

Title: Company HR Policy Document

Introduction:

This document outlines the human resources policies of [Your Company Name]. The objective is to ensure fairness, transparency, and a positive work environment.

1. Leave Policy:

- ****Annual Leave****:

- Employees are entitled to 12 paid annual leaves.
- Leaves must be applied for at least 3 days in advance.
- Unused annual leaves cannot be carried forward to the next year.

- ****Sick Leave****:

- Employees are entitled to 10 paid sick leaves annually.
- Sick leave exceeding 2 days requires a valid medical certificate.

- ****Maternity and Paternity Leave****:

- Maternity leave: 6 months with full pay.
- Paternity leave: 2 weeks with full pay.

- ****Unpaid Leave****:

- Employees can take unpaid leave subject to manager approval.

2. Holiday Policy:

- The company observes 12 public holidays annually.
- Employees working on holidays will receive compensatory leave or double pay, depending on the role.

3. Remote Work Policy:

- Employees may work remotely up to 3 days per week with prior approval from their manager.
- Remote work is subject to performance reviews to ensure accountability.

4. Code of Conduct:

- Employees must adhere to professional behavior in the workplace.
- Harassment, discrimination, and bullying are strictly prohibited.
- Dress code: Business casual unless otherwise specified.

5. Termination Policy:

- Employees must provide 30 days' notice for resignation.
- Termination by the company will include severance pay as per company law.