentation may be required to support the leave request.

## 3. Code of Conduct

### 3.1 Professional Behavior

Staff members are expected to maintain professional behavior that fosters a respectful and collaborative work environment. Any form of harassment or professional misconduct will not be tolerated and will result in disciplinary actions.

### 3.2 Violence and Sexual Harassment Policy

XYZ Corporation does not tolerate any form of violence or sexual harassment in the workplace. Actions violative of this policy will lead to immediate disciplinary action, including termination of employment.

### 3.3 Smoking and Drinking Policy

Smoking and the consumption of alcohol are strictly prohibited on company premises. Non-compliance with this policy will result in corrective measures, including potential termination of employment.

## 4. Leave Policies

### 4.1 General Leave Guidelines

- Employees must submit a proof of leave if taking more than 3 consecutive days off work.

Medical leaves require valid medical documentation and are subject to management approval.

Failure to communicate leave or absconding from duty without notification may result in disciplinary action.

## 5. Workplace Safety

### 5.1 Safety Protocols

XYZ Corporation emphasizes maintaining a safe work environment. Employees must adhere to all prescribed safety guidelines and report any potential hazards immediately to ensure workplace safety for all.

## 6. Termination Policies

### 6.1 Involuntary Termination

Involuntary termination may occur due to non-compliance with company policies, including unsanctioned absence and violations of workplace conduct rules. The company ensures these processes comply with all legal guidelines and are conducted fairly.

## 7. Review and Update Schedule

The HR policies outlined in this document will be reviewed on an annual basis to ensure compliance with evolving laws and regulations and to incorporate improvements that enhance our workplace environment. Any amendments will be communicated to all employees promptly.

Effective Date: 21-04-2025

Next Review Date: 21-05-2025

## 8. Compliance with Laws and Regulations

XYZ Corporation's policies comply with all applicable federal and state employment laws.

## 9. Signatures

Acknowledgment of receipt and understanding of the XYZ Corporation Human Resources Policy Document:

Employee Signature: Date: